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TERMS OF REFERENCE

**for**

**Conducting an in-depth analysis for identifying geographical locations for implementing development interventions across the country.**

1. **Background**

Founded in 1937, Plan International is a development and humanitarian organisation that advances children’s rights and equality for girls. We strive for a just world, working together with children, young people, our supporters, and partners in over 70 countries in order to fulfil this ambition.

Traditionally, Plan International has been a child sponsorship organisation, with a single product and a simple operating model. Whilst child sponsorship and grassroots community work continue to be central to our strategy, we are increasingly making changes both to the work that we do, to our funding streams, as well as to our organisational model.

Over recent years, Plan has diversified its income sources to include grants from bilateral, multilateral, and corporate donors; adopted a predominantly rights based approach; developed a greater focus on achieving results through advocacy & influencing; and extended its mandate to include disaster response & preparedness.

Our new global strategy – 100 Million Reasons - was completed in November 2016 and sets out our ambition to transform the lives of 100 million girls so they can learn, lead, decide and thrive. It builds on our current capabilities and proposes further ambitious change to how and where we work and to how we acquire and manage funds, to ensure a healthy, sustainable and more accountable organisation.

It is against this backdrop that PIB is seeking to take a longer term approach to strategy to ensure that it remains relevant as Bangladesh moves towards 2030. Plan International Bangladesh (PIB) has been operating in Bangladesh since 1994, helping marginalised children to access their rights to health, sanitation, education, livelihoods and protection.

This project presents an exciting opportunity for a forward thinking and strategic consultant to contribute to a wider organizational debate within Plan International in support of our continuing relevance within a changing global landscape.

1. **Rationale about the work**

Plan International Bangladesh is seeking the services of an experienced consultant / agency to provide an in-depth analysis and forward outlook of the external environment in different locations across the country. This work will form a part of a wider piece of work to develop a long term country programme strategy (2020 - 2030) for Plan International Bangladesh and will inform the development of one or more likely scenarios in relation to the geographical areas of implementation for PIB over that horizon.

Against this backdrop, and as a foundation for this new strategy, Plan International Bangladesh will identify and assess alternate business models in response to envisioned scenarios, with the intent of ensuring that Plan remains both relevant and sustainable.

1. **Specific objectives and scope of work**

The purpose of this work is to both provide an in-depth analysis of the current and future external environment, and to outline the key drivers of the development of different locations in Bangladesh. The key objectives of this assignment are therefore as follows:

* 1. To complete a desk review covering the following components:
		1. A comprehensive analysis of the development key drivers in different locations across the country, focused on the current development opportunities for the most marginalized groups, specifically for girls and young women. The development opportunities for Plan International Bangladesh will be based on the Organizational Vision 2030.
		2. A review that informs a comprehensive outlook for these locations in Bangladesh, through a development lens, and more specifically as it relates to creating opportunities for the most marginalized girls and young women. This should focus on a time horizon out to 2030 where available, and to identify any likely key juncture points (for example, major elections, major infrastructures) with alternative potential scenarios as may be relevant.
		3. A review of funding trends for the development sector in Bangladesh over the last five years, as well as forecasts for the coming 10 years horizon, differentiated by income source, for each one of these locations.
		4. A review of the interventions provided by existing development organizations working in the suggested geographical areas for avoiding duplications.
		5. A review of recent development initiatives and investment from the private sector in each one of these locations over the last five years, and an outline of potential opportunities for engagement over the coming 10 years.
		6. A review of recent development initiatives and investment from the private sector in each one of these locations over the last five years, and an outline of potential opportunities for engagement over the coming 10 years.
	2. To conduct interviews with Plan’s key peers and relevant non-peer actors so as to understand the development scenario of each one of the locations identified and planned response over the given time horizon (to 2030).
	3. To propose the implementation geographical areas for Plan International Bangladesh to 2030.
	4. To complete a report compiling all components
1. **Competency and the expected requirements**

The consultant(s) should have demonstrable experience in completing similar projects; have a deeper understanding about the context of Bangladesh; and be well versed in the current debate around the future of INGOs. Specifically, the lead consultant (s) should have:

* Clear understanding about the issues of girls and young women in Bangladesh and different development programmes/projects carried out by other development partners.
* Experience of developing programme strategies for development organisations having a focus on the issues of girls and young women.
* Have access to different data sources and national level strategic planning for presenting and in-depth analysis.
* Have access to major development organisations for mapping their current and future interventions in major geographical locations.
* Have a demonstrated ability to produce report in time and to live up to the expected quality standards.
1. **Major content of the proposal**

The agency/consultant(s) needs to submit a detailed proposal based on the followings but not limited to:

1. Proposed methodology for the work
2. Detailed time frame
3. Combination of the team and experience of relevant works
4. A tentative outline of the report
5. A separate financial proposal showing the cost calculation against each major deliverables. The financial proposal must be submitted separately.

**Financial Proposal should clearly identify:**

Item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury.

**Submission of Proposal**

The technical and financial proposals should be submitted (**electronically only)** in two separate sub folders in a zipped folder to the email address Planbd.consultant.hiring@plan-international.org by the 20th June*, 2019* referencing “**Conducting an in-depth analysis for identifying geographical locations for implementing development interventions across the country”** in the subject line. Proposal submitted to any other email account except this and in hard copy will be treated as disqualified. The proposals should be submitted in pdf format.

1. **Deliverables and Timeline**

The contract will be awarded to the qualified bidder by 23rd  June. The final report must be submitted within five weeks’ time of agreement.

**One week** for completing initial desk review to propose a set of locations for analysis

**Two weeks** for completing the final desk review and key interviews

**One week** for submitting draft report to the Deputy Country Director, in the form of a narrative report (30 pages max, with summary and power point)

**One week** for submitting final report due to Country Director

1. **Financial terms**

Upon signing of the contract, 30 percent of the contract value of the contract will be paid and the rest amount will be paid after submission of all deliverables. Plan International Bangladesh will deduct income tax and VAT as per government regulation.

1. **Bindings**

All documents developed for the contracted works will be treated as Plan’s property and restricted for public use. The contracted agency/consultant will submit all original documents and materials to country office Plan International Bangladesh.

**Global Policy on Safeguarding Children and Young People:** The firm/individual shall comply with the Global Policy on Safeguarding Children and Young People Policy of Plan International. Any violation /deviation in complying with Plan International Global Policy on Safeguarding Children and Young People will not only result-in termination of the enlistment but also Plan International will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of Safeguarding Children and Young People Policy.

**Non-Staff engaged by Plan International Inc (PII) Code of Conduct:** The firm/individual shall comply with the Non-Staff engaged by Plan International Inc (PII) Code of Conductof Plan International Bangladesh. Any violation /deviation in complying with Plan International Non-Staff engaged by Plan International Inc (PII) Code of Conduct will result-in termination of the enlistment.

**Anti-Fraud, Anti-Bribery, and Corruption:** The firm/individual shall comply with the Anti-Fraud, Anti-Bribery, and Corruption of Plan International Bangladesh. Any violation /deviation in complying with Plan International’s Anti-Fraud, Anti-Bribery, and Corruption policy will result-in termination of contract / enlistment

1. **Disclaimer**

Plan International Bangladesh reserves the right to accept or reject any or all proposals/ application without assigning any reason whatsoever.

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