



PLAN
INTERNATIONAL



Consultancy terms of reference

CONSULTANCY TITLE

Main Facts Table	
Request for Proposal (RFP) Reference	PR#05-07-2023-LBN200080-83-85-Consultancy for the need's assessment in Syria
RFP launch date	7/12/2023
Deadline for submission of offers	7/24/2023 COB

Introduction:

Plan International is seeking a qualified and legally eligible research firm to conduct a multi-sectoral mix-methodology needs assessment (quantitative and qualitative approaches) in Syria to complement the existing data and obtain more in-depth understanding of the current situation and in specific challenges and issues facing adolescents and young adults including a detailed gender analysis.

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>

2. Background/Context

For the past 12 years, Syria has been facing a multifaceted crisis and conflict, and the needs of the country have been growing exponentially, affecting all the population across all ages. Prior to the devastating earthquakes in February 2023, the humanitarian situation was already alarming and in need of urgent intervention. The 2023 Syria Humanitarian Needs Overview estimates that 15.3 million people require humanitarian assistance on regular basis, including 2.1 million IDPs living in last-resort IDP sites, with pressing needs that continue to increase across all sectors¹. More than over 14.6 million people were relying on humanitarian aid to meet their basic needs² even before the earthquakes hit. The earthquake tragedy has only exacerbated suffering, amplifying the already trying circumstances. The impact was devastating, resulting in the loss of thousands of lives and the complete destruction of entire towns. The destruction caused by the earthquakes further intensified the already fragile state of infrastructure and shelter, which had already been severely affected by the long-lasting conflict. Amidst the earthquakes, urgent needs including shelter, food, water, healthcare, sanitation support, education and protection responses were crucial, leaving families to resort to harmful coping mechanisms as they struggle to survive in these challenging circumstances.

The earthquakes impact in Syria has been devastating, and for adolescents and young people, who are often overlooked during humanitarian responses, the consequences are still not properly understood. Many schools and hospital institutions have been destroyed, making it difficult to receive education and healthcare and exposing them to greater risks and amplifications. Furthermore, as the earthquakes hit, more than 500,000 families were displaced³, forced out of their homes and some members split from the rest of their families, leaving many exposed to exploitation and abuse. Displaced young people were housed in temporary shelters, increasing their exposure to diseases and psychological suffering. In the Protection Sector Update (May 2023), it was reported that 53% of women and girls have no private spaces in the collective shelters⁴, leaving them at risk. Although, a lot of efforts are made to mitigate these

1 [Syrian Arab Republic: 2023 Humanitarian Needs Overview \(December 2022\) \[EN/AR\] - Syrian Arab Republic | ReliefWeb](#)

2 [Syria situation | Global Focus \(unhcr.org\)](#)

3 [More than 850,000 Syrian, Turkish children displaced by earthquakes | UN News](#)

4 [Syria Earthquake Response: Protection Sector Update - Flash Update #15 as of 11 May 2023 - Syrian Arab Republic | ReliefWeb](#)

challenges, yet much more is needed to ensure the proper living conditions of the adolescents and young people especially women and girls.

As a result of this catastrophic crisis, Plan International is among the responding actors through our partners in Syria in order to support and ease the suffering of the target population. Following the earthquakes, several qualitative needs assessments and rapid needs assessments have been carried out by UN agencies and NGOs over the past months in order to assess the impact of the crisis and detect the main priorities. **Plan International aims to conduct a multi-sectoral mix methodology (quantitative and qualitative) needs assessment to complement the existing data and obtain more in-depth understanding of the current situation and in specific challenges and issues facing adolescents and young adults including a detailed gender analysis.**

3. Objectives & Methodology

Objectives

Plan International's assessment aims to determine the pressing priority needs and risks for adolescents and young people, to guide the current and future programming to address and support adolescent and young people in Syria and mainstream key gender and protection approaches across all Plan International's response.

The specific objectives of the assessment are:

1. Identify the multi-sectoral needs and barriers faced by adolescents and young people in earthquake-affected and non-earthquake-affected areas in Syria, including but not limited to education, protection, psychosocial support, livelihoods, healthcare, food security, shelter, taking into consideration the effect of climate change and environmental factors.
2. Complete a gender analysis and present comprehensive data on: gender norms, gender roles and responsibilities, access to services and information, safety and protection, coping mechanisms, as well as needs, constraints and opportunities of girls, boys, young women and young men.
3. Provide data and evidence to inform evidence-based programming and decision-making and prioritize resources for effective programming and support for young people and adolescents in Syria.

Methodology

The needs assessment will involve systematically collecting and analyzing primary data across different sectors using mixed methods quantitative and qualitative. The methodology will be validated in consultation with Plan International implementing partners and their experience in Syria.

Study population

The needs assessment will target vulnerable male and female adolescents and young people (15-24 years old) of different nationalities such as Syrian, Palestinians, and others, residing in the four earthquake affected governorates where Plan International is responding in partnership with local and international actors in Syria: Aleppo, Idleb, Latakia and Hama and two non-earthquake affected areas in Syria: Damascus and Daraa where Plan International partners are implementing their projects, in addition to caregivers of children (6-14 years old), service providers and stakeholders.

By specifically targeting adolescents and young adults, the study's aim is to gain an in-depth understanding of their needs within the current situation and how these needs can be effectively addressed and inform evidence-based interventions and programming.

Data collection Methods

Desk Review:

The consultant, in collaboration with Plan International, will conduct a comprehensive desk review to gather relevant data from sources such as research, evaluations, government policies, previous needs assessments and more. This literature review will inform the needs assessment process. The consultant will then work closely with Plan International and in consultation with implementing local partners to design the assessment tools, incorporating qualitative and quantitative approaches along with child-centered participatory methods. Furthermore, the consultant will develop an electronic database to store the collected data and facilitate efficient data management and analysis.

Quantitative Approach:

The focus will be on gathering numerical information to assess the situation, and quantify the needs and conditions of different groups. This study will provide statistical data that can be analyzed to determine the needs and inform evidence-based decision-making and programming.

Data will be gathered through structured surveys and questionnaires directed to a representative sample of adolescents and young people (15-24 years old) in the earthquake-affected and non-earthquake affected areas based on our implementing partners recommendations and consultations. The surveys will include quantitative indicators and scoring scale to assess their needs in different sectors such as education, healthcare, shelter, protection, food security, livelihood and psychosocial support considering the effect of climate change and environmental factors. The sample size will be determined using appropriate sampling techniques in consultation with Plan International and their implementing partners in Syria.

The data collected through the quantitative surveys will be analyzed and comparing data across different subgroups and geographic locations.

Qualitative Approach:

Data will be collected through key informant interviews (KIIs) and focus group discussions (FGDs) with caregivers of children (6-14 years old), service providers and stakeholders, with the consent and assent of the participants. Additional participatory tools such as problem analysis tree and community mapping can be utilized to guide discussions with participants. The participants who are comfortable sharing and discussing their needs in a group setting will be invited to attend the FGDs, where they will be informed of the venue, date, and time. The primary objective of the FGDs and KIIs is to gather information about the general and shared needs of the children and the community. To ensure accuracy and reliability, the findings obtained from the FGDs will be triangulated by comparing them with insights from field experts obtained through primary data collection, KIIs and secondary data.

Recruitment and Sampling Methods

The adequate sampling strategy will be adopted to properly represent the participants and to be determined by the consultant in consultation with Plan International and our partners. Selection criteria will be set and Plan International will facilitate the contact between the selected consultant and partners for support and consultation with selection and scheduling data collection. The consultant will provide the suggested sampling methodology and size, disaggregated by age, sex, nationality, location and any other disaggregation criteria relevant to the needs assessment.

Dissemination of findings

Findings of this assessment will be disseminated in community meetings, conferences, and in the form of reports shared through Plan International's global network. The results of this assessment are important to informing the design of Plan International and partners long term interventions and programs in Syria.

4. Ethical Considerations

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Plan International Framework for Ethical Monitoring, Evaluation and Research and Plan International's Global Policies on Safeguarding Children and Young People and Protection from Harassment, Sexual Exploitation and Abuse (PHSEA). All applicants should include details in their proposal on how they

will ensure ethics and child safeguarding and PHSEA in the data collection process. Specifically, the consultancy firm 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 or firm shall also explain how confidentiality and anonymity of participants will be guaranteed.

Additionally, all parties involved in the data collection will receive an induction on Plan International’s Child Safeguarding policy, PHSEA policy, Gender and Inclusion policy, CP/GBV safe identification and referral pathways and Non-Staff Code of Conduct.

5. Deliverables and Timeline

Key Deliverables and timeline

List key deliverables expected from the consultant(s) during the process:

1. Within ten days of signing the contract, the consultant should submit an Inception Report that clearly outlines the methodology for the quantitative and qualitative assessment. This report should include details such as the survey design, questionnaire structure, group discussions, KII questions and a timeline with specific deadlines for each deliverable. The Inception Report should also provide information on the sampling methodology and the appropriate sample size for the surveys. Formal approval from Plan is required before proceeding with data collection.
2. Handwritten and electronic transcripts of FGDs, KIIs and survey data as well as any photographs taken during the assessment should be submitted to Plan. Furthermore, all information generated during the assessment will be the sole property of Plan and is subject to submission to Plan, along with the final report, prior to the end of the contract.
3. Draft executive summary of initial findings (1 page)
4. Executive summary of key findings (1 page)
5. First draft of the Needs Assessment and Gender Analysis report (including findings and recommendations)
6. Validation workshop
7. Final consolidated report of the Needs Assessment and Gender Analysis written in English, 25 pages excluding annexes with a (youth friendly) summary document containing main findings and recommendations
 - Cover page (Plan International will provide sample cover sheet for reference).
 - Table of contents, list of acronyms, abbreviations and list of tables and charts.
 - Background information and context analysis presented per key criteria with a brief description.
 - Methodology with clear explanation of sampling and limitations, participants’ selection and data analysis approach.
 - Research findings, analysis, with associated data presented in the form of quotes from participants. The findings can be organized in subsections for each emerging theme.
 - Conclusion and Recommendations.

The final report should be submitted electronically in a MS – Word document. Raw data should be delivered to Plan International, all original research with their recorded field data and database. The consultant is responsible for English editing and proofreading of the final report which should be well formatted. The report will be credited to the consultant and potentially placed in the public domain at the decision of Plan International.

Timeline and table of Deliverables:

Activity	Time-line	Days of Work	Responsible	Support by Plan
Proposal Submission	July 13- July 24	8 days	Operations	PDQ & MERL

Interviews, Background Checks and Contracting	July 25- August 4	8 days	Operations, PDQ, Gender and Inclusion specialist	Operations, DoP
Policy Induction Sessions (PSHEA, Safeguarding, Gender Sensitivity and Security Briefing)	August 7	1 day	PDQ, MERL, DoP, Security Manager, Gender & Inclusion Specialist	
Inception Call	August 8	TBD	PDQ & MERL, Emergency Response Manager and Emergency Project Manager	DoP
Submission of Inception Report (including tools)	August 17	7 days	Consultant	Revision and approval by MERL, Gender & Inclusion Specialist and PDQ, Emergency Response Manager and Emergency Project Manager
Revision and feedback	August 18-21	2 days	PDQ & MERL, Emergency Response Manager and Emergency Project Manager	
Preparations for Data Collection including training	August 22– August 23	2 days	Consultant *Selection of participants and logistics by Plan and partners	
Data Collection	August 24 – September 6	10 days	Consultant	MERL Team
Data Analysis	September 7- September 20	10 days	Consultant	MERL Team, Gender & Inclusion Specialist
Submission of Draft Report	September 27	5 days	Consultant	PDQ, MERL, DoP, Gender & Inclusion Specialist, Emergency Response Manager and Emergency Project Manager
Validation of findings with key stakeholders	September 28	1 day	Consultant *Plan supports in organizing the workshop	Emergency Response Manager, Emergency Project Manager, Technical Team,

				Gender & Inclusion Specialist, and DoP
Submission of Final Report	October 5	5 days	Consultant	Revision and approval by MERL and PDQ

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.

5. Budget

You are kindly asked to use the table of timeline and table deliverables above to provide us with your financial offer, based on the number of days assigned for each deliverable, also please include all other miscellaneous costs, including transportation, stationaery, etc.

Table of Payment Schedule

Milestone	Detail	Amount to be Paid (%)	Expected Timeframe
Contract signature	Contract signature from both parties and invoice reception	25%	August 5
Inception Report	After approval and review from Plan	25 %	August 17
Submission of final report	Final report should be verified from PIL	50%	October 5

6. Expected qualifications of Consultant

The Consultant/Consulting firm should have the following competencies and qualifications:

- Minimum 7 years' experiences in undertaking assessments, gender analysis, baseline studies and evaluation studies in Syria and similar contexts.
- Minimum Master's Degree in social studies, Public Health International Development or any other related field
- Ability to independently travel, mobilize and manage data collection teams inside Syria
- Background and experience in gender and inclusion, protection or education, and youth programming.
- 7 years' experience in field level data collection and quantitative research in similar type of studies.
- Competency in managing, organizing and interpreting quantitative data and information
- Capabilities to work in Arabic and English languages
- Experience working with vulnerable groups, including refugees and children
- Relevant experiences in the response to humanitarian crisis, preferably in the areas of education, protection, gender and inclusion.
- Good data analysis and analytical report writing skills.
- Excellent written and verbal communication skills in Arabic and English.
- Ability to communicate effectively to a range of different stakeholders

7. Responsibilities of the Consultant

- The consultant shall be responsible but not limited to all the needed refreshments, catering and any logistical aspects during the data collection phase.

8. Contact

For any queries, please send your questions to Lebanon.procurement@plan-international.org

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

Interested parties can apply for this consultancy until July 24th 2023 COB.

Your proposal should include the following:

1. Your CV entailing relevant experience and contact details
2. A brief on your track record on evaluation of partnerships with broad thematic focus. Experience in evaluation of programmes with core values of MYIP, gender transformation, and safeguarding is an advantage.
3. A proposed technical offer and workplan for the assignment including understanding of purpose and methodology
4. A proposed budget – daily fees per team member and number of hours spent on the evaluation, clear demarcation of costs for in-country activities and other desk-based research.
5. International Bank Details including Lebanon (if applicable)
6. Legal Registration Documents

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

10. Submission of offers

Please send your application to Plan International <Lebanon.procurement@plan-international.org> by <July 24th 2023 > referencing "Consultation for Syria Needs Assessment" in the subject line and including support documents as outlined.

11. 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 USD saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

12. 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.

13. 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

14. 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.

For any queries, please send your questions Lebanon.procurement@plan-international.org

Thank you for your proposal