



PLAN
INTERNATIONAL



Consultancy terms of reference

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 it's 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>

About the commissioning office

Plan International Lebanon (PIL) has had an operational office in Beirut since 2017 and received its registration in October 2019. Across the country, we work in partnership with local, national, and international organizations to strengthen capacities and address the needs of Lebanese and refugee children in Lebanon. With a focus on adolescent girls and young women, PIL implements projects in the sectors of child protection (CP) and Gender-based violence (GBV), Sexual and Reproductive Health and Rights (SRHR), Education, Youth economic empowerment, and participation. The organization also promotes gender equality by addressing the root causes of discrimination against girls and young women.

2. Background/Context

Syria remains one of the world's most complex humanitarian crises, with 6.7 million people internally displaced, 90% of the population estimated to be poor, and 14.6 million people in need of humanitarian assistance. More than 6.5 million children in Syria require assistance, the highest figure since the conflict began¹.

The long-standing conflict, together with Lebanon's financial crises and COVID-19 has driven the country into an even more complex situation. The sharp depreciation of the Syrian pound has resulted in remarkable price increases.² The education of children is also jeopardized. There have been 645 attacks on schools and education personnel since 2011, and education continues to be severely affected by the conflict. 2.45 million 5-17-year-old children are out-of-school and 1.6 million are at risk of dropping out; the main reasons include displacement, use of schools as IDP shelters, bombings, unsafe learning environments, lack of qualified personnel, and harmful coping mechanisms, such as child labor and early marriage. There are also many consequences in terms of mental well-being and psychological stress, intensified because of the closure of schools due to the COVID-19 pandemic.³

In 2022, the complexity and scope of humanitarian needs and protection concerns remain grave, particularly in the Northwest, Northeast, Southern, and Central regions. Southern Syria's situation is characterized by increasingly limited access to basic goods, drinking water, education, health services, and livelihood opportunities.

1 <https://reliefweb.int/report/syrian-arab-republic/number-syrian-children-need-hits-record-high-enar>

2 Global Humanitarian Overview 2021, <https://gho.unocha.org/syria>

3 Syria HIP 2021, ECHO

In response to these complex needs, Plan International, in partnership with the local actor, Middle East Council of Churches (MECC) will implement a gender-aware integrated education, child protection, and basic assistance intervention. The goal of the project is to improve access to educational opportunities, and the psychosocial well-being of conflict-affected children in Damascus and Daraa governorates. The project includes rehabilitation of schools, provision of remedial support to children at risk of dropping out of school, capacity building for education staff, awareness raising and parenting sessions to mothers of enrolled children, and provision of kits and medical support to these households. Education will be an entry point to safely identify child protection and GBV cases and the most vulnerable houses will be provided with basic assistance.

Lastly, the Target groups are Direct beneficiaries: a total of 3,825, whereas; 3,670 (6-17 years) (50% girls, 50% boys); 145 Women (18+ years); 10 Men (18+ years). Indirect beneficiaries: 14,250. 6,995 (6-17 years) (50% girls, 50% boys); 3,560 Women (18+ years); 3,695 Men (18+ years).

3. Description & Objectives

Purpose

As part of the preparation for project implementation, Plan Lebanon aims to conduct a gender analysis in Damascus and Daraa governorates aiming at:

- Understanding and exploring gender norms, gender roles and responsibilities, time use, family responsibility, and decision-making that support or hinder the learning environment for boys and girls in the targeted areas → leading to the identification of key gender gaps and needs with a specific focus on education
- Based on gender analysis, develop a set of recommendations that identifies opportunities and reliable inputs for addressing and developing mainstreaming gender into the project.

Methodology

The gender analysis will rely on systematic gathering and analysis of primary data collected through qualitative methods. The main target groups are girls and boys aged 10 - 24, with and without disabilities, and their caregivers living in the targeted areas in the following Syrian governorates; Damascus and Daraa.

Key informant interviews (KIIs) will be conducted with selected informed individuals from UN and INGOs representatives (including members in inter-agency working groups), educators, social workers, local actors such as heads of community-based organizations or active committees, as well as school principals and representatives of the parents' committees. These key informants will provide their insight on the issue given their field experience with the population of interest.

Data Collection Methods

Data will be gathered through Key Informant interviews (KIIs), focus group discussions (FGD) following consent and assent, and other participatory tools that can be used to guide discussions with youth like community mapping, etc. The findings will be triangulated by secondary data.

Data collection tools

For this assessment, and taking into consideration the cultural context and social customs, the consultant will prepare FGD and interview guides, with different questions for participants in FGDs and KIIs. The guides will be developed based on PIL's guidelines and following Plan's Gender, Age, and Inclusion Analytical Framework and will consider the participant's educational levels and ages. The topics in these guides will focus on gender norms and roles, responsibilities, time use, access to education services, relationships with caregivers and role models, shared decision-making and shared responsibility between males and females on household and community levels.

Recruitment and Sampling Methods

Based on internal coordination between PLAN and MECC, a purposive sampling strategy will be adopted to recruit **FGD** participants through the Plan's partner and based on clear selection criteria. Interviewing diverse groups of participants will help to collect a wide range of information from different points of view. Therefore, a minimum of **30 FGDs** will be conducted with adolescents, adults and care givers (groups divided according to age, and location), noting that the principle of theoretical saturation will drive further data collection if needed.

Plan Lebanon will facilitate the contact between the selected consultant and partner to proceed with the selection and scheduling of data collection. Partner will support in the coordination of data collection, setting the logistics, and informing eligible individuals of the details of the assessment.

As for KIIs, key informants will be identified with the support of MECC, interviewees will include: UN agencies representatives, high school educators or school principals, Primary Health Care center representatives, head of CBO working with adolescents, adults and care givers, and a representative of the parents' committees.

Data Analysis

Thematic analysis will be conducted based on the notes taken during KIIs and FGDs. Concurrently, data collection and an initial qualitative analysis will be done until a complete picture is obtained and saturation is reached.

Ethical Considerations

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, by Plan International Framework for Ethical MER and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child safeguarding in the data collection process. Specifically, the consultant or firm shall explain how appropriate, safe, and 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 the 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, Gender and Inclusion policy, CP/GBV safe identification and referral pathways, and Non-Staff Code of Conduct.

Users

The results of the gender analysis will be communicated to the partner and donor. The findings are crucial for informing project activity content/approach and gender mainstreaming and will also support future interventions in Syria.

4. Deliverables and Timeline

Key Deliverables

1. Within 10 days of signing the contract, the consultant should submit an Inception Report, which clearly defines the methodology, such as clear outlines for the focus group discussions, KII questions, and a timeline with specific deadlines for each deliverable. The inception report should also clearly explain the sampling methodology and a clear and logical number for the FGDs and KIIs. The inception report including the data collection tools need formal approval from PIL before initiating the data collection phase.
2. Handwritten and electronic transcripts/notes of FGDs and KIIs, and photographs taken during the assessment should be submitted to Plan. Furthermore, all information generated during the gender analysis will be the sole property of the Plan and is subject to submission to Plan, along with the final report, before the end of the contract.
3. Executive summary of key findings (1-2 pager)
4. A Gender Analysis draft and final report, written in English, 20 pages excluding annexes.
 - Cover page (PIL will provide a 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 a clear explanation of sampling/selection criteria and limitations and data analysis approach.
 - Findings, and analysis, with associated data presented in the form of quotes from participants.
 - Conclusion and Recommendations: The final report should be submitted electronically in an MS – Word document.

The consultant is responsible for English editing and proofreading 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.

- Consider the following in a table of Deliverables:

Deliverable	Format	Length	Due	Detail
<i>What is the deliverable?</i>	<i>In what format does the deliverable need to be presented?</i>	<i>How long should this deliverable be (words/page numbers)</i>	<i>What is the indicative deadline for this deliverable</i>	<i>Including the intended user, report language, etc.</i>
Inception report	Word document		10 days	English
Handwritten and electronic transcripts of FGDs and KIIs	Word document			English /Arabic
Executive summary of key findings	Word document	1 -2 pages		English
A Gender Analysis draft and final report	Word document	20 pages excluding annexes		English

Note: If there is a change or additional deliverables during the contract period, an addendum to the contract must be agreed upon and signed. The change/additional deliverables must be in line with the initial scope of the project.

Timeline

Activity	Timeline	Days of Work	Responsible	Support by Plan
Tendering	December (2 weeks)	10 days	Operations	
Interviews, Background Checks, and Contracting	January 9-20	10 days	Operations, Gender, and Inclusion specialist & Project Manager, MECC	
Inception Call	Jan 23		Gender and Inclusion specialist & Project Manager	Gender & Inclusion Specialist, Project Manager, MECC
Submission of Inception Report (including tools)	Jan 30	7 days	Consultant	Revision and approval by Gender & Inclusion Specialist and PDQ and MECC
Revision and feedback	Feb 3	2 days	Plan Lebanon	
Preparations for Data Collection including training	Feb 6-7	2 days	Consultant *Selection of participants and logistics by Plan and MECC	Training on Child Protection & Safe Identification & Referral provided by Plan/MECC to FGD facilitators

Data Collection	Feb 8-22	11 working days	Consultant	Project Manager
Data Analysis	Feb22-28	6 days	Consultant	Gender & Inclusion Specialist
Submission of Draft Report	March 3	4 days	Consultant	PDQ, Gender & Inclusion Specialist, Project manager, and MECC
Validation of findings with key stakeholders	Week of March 6	1 day	Consultant *Plan supports in organizing the workshop	Gender & Inclusion Specialist, Project team (Plan & MECC), and DoP
Submission of Final Report	March 10	5 days	Consultant	Revision and approval by Gender & Inclusion Specialist, Project Manager and MECC

5. Budget

Due to the Procurement process and regulations, it is not possible to share the actual budget, however, candidate is requested to include as much detail as possible in the timeline and deliverables – where possible including the estimated number of days.

Candidates applying for this position must disclose all necessary expenditures and costs, including the following:

- Travel expenses
- Insurance and visa fees (if applicable)
- Expenses / daily allowances

Withholding taxes apply for freelancers if the consultant fails to provide Plan International with an invoice that includes the Ministry of Finance number (MOF) for the profession, as well as a copy of the MOF certificate. The service provider must apply withholding tax at the applicable rates in accordance with Lebanese laws and regulations.

Table of Payment Schedule

Milestone	Detail	Amount to be Paid (%)	Expected Timeframe
Submission of inception report		50%	2 weeks
Submission of final report		50%	2 months

6. Expected qualifications of Consultant

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

- Minimum Master's Degree in social studies, Public Health International Development, or any other related field

- Background and experience in gender and inclusion, protection or education, and youth programming.
- Minimum 7 years of experience undertaking assessments, gender analysis, baseline studies, and evaluation studies in Syria and similar contexts.
- Demonstrated experience facilitating research with participatory methods and tools, particularly with adolescents and young people
- 5 years experience in qualitative research in similar types of studies.
- Competency in managing, organizing, and interpreting qualitative data and information
- Capabilities to work in Arabic and English languages
- Experience working with vulnerable groups, including children with disabilities
- Relevant experiences in the response to humanitarian crises, 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 with a range of different stakeholders
- Availability to work in the project areas (Damascus and Daraa) for the duration of the data collection.

Roles and Responsibilities

The consultant will be responsible for leading the exercise in terms of the development of methodology and tools, organizing data collection, analysis, and report writing. Throughout the process, the Plan Lebanon team will provide technical guidelines and review deliverables in addition to facilitating contact between the consultant and MECC in the two targeted locations for data collection purposes. A more detailed division of roles will be communicated upon the initiation of the assessment.

Security and Safety

The Plan Lebanon team can support accommodation and transportation as well as plan and support the visit in a way that is relevant to the security-related aspect. Plan Lebanon uses direct coordination with partners and outside parties in an effort to reduce any potential risks. To proceed with a cross-border visit, a person must understand and accept the fact that there are certain requirements and/or risks that must be considered personal.

7. Contact

Should you need further information, please contact Lebanon.Procurement@plan-international.org

Interested applicants should provide a proposal covering the following aspects:

- Detailed response to the TOR
- Proposed methodology
- Ethics and child safeguarding approach, including any identified risks and associated mitigation strategies
- Proposed timelines
- CVs
- Example of previous work
- Detailed budget, including daily fee rates, expenses, etc.

Please send your proposal, as one PDF document with the abovementioned points, to Plan International Lebanon (Lebanon.Procurement@plan-international.org) by 23 DEC 2022, referencing "Gender Analysis".

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

Where possible in the ToR or the call for proposal process, you should ask that interested applicants provide a proposal covering the following aspects:

- Detailed response to the RFP/ToR
- Proposed methodology including Ethics and child safeguarding approach, including any identified risks and associated mitigation strategies
- Proposed timelines

- CVs
- Example of previous work
- Reference
- Detailed budget, including daily fee rates, expenses, etc.

All consultants/applicants are required to agree and adhere to Plan International’s Non-Staff Code of Conduct (Annex)

Depending on the nature of the consultancy you may need to include an NDA (Non-Disclosure Agreement) Clause.

9. Submission of offers

Please send your application to Plan International < Lebanon.Procurement@plan-international.org> by <6th of January 2023> referencing “Consultation for <Gender Analysis Consultant>” in the subject line and including support documents as outlined.

10. 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 £ 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.

11. 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 the invoice, or after acceptance of the Goods/Services/Works, if later.

12. 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

13. Clarifications

The onus is on the invited individual/companies to ensure that their 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.

If you have any queries about your submission or any requirements of this RFP, please email: < Lebanon.Procurement@plan-international.org >

Selection Criteria

Consultants are selected based on a competitive process, and selection is subject to an evaluation and comparison of technical and financial proposals as per the below:

Evaluation	Criteria	Scoring Weight
<i>Technical Proposal</i>	<i>Specific Experience of the Consultant(s) relevant to the assignment.</i>	20%
	<i>Adequacy of the proposed methodology to the ToR</i>	40%
	<i>Consultant(s) qualification & Competence</i>	20%
<i>Financial Proposal</i>		20%