



INVITATION TO TENDER (ITT)

IMPORTANT INFORMATION

Company Name:

- (a) This is **not a purchase order**.
- (b) The Tender Document should be enclosed in a **plain envelope** and clearly marked "**TENDER NO. 00149T/Hire of a Proposal Development Consultant** and addressed to "**THE TENDER PANEL**" **Plan International South Sudan** to be submitted not later than **10:00am of May 30th 2024**

Date: **15.05.2024**

You are hereby invited to submit your financial and technical proposals for the hire of a proposal development Consultant 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.

Plan International South Sudan Invites tenders for the Hire of a Proposal Development Consultant

S/No.	Materials Descriptions	QTY	UNIT	Unit Cost	Total Cost(USD)
				(USD)	
1	Hire of a Proposal Development Consultant	1	Month		
2					
3					



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 Consultancy Fee	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 services provided to other reputable NGO's	20
6	Provide lead time to execute if awarded the contract	10
	Total Score	100

	Important conditions				
	(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				
	(d) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified				
	(e) The prices must be stated in USD				
	(f) All other tender requirements stated on this tender document MUST be met.				
	PLEASE NOTE:				
	λ The Tender should be submitted hand delivered to the above stated address or by email to SSProcurement.Committee@plan-international.org within the deadline.				
	➤ 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.				



<p>➤ If you do not hear from the tender panel two weeks after the closing date, please consider your bid unsuccessful.</p>		
<p>➤ Tenders must be filled in permanent ink. Any tender filled in pencil will be disqualified.</p>		
<p>➤ All alterations must be countersigned and use of correction fluid is prohibited</p>		
<p>➤ You must fill in all sections of this form. Failure to do so may lead to disqualification</p>		
<p>➤ Ensure accuracy in your calculations both horizontally and vertically.</p>		
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: _____





TERM OF REFERENCE FOR CONSULTANT - PROJECT PROPOSAL DEVELOPMENT

About Plan International

Plan International is an independent development and humanitarian organization that strives to advance children's rights and equality for girls all over the world. We strive 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. We support children's rights from birth until they reach adulthood and 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. For over 80 years, Plan International has been building powerful partnerships for children, and it is active in over 75 countries.

Plan International has been working in South Sudan since 2006 with its main office in Juba and operates in Central & Eastern Equatoria, Lakes and Jonglei states. The country office has implemented a variety of programmes focusing on supporting children adolescent, young adults and their families in crisis situations, especially girls and young women, in their protection, Sexual Reproductive Health and Rights(SRHR) and access to education, Skills and Opportunities of Youth Employment and Entrepreneurship(SOYEE), Food Security and Livelihood, Health, Nutrition and WASH, and Children and Youth Leadership to support the most vulnerable children, girls, women and men in need including IDPs and host communities.

Plan International South Sudan is seeking consultancy services from individuals or firms to assist our Business Development team in proposal developments. The consultancy will focus on crafting multi-year, multi-million-dollar proposals that align with both solicited and unsolicited opportunities as identified by the organization. The consultant will be contacted based on the need but not a full time staff.

Purpose of the Consultancy: The consultant will take the task to develop a compelling, evidence-based proposal for the activities in South Sudan. The consultant will bring to the programs design process a thorough understanding of and prior experience in bid writing for institutional donors. Preferably, the consultant will have prior experience working in the sectors including Food-Security & Livelihood, Nutrition and WASH, Education, Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), Children and Youth Leadership, Sexual Reproductive Health and Rights (SRHR) and Child Protection in Emergencies (CPIE) in South Sudan and designing programs that are aimed around consolidating best practices, evaluating, and scaling up of innovative ideas.





Specific Tasks to be performed by the Consultant: Consultancy will activate based on solicitation and also GO decision made by the Management. Business Development Team based on the assignment will reach out to consultant. Therefore, The consultant will develop, in consultation with the Business Development team, a detailed work plan that will include undertaking at least the following tasks:

Review secondary literature on the particular sectors including but not limited to Food-Security & Livelihood, Nutrition and WASH, Education, SOYEE, SRHR and CPIE management challenges and policies in South Sudan as well as existing innovative pilots and their evidence from other stakeholders.

Review existing project documents: reports, evaluations, best practices report (in progress)

Review Plan International literature and main programs on Food-Security & Livelihood, Nutrition and WASH, Education, SOYEE, SRHR and CPIE as well as innovative models from other countries/donors to apply to the design of these proposals.

If not already done by the start of the consultancy, help to identify appropriate implementation/research partners to enhance the evaluation/learning component of the project.

Meet with key relevant stakeholders in South Sudan as needed to ensure that the program design integrates expertise from all relevant actors/sectors, including private sector, social ventures, academia, institutes, Government departments, and others as needed.

Work with relevant proposal design team formed by the Plan International South Sudan to identify the staffing needs/organogram for the proposed programs.

Facilitate the proposal design workshop, and consolidate workshop outcome, and outline key roles to work on specific section of the proposal, agree, and follow up with the key milestones in collaboration with the Business Development Team of Plan International.

Lead drafting a quality concept note/proposal with all annexes and especially logframe and budget; also engage proposal development team to review, and finalize the proposal design document.

Outcomes of the Consultancy: Quality proposal submission is to secure a quality income.





Lines of Communication: The consultant will report to Head of Business Development Department.

Timeframe: Starting as soon as possible or when there is a call for a proposal, and an un-solicited opportunity is decided by the organization.

Qualifications and Experience

Preferably an advanced university degree (masters or equivalent) in international affairs/studies, development studies, climate change adaptation, or natural resource management.

Minimum 5 years of experience in the design, proposal writing, and/or Food-Security & Livelihood, Nutrition and WASH, Education, SOYEE, SRHR and CPiE transformation programs, preferably in South Sudan.

Strong programme design skills, including capacity to prepare logical framework, theory of change, problem analysis, defining interventions, program approaches, project governance, value for money, stakeholders' analysis, risk analysis, coherent, and consistent documents including proposal narrative and financial planning.

Prior demonstrated experience developing winning proposals for institutional donors including but not limited to bi-lateral, multi-lateral, corporate, and UN Agencies.

Ability to work efficiently and effectively with project members in various locations and from multiple organizations, including remotely writing and revising proposal documents.

Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders, organizations, and technical experts from multiple sectors.

Working relationships with relevant education sector authorities and stakeholder would be an advantage.

Excellent English speaking/writing skills required. Arabic speaking skills an advantage.

Note: This consultancy is open to both national and international applicants. Individuals, group of individuals as well as consultancy firms having the requisite skills/experience are eligible to apply. International applicants having prior work experience in South Sudan would be preferred. The above mentioned tasks to be performed are intended as a guide and should not be viewed as an inflexible specification as it may be modified following discussion with the selected consultant or firm.

Ethics and Child Protection





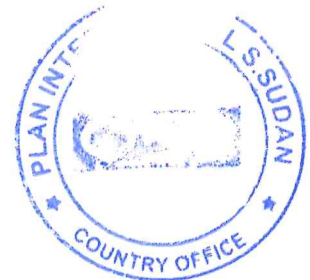
Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

Applications

Interested consulting firms/individual should include a team composition with a lead consultant and associate consultants and should provide a proposal explaining their comprehension of the proposed consultancy and covering the following aspects:

- Detailed response to the TOR
- Proposed methodology
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed activity timeline based on 40 calendar days
- CVs of the consultant (s) involved in the assignment with an explanation of the team composition/roles in accordance with their proposed approach and methodology
- Detailed budget, Detailed budget, including: i) daily fee rates, ii) accommodation and meals iii) field data collection expenses for each team member including vehicle rental iv) communication v) travel vi) administrative expenses vii) any other expenses related to the assignment viii) indication of VAT if applicable.
- Police Certificates of Good Conduct – especially where there is primary data collection

Please send your application to Plan **International** ssprocurement.committee@plan-international.org referencing “Consultant- Project Proposal Development” in the subject line, and including support documents as outlined above.



Additional information

Consultant (s) will be required to sign and adhere to Plan International Child and Youth Safeguarding Policy.



Annexes:

Annex 1: Global Policy: Safeguarding Children and Young People

Annex 2: Full Report Structure

Annex 3: Project Details

Annex 4: Project Log Frame and/or list of indicators to be assess with indicator definition

Annex 5: Ethical MERL Framework

Prepared by

Name:

Hyera Kazam

Sign:

[Signature]

Date:

10/05/2024

Approved by:

Name:

Samira Gother

Sign:

[Signature]

Date:

10/05/2024



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