



INVITATION TO TENDER (ITT)

Company Name:

IMPORTANT INFORMATION

- (a) This is **not an order**.
(b) The Tender Document should be enclosed in a **plain envelope** and clearly marked "**TENDER NO.087/**
FY23/SSD1/ PROVISION OF GEISA
CONSULTANCY SERVICES and addressed to
"**THE TENDER PANEL**" Plan International South Sudan to
be submitted not later than **10:00 am of Wednesday 17th**
Nov 2022.

Date: 26th /10/2022.

Eligible and suitable service providers are hereby invited to submit their quotations and appropriate documents as per the specifications provided in this tender document for the provision of services **as stated here above**. You are strongly reminded to carefully follow all instructions provided in this tender document or otherwise, your bid will be disqualified.

Goods/Services Specifications and Prices:

You are required to submit your prices in United States Dollars (**USD**) in the spaces provided per each item in the table here below.

S/No.	Tender Description	Quantity	Units	Unit Price (USD)
1	Provision of GEISA Consultancy Service	As per the TOR		
Important condition: Please read carefully.				

<u>Evaluation Criteria</u>		
S/No.	The tender documents shall be evaluated based on the criteria stated here below. Note: All documents must be attached as per the below order for easy reference	Maximum Score
1	Competitive Prices	30



2	Company Profile (stating names of the company directors)	10
3	Certificate of Incorporation	10
4	Valid Tax Clearance Certificate	10
5	Certificate of similar work completion (or attach awarded contract for similar work)	10
6	Evidence of similar consultancy work done for other organizations. (provide copies of contracts)	10
7	Consultancy deliver Period (lead time)	10
8	Quotation Validity (Must be for one year from the date of submission)	10
	Total Score	100

	Important conditions				
	(a) Plan International South Sudan will enter into agreement with awarded supplier/ service provider.				
	(b) Price variation or change of currency will not be accepted				
	(c) No tender will be received after closing date and time				
	(d) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified				
	(e) The prices must be submitted in USD				
	(f) All other tender requirements stated on this tender document MUST be met.				
	PLEASE NOTE:				
	λ The Tender should be registered at the reception and deposited in the tender box at Plan International - South Sudan Country Office, Hai Jerusalem Juba OR EMAIL RO SSProcurement.Committee@plan-international.org				
	➤ Plan International South Sudan reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or assign reasons for its decision. Plan International South Sudan may retender if it deems right.				
	➤ If you do not hear from the tender panel two weeks after the closing date, please consider your bid unsuccessful.				
	➤ Tenders must be filled in permanent ink. Any tender filled in pencil will be disqualified.				
	➤ All alterations must be countersigned and use of correction fluid is prohibited				
	➤ You must fill in all sections of this form. Failure to do so may lead to disqualification				



➤ Ensure accuracy in your calculations both horizontally and vertically.		
<u>CONF</u> <u>FOR SUPPLIERS USE ONLY</u>		
<u>IRM</u>		
(1) QUOTATION VALIDITY: _____		
(2) DELIVERY PERIOD: _____		

Bank Account Details: (Plan only pays by cheque or electronic transfers – No cash payments)

Account Name: _____

Account Number: _____

Bank Name: _____

Branch Name: _____

Currency: _____

Swift Code: _____

Tel No(s). _____ Mobile Number: _____

Office Location: _____

Contact Person _____ Position _____

Email Address _____

Passport Number: _____ Issuing Country: _____ Date of Issue: _____

Company Stamp: _____





TERMS OF REFERENCE

Location	Plan International South Sudan – Juba, country Office and Programme Implementation Area Offices
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Background

Gender inequality and exclusion vary in expression from place to place but, in all countries where Plan International works, we encounter different forms of gender-based discrimination, gender stereotyping and an unequal distribution of power between women, men, girls and boys, and other genders as well as exclusion based on multiple factors. These factors include identities such as race, class, ethnicity, ability, language, sexual orientation, and gender identity, among others. We recognize that individuals have multiple identities that shape their experiences. We believe that our work on tackling gender inequality can be strengthened by examining how these identities intersect, and by using this learning to inform programmes and influencing. Gender inequality intensifies the negative effects of all other forms of exclusion and as a result, exclusion is different and often worse for girls and women. Girls often face the most significant barriers to exercising their rights among excluded groups, which is why gender equality and girls' rights remain a distinct priority for our work.

In line with this, Plan International, South Sudan has decided to undertake a Gender Equality and Inclusion Self-Assessment (GEISA) as a part of the wider commitment to gender equality and inclusion.

Why is the GEISA Important?

Undertaking a GEISA is part of Plan's process to understand and build its capacity to address gender inequalities and exclusion. The GEISA enables Plan staff to look at and identify the critical gender and inclusion issues in our programme and influencing work, across our offices and staff, and marketing and communications.

Purpose of Consultancy

The Consultant is being commissioned to support Plan International, South Sudan in conducting a GEISA. The purpose of a GEISA is:

- To undertake a learning and review process on gender equality and inclusion across all Plan's work, both internal and external; and
- To identify the strengths and challenges of Plan's gender and inclusion work in order to determine concrete steps for making improvements.

Scope of work and methodology

The process of a gender equality and inclusion assessment is highly participatory, working closely with Plan staff. The consultants' role is to guide the GEISA process as a facilitator rather than an external evaluator. The evidence from other organizations and within Plan shows that a participatory self-assessment is the most effective way to learn about gender equality and inclusion in an organization. The consultant will work closely with GEISA team and Plan International South Sudan's Gender and Safeguarding Advisor.

This will include the following key steps:



- Set objectives of the GEISA process.
- Agree on methods to be used in the GEISA process. Conduct the GEISA, together with the GEISA team. Support the GEISA team to analyze the data.
- Present a final, agreed and clear report on the process and findings.
- Identify recommendations and support the Plan office to develop an achievable Gender and Inclusion Action Plan.
- Maintain on-going communication with Plan International, South Sudan's Gender Advisor and GEISA Team throughout the entire process.

The Consultant will ensure that the GEISA is a critical process for Plan to reflect upon, and work towards, the commitments set out in Plan's Policy on Gender Equality and Inclusion which is accompanied by Implementation Guidelines in three interrelated areas:

1. Offices and Staff
2. Programmes and Influencing
3. Marketing and Communications

Expected Deliverables

It is expected that the Consultant will produce the following deliverables:

- A work-plan for the GEISA process
- Baseline findings on gender equality and inclusion across all three areas of Plan's work:
- A draft and final report on the GEISA.
- Presentation materials for dissemination of GEISA report
- A summary of recommendations and Gender and Inclusion Action Plan

A set of GEISA Guidelines have been developed to guide this work. It is expected that the Consultant will utilize these guidelines to inform the expected deliverables.

Time Frame and Budget

The entire GEISA process will be undertaken for 4 months over a time period from **December 1st 2022 to May 31st 2023**. During this time, the Consultant is expected to work up to **182 days**.

The consultant will be expected to work with the staff to incorporate practical recommendations in Plan's work.

Person Specification

Plan International, South Sudan aims to contract a Consultant with experience who knows what a gender and inclusion assessment is, how to perform one, and has preferably undertaken one in Plan International or another INGO.

The consultant should have the following qualification and skills:




- Advanced university degree in Gender studies or related fields (Master's degree or equivalent)
- A minimum of 5 years of progressively responsible experience at a national and/or international level in Gender Equality and Inclusion.
- Experience in undertaking a gender and inclusion assessment in Plan or another INGO;
- Strong facilitation skills and hands-on experience of working in participatory ways with staff groups, partners and communities;



TERMS OF REFERENCE FOR SOUTH SUDAN GENDER EQUALITY AND INCLUSION SELF ASSESSMENT (GEISA)

- Strong gender and inclusion analytical skills and knowledge/experience of different gender and inclusion tools;
- The ability to select the best approach/methodology for different groups and audiences;
- Qualitative data collection skills;
- Proven ability to support and work with an internal staff team and keep staff motivated;
- Openness to listen, learn and accurately record the GEISA findings;
- Good report-writing skills are essential;
- An ability to negotiate challenging findings from the GEISA with staff and senior management team;
- Experience with rights-based programme approaches; and
- An understanding of the linkages between children's rights, gender equality and inclusion.

All interested applicants should submit a copy of their CV and a letter of interest, detailing their experience and approach to conducting the gender equality and inclusion self-assessment processes.

Submitted by: Name: Hellen Alobo Designation: Gender and Safeguarding Advisor Signature:  Date: 08 th / 10 / 2022	Approved by: Name:  Designation: DOP Signature:  Date: 4 / 10 / 2022
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