

Plan International Inc. South Sudan  
Hai Jerusalem  
PO Box 182,  
Juba, South Sudan

Web: [www.plan-international.org](http://www.plan-international.org)



## INVITATION TO TENDER (ITT)

### IMPORTANT INFORMATION

**Company Name:**

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(a) This is **not a purchase order**.

(b) The Tender Document should be enclosed in a **plain envelope** and clearly marked "TENDER NO.

**00153T/FY23/SSD1/development of a Training Manual on School Related Gender -Based Violence** and addressed to "THE TENDER PANEL" Plan International South Sudan to be submitted not later than **10:00am of June 27<sup>th</sup> 2024**

Date: **14<sup>th</sup> June 2024**

You are hereby invited to submit your financial and technical proposals for the hire of a proposal development of training manual on school related gender-based violence services as per the Instructions to Bidders (ITB) provided in this tender document. All prices must be filled in the list of finance activities below to be done and the totals must be quoted in the bellow table. You are strongly reminded to carefully follow all instructions provided in this tender document or otherwise, your bid will be disqualified.

S/No.	Service Descriptions	QTY	UNIT	Unit	Total
				Cost	Cost(USD)
				(USD)	
1	Plan International Invites tenders for the development of a training manual on the School related gender based violence	1	Month		
2					



## Evaluation Criteria

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 finding.	Maximum Score
1	Competitive Price of the supplies	25
2	Company Profile (including Copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder; written power of attorney of the signatory of the Bid to commit the Bidder, Certification of registration and Tax Clearance Certificate)	20
3	Bank Statement of six months	20
4	Women owned Consultancy Firm	5
5	Evidence of similar items supplied to other reputable NGO's	20
6	Provide lead time to execute if awarded the Contract	10
	<b>Total Score</b>	<b>100</b>

	<b>Important conditions</b>				
	(a) Plan International South Sudan will enter into agreement with awarded contractor.				
	(b) Price variation or change of currency will not be accepted				
	(c ) No tender will be received after closing date and time				
	<b>(d) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified</b>				
	(e) The prices must be stated in USD				
	(f) All other tender requirements stated on this tender document MUST be met.				
	<b>PLEASE NOTE:</b>				
	λ <b>The Tender should be submitted hand delivered to the above stated address or by email to <a href="mailto:SSProcurement.Committee@plan-international.org">SSProcurement.Committee@plan-international.org</a> within the deadline.</b>				
	➤ <b>Plan International South Sudan</b> 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. <b>Plan International South Sudan</b> 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 <b>pencil</b> 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.		
CONF IRM	FOR SUPPLIERS USE ONLY	
(1)	QUOTATION VALIDITY: _____	
(2)	WORK COMPLETION 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: \_\_\_\_\_

Managing Director's name \_\_\_\_\_ (Male/Female) \_\_\_\_\_

Email Address \_\_\_\_\_

Passport Number: \_\_\_\_\_ Issuing Country: \_\_\_\_\_ Date of Issue: \_\_\_\_\_



Company Stamp and signature: \_\_\_\_\_

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## TERMS OF REFERENCE FOR CONSULTANCY SERVICES

### DEVELOPMENT OF A TRAINING MANUAL FOR SCHOOL-RELATED GENDER-BASED VIOLENCE (SRGBV)

#### 1. Background:

The 2023-2026 Education Cannot Wait (ECW)-Multi Year Resilience Programme Phase 2 (MYRP 2) for South Sudan builds on the successes and lessons learned from the 2019 MYRP. Led by Save the Children International (SCI) and the additional grantees of the Norwegian Refugee Council (NRC) and Finn Church Aid (FCA), along with technical and implementing partners, the project is implemented by 14 partners in six States of South Sudan. These include Eastern Equatoria, Unity, Jongolei, Warrap, Upper Nile, Lakes and Pibor and Abyei Administrative Areas of South Sudan. The project was designed as a gender transformative programme, going beyond responding to the gender barriers and working to address the underlying causes of those concerns.

The MYRP 2 partners leverage their complementary strengths to implement a holistic programme across **five outcomes** with the aim of reaching 135,000 of the most in-need girls and boys across the prioritized counties.

**Outcome 1:** Safe, equitable, gender responsive, and uninterrupted access to protective and quality learning opportunities increased for crisis-affected girls and boys including those with disabilities.

**Outcome 2:** The quality of teaching and learning is improved in crisis-affected communities through inclusive and gender transformative approaches.

**Outcome 3:** Education becomes more inclusive through comprehensive, gender transformative and disability inclusive strategies.

**Outcome 4:** The education system becomes more responsive and resilient to the impacts of crisis through improved data for decision-making, strengthened coordination, and meaningful engagement of local actors.

**Outcome 5:** Sufficient resources are mobilized to scale the implementation of the multi-year programme, respond to cyclical and new crises, build sector capacities, and monitor programme quality.

The consortium works together to ensure safe and equitable access, improved quality of teaching and learning, increased inclusivity, and a more resilient education system in collaboration with Ministry of General Education and Instruction (MOGEI), the Education

*M. Luenda  
Chair*



Cluster, and other flagship education programmes in the country. The MYRP2 seeks to reach the most in-need learners and improve the overall capacity to reach more in the years to come. The programme also works to engage, enrol, and support the education of those girls and boys with disabilities.

The result is a programme that seeks to expand access to education for girls, to ensure their retention in learning, and to directly confront the social norms and stigmas that threaten their education. This strategy cuts across all the MYRP's outcomes, with gender specific outputs for the access, quality, equity and systems supports and with Plan International as the GLO to help guide their implementation.

Plan International (PI) strives to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters, and partners to tackle the root causes of the challenges facing girls and all vulnerable children. For over 80 years, Plan International has build powerful partnerships for children, and is active in over 80 countries. Plan International is committed to promoting gender equality and inclusive education as essential components of sustainable development. However, challenges persist in achieving these goals, including cultural norms, socioeconomic disparities, and inadequate access to quality education.

## **2. Overview of School-Related Gender-Based Violence (SRGBV) in South Sudan:**

South Sudan, the world's youngest nation, has faced significant challenges since gaining independence in 2011. Persistent conflict, political instability, economic hardships, and underdeveloped infrastructure have contributed to a complex environment for education. These factors can exacerbate vulnerabilities and contribute to instances of School-Related Gender-Based Violence (SRGBV). SRGBV in South Sudan is a concern that affects both girls and boys. Incidents of violence, harassment, and discrimination occur within educational institutions, deterring children from attending school and hindering their ability to learn in a safe and supportive environment.

## **3. Consultancy Objectives:**

The primary objective of this consultancy are as follows:

To develop a comprehensive training manual addressing School-Related Gender-Based Violence (SRGBV) for use in educational institutions in South Sudan. The manual should be designed to empower educators, administrators, and relevant stakeholders with the knowledge and skills necessary to prevent, recognize, and respond to SRGBV.

## **4. Scope of Work:**

The consultant is expected to:

- a) Conduct a thorough review of existing literature, guidelines, and best practices related to SRGBV in educational settings.
- b) Collaborate with stakeholders, including educators, students/learners, parents, and relevant authorities, to understand local context and challenges.

*M. K. K. K.*  
*J. J. J.*



- c) Develop a set of training modules covering key topics such as identification of SRGBV, prevention strategies, reporting mechanisms, and support systems.
- d) Create engaging and interactive training materials, including presentations that include powerpoints, case studies, role-playing scenarios, messages for awareness – for IEC materials and assessment tools.
- e) Ensure that the training manuals are gender-sensitive, culturally relevant, and applicable to diverse educational settings.
- f) Prepare and share the training modules including Power Point Presentations and materials for key stakeholders in a one-day session to check acceptability/validation workshop.
- g) Present the revised document with feedback incorporated
- h) Documentation of the training session conducted and share report.

## 5. Deliverables:

The consultant is expected to deliver the following:

- a) An Inception Report outlining the approach, methodology, and work plan.
- b) Draft version of the training manual for review and feedback.
- c) Final versions of the training manual and power point version incorporating feedback from stakeholders.
- d) Electronic copies of all materials in editable formats.

## 6. Duration:

The consultancy is to be completed within 30 days from the date of contract signing. The consultant should provide a detailed timeline in the inception report, indicating key milestones and deadlines.

## 7. Qualifications and Experience:

The selected consultant should have:

- a. A proven record of accomplishment in developing training materials, particularly in the field of gender-based violence, Child protection, gender or education.
- b. Knowledge of South Sudan's education system, laws, and policies.
- c. Knowledge of international and regional, guidelines, standards and frameworks and guidelines on GBV, Child protection, education
- d. Expertise in gender issues and a deep understanding of SRGBV.
- e. Experience working in diverse cultural and educational settings.
- f. Experience in conducting training and capacity building for diverse stakeholders.
- g. Strong communication and collaboration skills
- h. Strong research and report-writing skills

## Academic Qualifications:

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*Handwritten signature*



- The consultancy team/ a consultant with a gender and education expert, Child Protection, policy and advocacy, human rights, Monitoring, Evaluation and Research expert will be prioritized.
- The team or at least the team leader should possess advanced university degree (Master's degree or equivalent) in Education Studies, Social Sciences, Development Studies, Public Policy, Gender Studies, Human Rights or related discipline.

## 8. Safeguarding Children and Program Participant Policy

Plan International is committed to actively safeguarding children and program participants from harm and ensuring children's rights to protection are fully realized. Plan takes seriously the commitment to promote child-safe practices and protection 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 or program participant. Decisions and actions in response to safeguarding concerns will be guided by the principle of 'the best interests of the child.'

Consultants are required to provide a statement within their proposal on how they will adhere to the above-mentioned policies, including how they will ensure ethics and protection of adolescents in the different stages of the reviews — including data collection and analysis, visits and report writing. This is in line with Plan International's Gender Equality and Inclusion Policy and Safeguarding children and program participant Policy. This must also consider any risks related to the study and how these will be mitigated. Consideration must be given to:

- Safeguards to protect the confidentiality of those participating in the study.
- Data protection and secure maintenance procedures for personal information

Plan International will provide orientation on gender equality, inclusion, child protection and safeguarding issues for consultancy team

## 9. Proposal Submission:

Interested consultants or consulting firms should submit a detailed proposal that includes the following:

1. Technical proposal outlining the approach to be used for the consultancy.
2. Financial proposal with a breakdown of costs including costs for expert consultations, stakeholder engagement, data collection-desk reviews, analysis, and report/document writing.
3. Curriculum vitae of key team members.
4. Portfolio of previous relevant work (samples of approved reports and certificates) related to education sector, gender-based violence, child protection, human rights, girls empowerment.

## 10. Evaluation Criteria:

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The selection will be based on a competitive process. Proposals will be evaluated based on the following criteria:

- 1. Technical expertise and experience
- 2. Methodology and approach
- 3. Cost-effectiveness
- 4. Qualifications and experience of key team members
- 5. Samples of previous work

**11. Application:**

Interested consultants/applicants are requested to submit their CV and letter of interest, a technical proposal detailing their experience approach to the assignment, and a financial proposal including their consultancy fees and budget breakdown. Applications should be submitted to [SouthSudan.procurement@plan-international.org](mailto:SouthSudan.procurement@plan-international.org) by 25<sup>th</sup> June 2024.

**Note:** Plan International reserves the right to accept or reject any or all proposals submitted. The selected consultant or consulting firm will be required to sign a contract and adhere to the terms and conditions outlined therein.

Prepared by: Martha Tureti Sign: ..... *MT* ..... Date: 10/06/2024

Approved: Jane Mreua Sign: ..... *JM* ..... Date: 10/06/2024

