



REQUEST FOR PROPOSAL

CONSULTANCY: TECHNICAL FOCAL POINT, COLLABORATION ACROSS CHILD PROTECTION AND EDUCATION IN EMERGENCIES

RFP #	2019-12-02		
Issue Date	December 2, 2019		
Closing Date/time	Proposals should be received before 5pm (EST) on December 20, 2019		
Contact Information & Questions	<p>All enquiries related to this RFP including any requests for information, questions and clarifications, are to be directed to the following email address: yfu@plancanada.ca, with the following email in copy: tsuvilaakso@plancanada.ca</p> <p>Plan Canada will respond, if time permits, to enquiries and any responses will be recorded and may be distributed by email to all RFP recipients who have indicated an interest in bidding.</p>		
Delivery of Proposals	<p>Please submit the offer electronically in PDF format to Yang Fu, Child Protection Advisor, at yfu@plancanada.ca and cno_procurement@plancanada.ca.</p> <p>If there are additional documents that cannot be sent by PDF, please arrange delivery via courier to Plan International Canada Inc., Attention: Yang Fu, 245 Eglinton Avenue East, Suite 300, Toronto, M4P 0B3.</p>		
Successful Proponents Notified	January 10, 2020	Expected Start Date of Contract: January 27, 2020	Expected End Date of Contract: April 1, 2021

Summary of the Requirement

Plan Canada, on behalf of the **Alliance for Child Protection in Humanitarian Action** and **Inter-Agency Network for Education in Emergencies**, is seeking the services of an enthusiastic consultant with experience in both education and child protection sectors.

This consultancy is contingent on confirmation of funding.

The terms and conditions applicable to this RFP are attached in Appendix A. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions that are included in Appendix A.

Plan International Canada Overview

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We have been building powerful partnerships for children for over 80 years and are now active in more than 70 countries. (<http://plancanada.ca/>)

We are calling on all Canadians to **Defy Normal**: to believe in the power and potential of every child and to take a stand anywhere children are oppressed, exploited or left behind and anywhere girls aren't equally valued. Together, we can create a world where all unleash their full potential.

Plan International Canada (Plan Canada) has been a member of the Plan International (Plan) global federation since 1968. The Federation has 22 National offices, 4 Regional offices and delivers programs in 50 countries worldwide.

Plan International Canada is a registered charity with offices in Toronto and Ottawa whose primary focus is to raise funds through Individual, Corporate and Institutional funding.

Proposal Background & Objectives

The **Inter-Agency Network for Education in Emergencies (INEE)** and the **Alliance for Child Protection in Humanitarian Action (the Alliance)** are global networks of actors working on education and child protection in emergencies/humanitarian settings. The Alliance and the INEE came together in October 2018 in a [joint Roundtable focused on addressing barriers to collaboration](#). A set of recommendations were produced during this event. Alliance and the INEE have continued their advocacy on this issue in diverse fora.

Education in Emergencies (EiE) and Child Protection in Humanitarian Action (CPHA) actors work side-by-side to respond to the needs of children and youth affected by emergencies, crises and forced displacement. The importance of recognizing that the work of both sectors is complementary has often been stated, since education can be protective and child protection actors can support children and youth to access education and improved educational outcomes. However, the full potential that a collaborative approach across these two sectors could offer to children and youth has yet to be fully explored.

Through ongoing conversations between the INEE and the Alliance it has become clear that there is need to come together to critically reflect on areas of convergence between the sectors. This consultancy seeks to move forward the agenda for joint and integrated programming, based on the recommendations from the 2018 Roundtable. To this end, the Alliance and INEE, through Plan Canada, are hiring a **technical focal point** to support moving this agenda forward.

It is expected that the technical focal point will primarily work to:

- Form and maintain an inter-sectoral, inter-agency advisory group to support the process and ensure inter-agency buy-in;
- Develop a joint workplan with short-term and long-term objective for the collaboration between INEE/Alliance; The workplan may include activities such as:
 - Leading the development of a position paper on the complementarity of the two sectors
 - Developing a user-friendly programming framework for joint and integrated programming across Child Protection and Education in humanitarian settings
 - Field-testing the framework in diverse contexts and incorporate lessons learned

- into the material
- Building on existing tools and materials, developing joint training materials for Child Protection and Education in Humanitarian Settings to increase linkages between sectors;
- Identifying key technical areas for collaboration, such as grave violations, MHPSS, DRR, and others, and clear approaches for linking workplan activities to field level;
- Deliver on the activities in the workplan, including mobilizing resources for specific activities, securing in-kind contributions from member agencies, supervising the work of other consultants (as appropriate), organizing side events during Alliance and INEE meetings, and leading on activities that are assigned to the technical focal point.
- Follow up on the recommendations of the 2018 Joint Roundtable;
- Engage with different network spaces (such as Working Groups, Task Forces, Collaboratives) within INEE and the Alliance to identify and set in motion potential areas of collaboration;
- Support knowledge management for sharing of best practices on joint and integrated programming across Child Protection and Education in humanitarian settings, with dissemination plan to ensure key resources reach field level actors;
- Lead on resource mobilization and partnerships to fill knowledge and evidence gaps regarding joint and integrated programming across Child Protection and Education in Emergencies;
- Support the Alliance and INEE in their advocacy work related to this topic;
- Liaise and engage with relevant partners, particularly Education Cannot Wait, the Education cluster and the Child Protection Area of Responsibility; and
- Participate in regular staff meetings and communicate with both the INEE Secretariat and the Alliance for Child Protection Secretariat on a regular basis.

The consultant will report directly to a Technical Advisor in the Program Quality Technical Unit at Plan Canada. The consultant will report indirectly to the INEE and Alliance Secretariats, with significant technical support provided by the co-leads of the INEE and Alliance.

The technical focal point is expected to be home-based, with preference for individuals based in Geneva or a regional hub. The technical focal point is expected to travel 2-3 times a year to participate in global-level workshops and networking meetings, with additional travel to the field as necessary.

Deliverables & Timelines

These are only some of the expected deliverables for this position. Many deliverables are contingent on the development of the joint workplan. The deliverables and workplan of the technical focal point will be reviewed every six months by the Alliance and INEE to ensure relevance and reflection of the changing nature of this work.

Table 1. Deliverables and Timelines

Deliverables	Timelines
An intersectoral, inter-agency advisory group between INEE and Alliance is formed	January – February 2020
Development of joint workplan across INEE and Alliance is developed and endorsed	February 2020
Draft position paper on complementary between child	March 2020

protection and education in emergencies	
Organize side event between the INEE and Alliance	April 2020
Draft programming framework for joint and integrated programming across child protection and education in emergencies	May – August 2020
Pilot programming framework in 2-3 contexts to refine and finalize for dissemination	September 2020 – March 2021
Delivery of other activities in the joint workplan	March 2020 – March 2021

Safeguarding Children and Young People

Plan International is committed to actively safeguarding children from harm and ensuring children’s rights to protection are fully realized. Plan International takes seriously the commitment to promote child safe practices and protect children from harm, abuse, neglect and any form of exploitation as they come into contact with Plan International supported interventions. In addition, we will take positive action to prevent child abusers from becoming involved with Plan International in any way and take stringent measures against any Plan International Staff and/or Associate who abuses a child. Our decisions and actions in response to child protection concerns will be guided by the principle of ‘the best interests of the child’.

Any planned and future work under this RfP must adhere to Plan International’s Safeguarding Children and Young People Policy. Successful applicants will be expected to participate in a safeguarding briefing and sign our Code of Conduct. Any field work or engagement with beneficiary communities must ensure appropriate, safe, non-discriminatory participation; a process of free and un-coerced consent and withdrawal; confidentiality and anonymity of participants. The consultant is required to provide a statement within their proposal on how they will ensure ethics and protection of children and young people in the process of any data collection and visits in line with Plan International’s Safeguarding Children and Young People Policy. This must also include consideration of any risks related to the scope of work and how these will be mitigated, including but not limited to:

- Safeguards to protect the confidentiality of participants
- Data protection and secure maintenance procedures for personal information
- Caregivers’ consent concerning data collection with young people, and collation of data about children and young people
- Age-appropriate and inclusive assent/consent processes
- A process for reporting and referring safeguarding cases in the event of any incident

Additionally, the consultant will be required to comply with policies and procedures with regards to safeguarding specific to any Plan International Country Office they visit as part of any fieldwork or other activity.

Qualifications of the Consultant

The Alliance and INEE, through Plan Canada, is seeking an individual consultant with the following experience and qualifications.

Essential

- Advanced university degree (Masters or above) in relevant fields;
- A minimum of 7 years’ experience in related fields – ideally a combination of education and child protection in humanitarian settings;

- Understanding the respective roles of INEE and the Alliance;
- Experience working in a member-based organization or network and/or in coordination roles;
- Excellent research, analytical and writing skills, with the ability to draft an evidence informed report;
- Fluent verbal and written English;
- Excellent interpersonal skills, with the ability to successfully interact with a diverse group of people;
- Flexible work attitude, with the ability to follow direction and work independently across a virtual work environment;
- Excellent organizational skills, with the ability to independently track and follow-up on various tasks;
- Previous experience working on projects that require a highly iterative and consultative process, with the capacity to incorporate multiple levels of feedback and perspectives in final products.

Desirable

- Field experience working in child protection and education in emergencies highly recommended;
- Working knowledge of French, Spanish, Arabic and/or Portuguese, with ability to conduct interviews in these languages highly desirable.

Requirements to be included in your proposal

1. General Overview

- Provide a brief overview of why you believe you are best suited to fulfil this consultancy.
- Describe your organizational and reporting structure (if relevant).
- Describe your current and previous portfolio of work.
- Explain any experience of similar projects with for-profit, non-profit or non-governmental organizations (NGOs).

2. Project Approach and Plan

- Please describe the overall approach you would take to executing the work outlined in this RFP.
- Please outline a proposed project plan for the consultancy including key tasks and effort, as well as assumptions dependencies and resources both from yourself and Plan Canada, INEE, and the Alliance.
- Please provide a recommended timeframe and regularity of progress reporting.
- Please describe how you will address any safeguarding considerations.

3. Financial

- Please provide the costs or fee structure for your proposal and payment terms.

4. References

- Please provide at least 3 references, preferably similar in size and/or type of organization.

Please respond with

- 1) A proposal document that responds to the requirements above with a clear outline of your pricing structure.
- 2) An outline of an implementation plan and period if the award is successful.

Evaluation basis for proposals

Applications will be selected based on several criteria that offer the best value to Plan Canada. Our initial short-list will be based on the following scoring methodology:

1. General Overview (20%)
2. Project Approach & Plan (40%)
3. Financial (20%)
4. References (20%)

Selection Process

Final selection will be based on scoring above and online discussions with short-listed applicants.

Validity Period

Offers must remain valid for not less than sixty (60) calendar days after the offer deadline noted above.

Terms & Conditions for the award

Any award as a result of this RFP will be subject to a Service Agreement which will cover the term of the Project. Plan Canada and the successful supplier will put in place appropriate mechanisms to insure adherence to the contractual terms and their respective interests.

Appendix A

Terms & Conditions of the Request for Proposal

The submission of a response to this RFP constitutes that the supplier and its authorized staff have read, understood and accepted the following terms and conditions as well as all other provision of this RFP. The information contained in this RFP (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

In consideration of Plan providing such information to the supplier and as a condition to the review of this RFP, the supplier agrees that they will:

- Use all information and material disclosed exclusively for the purpose of responding to the RFP and will not use such information or materials to obtain any other commercial, trading, financial or other advantage or for any other purpose.
- Maintain as confidential all information and materials relating to the RFP that they may acquire in any manner and make copies of such information only to the extent that the same is strictly required for the purpose.
- Not disclose whether directly or indirectly any information or materials relating to the RFP (or any part thereof) except to their own personnel and professional advisors and then only to the extent strictly required for the purpose and under conditions of confidentiality.
- Not make any announcement, press release or other public statement in connection with the RFP without the prior written consent of Plan Canada.
- On request by Plan Canada at any time, deliver to Plan Canada as soon as practicable all information and materials relating to the RFP in your possession, custody or control which contain details of or incorporate the whole or any part of the RFP.
- Be prohibited from discussing the RFP with any other supplier without first obtaining the prior written consent of Plan Canada.
- Hold in strict confidence any information received in response to this RFP. This information will not be disclosed to any party, other than to an employee or consultant engaged within Plan Canada without the express written consent of Plan Canada.
- Acknowledge that Plan Canada undertakes not to publicise any information obtained during this RFP process, either generally or to any other suppliers involved in the RFP. Additionally, there will be no obligation on the part of Plan Canada to share any of the results or conclusions of the RFP process with any supplier.
- Acknowledge that Plan Canada reserves the right to change any aspect of, or cease, the RFP and any subsequent negotiation process at any time.
- Notify Plan Canada if during the course of its evaluation the supplier becomes aware of an error in this RFP or in the information or data provided. Plan Canada reserves the right to share information on errors with other bidding suppliers.
- Acknowledge that all intellectual property rights in this RFP and all materials provided by Plan Canada or its professional advisers and consultants in connection with this RFP are and shall remain the property of Plan Canada and its professional advisers and consultants.