SOS CHILDREN'S VILLAGES

REQUEST FOR PROPOSALS:

TOR FOR THE REVIEW AND DEVELOPMENT OF THE SOS CHILDREN'S VILLAGES GENDER EQUALITY AND INCLUSION POLICY

JUNE 2023

SOS CHILDREN'S VILLAGES

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1. About SOS Children's Villages

SOS Children's Villages (SOS CV), founded in 1949, is the world's largest non-governmental organization focused on supporting children and young people without parental care, or at risk of losing it. SOS Children's Villages is a global federation of 136 national SOS Children's Villages associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

We provide family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent child abandonment. The main focus of the organisation is to provide sustained support to vulnerable children who have lost or are at high risk to lose parental care. The organisation offers a variety of alternative care responses, including residential family-like care and foster care for children who have been separated from their families of origin for various reasons. The ultimate goal is for children to reintegrate into their families of origin, in accordance with their best interest, or to leave care as autonomous and independent adults. Through Family Strengthening Programmes (FSP) SOS CV helps parents and communities build capacities to care for their children and prevent family breakdown. For more detailed information see: https://www.sos-childrensvillages.org/.

Together with partners, donors, communities, children, youth and families, we enable children to grow up with the ties they need to develop and become themselves. We stand up for the rights of every child and advocate for change so that all children can grow up in a supportive environment.

Our work is governed by the United Nations Convention on the Rights of the Child and the United Nations Guidelines on the Alternative Care of Children.

2. Background and Context

SOS Children's Villages' commitment to Gender Equality (GE) is stipulated by the endorsement of the Gender Equality Policy (GEP) by the International Senate in October 2014. The Gender Equality Policy expresses the organisation's stand on how to best integrate a gender equality perspective into our work.

The policy reflects the principles of gender equality enshrined in the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), 1979; the Convention on the Rights of the Child (1989); the Beijing Platform for Action from the Fourth World Conference on Women (1995) and the United Nations Security Council Resolution 1325 on Women, Peace and Security (2000). The implementation of the GEP was piloted in four country offices (Uruguay, Vietnam, Malawi and Kenya) and one regional office in Eastern and Southern Africa (ESAF) and additional gender equality focused projects were launched in different regions and countries.

SOS Children's Villages' commitment to gender equality has also been stipulated in the SOS Care Promise, which is our overall programme policy that outlines our globally applicable programme quality criteria in the form of nine care commitments. Gender equality is among the nine key commitments specified under the SOS Care Promise.

While the policy reflects essential components on how to advance gender equality through the Federation's programmes, the Global Gender Network recognises the need to update the policy and ensure wide and effective rollout throughout the federation.
The SOS Children's Villages Gender Equality Policy was endorsed in 2014 and has been in place to guide gender equality efforts and work across the federation. Given it is almost a decade since the policy was developed, the review and revision of the policy to be in par with contemporary conceptual development and discourses on gender equality is long overdue. The policy has several limitations including limited terminology covered, lack of intersectional approach and absence of appreciation of power dynamics in gender relations. The policy also focuses on programmes and is largely silent on leadership, organisational culture, and structural and systems related matters.

The policy review and revision is expected to engage several Member Associations (MAs), regional offices (IORs), Promoting and Supporting Associations (PSAs), partners across the organisation and programme participating children and youth to ensure a wide range of voices are included in the development of the new policy. It is also expected to provide a proposal for the necessary resources required for the rollout and implementation of the policy to ensure that gender equality is anchored as an institutional priority. The revised policy is expected to ignite momentum and deliberation among the federation's leadership on the need for enhanced political will, technical capacity, investment, accountability and an equitable, safe and inclusive organisational culture.

Some of the critical gaps of the existing gender equality policy include:

- **Political will at different level:** Inconsistency in levels and commitment regarding political will in MAs' boards and senior managements.
- **Gender parity in ~~management:~~ Leadership**: Disparities in the distribution of men and women and non-binary people in management and decision-making positions across the organisation.
- **Child and youth care professionals' conditions of service:** There are several documented gaps in conditions of service, benefits and compensation related matters to child and youth care practitioners.
- **Gender technical capacit**y: Insufficient technical capacity and a lack of solid structure at different levels to integrate gender (i.e. gaps on gender expertise, tools, training and capacity development plans is rated as a major challenge for mainstreaming gender);
- **Binary gender identity**: Lack of sensitivity to the right for diversity and the right of LGBTQI+ due to limitations related to cultural, political and legal contexts.
- **Stereotypical gender roles in the care profession:** There is a general lack of readiness for engaging men as care workers.
- **Accountability frameworks**: The federation lacks a system for tracking gender equality results in SOS programmes, holding co-workers accountable to integrating gender in their core programmes.
- **Guidance for gender integration and intersectional approach:** There is no guidance available to integrate gender, power dynamics and an intersectional approach to programming, which has led to gender blind programmes in addition to an overall failure to incorporate systematic and consistent gender concerns in programme design, planning, implementation and monitoring and evaluation.
- **Lack of focus on Organizational Culture and Organizational Development matters:** the existing policy has an almost exclusive focus on programmes and has very limited focus and provisions around advancing gender equality in human resources and organizational development and leadership and accountability matters in general. Gender Based Violence and discrimination thrives in an unequal and unsafe environment and norms, customs, beliefs, and code of behaviour in an organization has an impact in supporting or undermining the journey to gender equality. The new

policy is expected to address this and contribute significantly to enhancing a safe, inclusive, equitable organizational culture.

- **Lack of focus on Humanitarian Action:** the existing policy has not taken humanitarian action matters into account which is not in line with our mandate and the current programme structure
- **Lack of focus on Advocacy, Communications and Branding:** the current policy doesn't address the critical roles advocacy, branding and communications have in framing a policy issue, articulating policy options, positions and asks from a gender perspective as well as gender transformative communications and branding in internal and external communications. The new policy is expected to address these issues substantively.
- **Insufficient gender budgeting:** There is no dedicated budget allocated to initiatives aiming at the integration of gender equality in the organization.
- **Limitations in the exercise of sexual and reproductive rights** of participating children and adolescents, including access to comprehensive sexual health and education services.

3. Purpose and Objectives for the Gender Equality Policy review

3.1 Purpose

The purpose of this work is to support SOS Children's Villages with the review of the Gender Equality Policy that will result in a revised Gender Equality Policy as a key policy instrument to accelerate our progress toward a federation in which the rights, needs and equality of all programme participants, co-workers, partners and stakeholders, regardless of gender, gender identity, sexual orientation are realised, and which is responsive to existing and future phenomena that cause gender inequalities.

3.2 Specific objectives of this assignment are:

1. Develop an inception report detailing the review process and outcomes.
2. Develop a report entitled "Gender Equality Policy- 10 Years On" highlighting the progress, good practices, challenges, and key recommendations in relation to gender equality in the federation.
3. Develop a revised Gender Equality Policy with a rollout plan, budget and proposed structure to support rollout and implementation of the policy (taking into consideration other organisation's experience).

4. Methodology and Scope

The proposed assignment is of global scope, which considers the active participation of different key actors across the federation. Particularly relevant is the participation of adolescents and young people in the consultation process.

Given the global scope of the assignment, the proposed methodology is the use of interactive and inclusive online digital tools and other strategies for data collection and information gathering, including, but not limited to digital surveys, online interviews, and focus group discussions with key informants.

This policy review and development process is not expected to include data collection directly from the field or sample countries. Therefore, it is expected that the consulting team will be able to present a methodological proposal using digital tools. However, there is a possibility

of travel for validation and further input into the draft policy during the Global Gender Network Meeting in Dakar, Senegal in October 2023.

The consultant is expected to develop a technically sound methodology in accordance with international standards and feminist and participatory research approaches to maximise the participation of girls, boys, non-binary children, programme participants, co-workers, leaders and partners at different levels.

4.1 Key methodology considerations

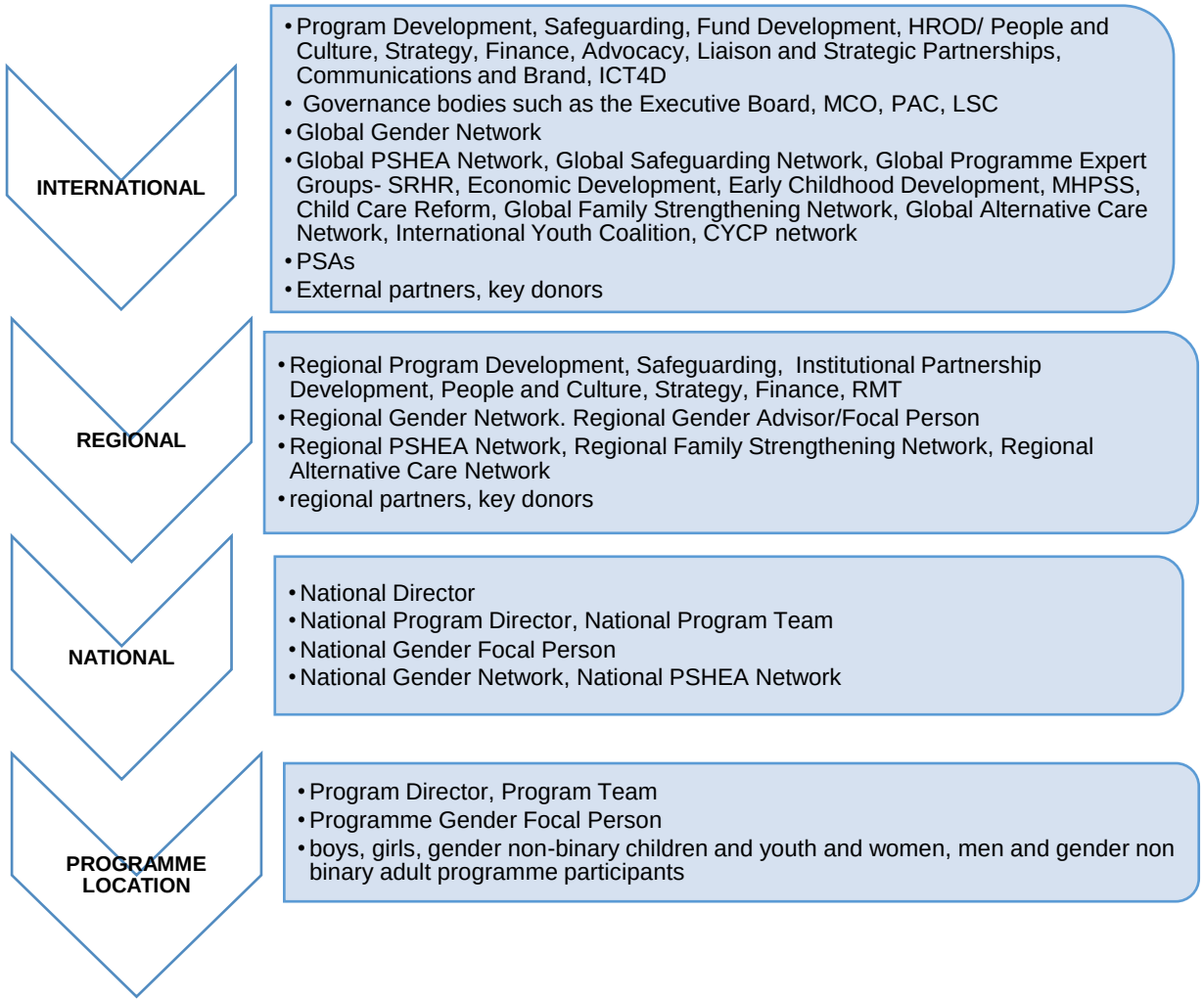
The methodology requires the Consultant/s to consider the following key points:

- Develop and deliver a detailed Inception Report, detailing the proposed methodology including data collection tools, roles and responsibilities, work plan and budget for the development of the Gender Equality Policy and related deliverables. Given this is a large federation with member associations in 136 countries, the consultant/s are expected to propose a rigorous sampling method that makes sure all regions/ geographies, critical functions and all program participants' voices are included. It is expected to have a survey that will have a very wide coverage (preferably open to all Member Associations and the General Secretariat (GSC) as well as qualitative methods with regional and other key variable representation.
- Present a detailed methodology for secondary data collection and conduct a desk review of all relevant international, regional and national documents, reports, data and instruments, SOS CV relevant documents (including but not limited to the Statutes, 2030 Strategy, SOS Care Promise priorities document and reports, programme database general information on regions and countries, policy guidelines, regulations, frameworks, concept notes, reports, proposals, available data as part of Gender Equality Policy internal review exercise as well as other documents pertinent to gender equality institutionalisation, mainstreaming and implementation across the federation);
- Conduct in-depth participatory consultations with key stakeholders (including, but not exclusive to girls, boys and non-binary children, programme participants, child and youth care practitioners, co-workers, leaders, MAs, PSAs, key donors, partners (including relevant civil society organizations, and private sector representatives), gender focal persons, members of the Global Gender Network, the Global Expert Group on SRHR, Regional Gender Networks, Global and Regional PSHEA networks, Child Safeguarding Networkand other relevant networks and Expert Groups) to assess the federation's achievements and identify its key challenges and gaps related to gender mainstreaming in organisational strategies, programmes and policies;
- Engage in several intensive consultations (virtual or in-person) with members of the Global Gender Network and other critical Expert Groups and/or Networks;
- Draft and present a Gender Equality Policy and related institutional framework that provides a mechanism through which the Policy can be effectively and efficiently implemented and governed, including a rollout and implementation plan, the budget necessary for the rollout and implementation of the policy, the organisational structure required to implement the policy across the federation and a Monitoring and Evaluation Framework to measure the Policy's progress and effectiveness;
- Incorporate inputs and comments from all the stakeholders on the draft policy.
- Present the final draft policy to the appropriate governing bodies and incorporate the inputs

- Deliver the Final Gender Equality Policy and the revised related institutional framework that provides a mechanism through which the Policy can be effectively and efficiently implemented, governed and monitored (accompanied by a memo that explains how stakeholder comments on the draft documents were incorporated into the final version);
- Develop and deliver a Final Report, indicating obstacles encountered and lessons learned during the development of the Gender Equality and Inclusion Policy.

4.2 The strategic consultation process

The proposed strategic consultation process is below:



4.3 Ethical and other key considerations

Following ethical principles when engaging in research with children and other vulnerable groups are of paramount importance and must consider barriers related to participation and existing gender power dynamics. The SOS Children's Villages' Code of Conduct as well as the Child and Youth Safeguarding Policy must be followed in all stages of data collection.

The research approach should include gender-responsive research methodology with due consideration to feminist research approaches. These are approaches that place gender at the centre of knowledge production process and pays attention to the different lived-experiences and viewpoints of men, women, girls, boys and non-binary participants in all their diversities.

4.4 Language

The primary language of the consultancy is English, and all documents will be delivered in English. However, the consultancy should ensure that key documents and tools will be translated into Spanish, French and Arabic. Similarly, several languages interpretation should be considered for focus group discussions and/or key informant interviews.

5. Deliverables and Schedule

The major deliverables and the proposed schedule are presented below:

Ser No	Deliverable	Date	Remarks
1	Inception Report with clear methodology including data collection, analysis tools and detailed work plan	September 05 30, 2023	Involves review, presentation to several key stakeholders and approval process
2	Consultation with the Global Gender Network as a critical input for the Gender Equality Policy and on SOS CV's gender equality journey report	October 9-12, 2023	
3	First draft of Gender Equality Policy	November 10, 2023	Involves review and input from key stakeholders, and approval process including travel to Dakar, Senegal to participate in the Global Gender Network Meeting
4	A draft Report on the SOS CV's journey on advancing gender equality	November 15, 2023	The consultant/s will take the discussions and presentation during the Global gender Network meeting to enrich the report
5	Final draft of the Gender Equality Policy with the rollout, implementation plan, budget, structure and M&E framework	December 15, 2023	Approval processes by the highest governing bodies
6	Final Gender Equality Policy	February 25, 2024	
7	Final Report on the SOS CV's journey on advancing gender equality	December 20, 2023	

6. Qualification of the consulting team

Knowledge and proven experience in policy analysis and development, particularly related to gender equality, inclusion and diversity as well as solid experience in participatory and feminist social research are required. Below are details of required qualifications:

Education:

- An advanced degree (Masters level or higher) from a recognised university in Gender, Development Studies, Social Sciences, Law and/or Demography, with demonstrable knowledge and skills in policy analysis and policy development.

Experience:

- Proven competence (record of previous experience) in working on gender-responsive policy, planning and programming, and in gender-equality-related matters.
- At least five years of experience working in providing evidence-based gender policy advice, and in formulating national gender equality policies for civil society organisations and/or government agencies.
- Sound knowledge and experience in gender-responsive research methodologies and feminist research approaches.
- Proven experience in participatory processes and data collection methods (including age- and gender-appropriate data collection methods) particularly related to gender, inclusion and diversity.
- Proven experience in formulating development strategies, action plans, implementation budgets, monitoring and evaluation frameworks.
- Advanced facilitation, public speaking, communication, presentation, report-writing and inter-personal skills.
- Strong skills in coordinating teamwork and respectfully working in diverse and cross-cultural settings.
- Strong and demonstrable analytical and conceptual skills.
- Ability to transfer complex concepts and ideas into simple, practical language.

Specific technical knowledge

- Specialised knowledge in the area of gender policy analysis, review and development.
- Relevant knowledge in the area of gender, intersectionality and organisational gender mainstreaming.
- Experience in human rights approaches, gender and sexual diversity approaches, intersectionality approaches and power analysis.
- Solid understanding of child protection, safeguarding and social protection work, including sensitivity to different socio-cultural contexts .
- Sound participatory data collection experience with children and youth, and vulnerable groups .

Languages:

- The major language of the consultancy work is English, but multilingual proficiency particularly in Spanish, French and Arabic is critical.
- All documentation generated must be submitted in English.
- The consultancy should consider the translation of key documents and tools as well as communications that will be shared with the different countries and participants in French, Spanish and Arabic languages. Similarly, language interpretation should be considered for focus group discussions and key informant interviews etc.
- It is also important to take into account that the consultancy firm/team should be able to review documents in French, Spanish and Arabic languages.
-

7. Instructions for tenders

7.1 General

Bidders are welcome to compete for the given assignment.

This tender is open to all national and international providers (independent researchers, universities or research companies) that are legally constituted and can provide the requested services. The bidders will bear all the costs of the offer; the costs of a proposal cannot be included as a direct cost of the assignment.

7.1.1 Offer language

The proposal and all supporting documents must be submitted in English. In addition, the bidder must cover all translation costs related to data collection.

7.1.2 Bid currency

The financial offer must be expressed in Euros.

7.2 Bid Submission Process

Proposals should be sent to:

To facilitate the submission of proposals, the duly stamped and signed submission can be made electronically in PDF format and sent to Sara Tabit, Global Gender Advisor at Sara.Tabit@sos-kd.org. With a copy to Obrvan Jakupi Antonia Antonia.Obrvan-Jakupi@sos-kd.org.

The titles of the documents submitted must clearly indicate:

- Technical proposal: Technical Proposal for the Review and Development of the SOS Children's Villages Gender Equality Policy
- Financial proposal: Financial Proposal for the Review and Development of the SOS Children's Villages Gender Equality Policy

Please ensure that the technical and financial proposals are submitted separately (financial proposal must be in a separate PDF file in case of electronic submission). During the evaluation process, technical offers would be opened and evaluated first. The financial part of these proposals, which are shortlisted after the evaluation of the technical proposal, will be opened in a second step.

Documents to present

- Bid Submission/Identification Form
- Previous experience format
- Technical proposal
- Budget Proposal
- CVs of the team members, including current geographic locations
- 3 references
- An example of a recent/relevant developed policy document (if available for public use)

Deadline for submission

The proposal must be received no later than **Monday, July 31, 2023** CoB CET. Proposals received after the deadline will not be considered.

Budget

The maximum budget for the entire consultancy work is 35,000 Euro and the award will be made taking into consideration the best technical proposal with the most economical proposed budget submitted.

Modification and withdrawal of offers
Proposals may be withdrawn upon written request prior to the closing date of this invitation. Any corrections or changes must be received before the closing date. Changes must be clearly indicated in comparison to the original proposal. Otherwise, it will be at the risk and expense of the offeror.

Contract signing
SOS Children's Villages International will electronically notify the successful bidder and submit the contract form within 10 days of the close of the bid submission period. The successful bidder will sign and date the contract and return it to SOS Children's Villages within two calendar days of receipt of the contract. After both parties sign the contract, the winning bidder must deliver the services according to the delivery schedule described in the offer.

Rights of SOS Children's Villages:

- contact any or all references provided by bidders;
- request additional complementary or supporting data (from the bidder(s);
- arrange interviews with bidders;
- reject any or all proposals submitted;
- accept any proposal in whole or in part;
- negotiate with the highest rated/ranked service providers, i.e. those providing the best value proposition(s) overall;
- recruit any number of candidates as necessary to achieve the overall objectives of the tender.

8. Evaluation of proposals

After the opening, each proposal will be evaluated first in its technical quality and compliance and later in its price. The proposal with the best overall value, made up of technical merit and price, will be considered for approval.

8.1 Technical Proposal Evaluation

The technical proposal is evaluated based on its responsiveness to the Terms of Reference (ToR) according to the evaluation criteria below. The number of points that can be obtained specified for each evaluation criterion, which is 70 points, indicates the relative importance or weight of the element in the overall evaluation process.

In addition, bidders may be asked to provide additional information (virtual presentation or phone interview) to SOS Children's Villages International about the proposed services.

1	**Quality and Relevance of the Technical Proposal**	**Maximum points that can be obtained**
1.1	Overall quality and relevance of the proposal to the ToR	10
1.2	A solid inception report with robust methodology, data collection, analysis tools and effective and realistic work plan in accordance with the ToR	20

1.3	Sufficiency of resources (for example, human resource, diversity in team composition) and their proper allocation for the timely provision of project deliverables	5
1.4	Detailed quality assurance process for all deliverables including ethical standards when conducting research with children)	5
	TOTAL	40

2	**Qualification and experience of the organisation/consultant team/consultant submitting the proposal**	**Maximum points that can be obtained**
2.1	Reputation of the university/consultants and staff and individual researchers (competence and reliability) in conducting this type of work	8
2.2	Relevance of: - specialized knowledge - proven experience in conducting this type of policy analysis and development -Qualification and proven experience of the team leader and team members	22
	TOTAL	30
	TOTAL TECHNICAL PROPOSAL	70

8.2 Financial Proposal Evaluation

Only once the bidders (have attained a score of at least 70 on the Technical proposal in accordance with the requirements in the Terms of Reference, will their financial proposals be evaluated.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component. The total number of points allocated for the price component is [**30**]. The maximum points will be assigned to the lowest-priced proposal that is opened and compared among those invited universities/consultants that obtain the threshold of points in the evaluation of the technical proposal. All other price proposals will receive points in inverse proportion to the lowest price.

9. Technical Administration, Contract Duration and Payment Terms

9.1 Technical Administration of the assignment

Sara Tabit, Global Gender Advisor is the responsible technical lead for the overall coordination and management of the assignment.

9.2 Financing and payment:

Payment will be made only after SOS Children's Villages accepts the work performed in accordance with the deliverables described above. Financial proposals must include proposed installment payments. Payment will be made by bank transfer in the billing currency and is due 30 days after receipt of invoice and acceptance of work.

SOS Children's Villages will pay the consultant as follows:

- 25% on the presentation and approval of the Inception Report .
- 50% upon completion of the first Draft Gender Equality and Inclusion Policy, consultation process report and draft report on our gender equality journey
- 25% on the successful completion of all the activities and the delivery of the expected deliverables listed under section 5.

Duration of the contract: the contract is effective from the moment it is signed until the acceptance of the work by the responsible team.

10. Delay Notice

Will the successful bidder encounter a delay in performance of the contract that may be excusable in unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing of the causes of such delays within one (1) week from the start of the delay.

After receiving the notice of delay from the Contractor, SOS Children's Villages will review the facts and the extent of the delay, and will extend the execution time when, in its judgment, the facts justify such an extension.

11. Copyright and Other Proprietary Rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, copyrights and trademarks, in respect of products, processes, inventions, ideas, know-how or documents and other materials that the Contractor has developed for SOS Children's Villages and which have a direct relationship with, or are produced, prepared or collected as a consequence of, or during the course of the performance of the assignment. The consultant acknowledges and agrees that such products, documents and other materials constitute commissioned work for SOS Children's Villages.

All materials: plans, reports, estimates, recommendations, documents and all other data compiled or received by the consultant shall be the property of SOS Children's Villages and shall be treated confidentially and released only to SOS Children's Villages authorised officials upon completion of the work. The external consultant is obliged to provide all raw data collected during the assessment to SOS Children's Villages.

12. Termination

SOS Children's Villages reserves the right to terminate the contract without cause at any time with forty-five (45) days' notice in writing to the consultant, in which case SOS Children's Villages will reimburse the consultant for all reasonable costs incurred prior to receipt of notice of termination.

SOS Children's Villages reserves the right to terminate the contract without any financial obligation in case the consultant fails to fulfill its obligations without prior notice in the following cases:

- agreed time
- removal or replacement of key personnel without obtaining the written consent of SOS Children's Villages
- the deliverables do not meet the requirements of the ToR

13. Policy and Code of Conduct of SOS Children's Villages International for the Protection of Children

SOS Children's Villages International has a Child Protection Policy and Code of Conduct which all consultants are expected to abide by and sign a statement of commitment to the policy and Code of Conduct. The Child Protection Policy is binding on all member associations as well as the General Secretariat (GSC). The Policy applies throughout the organisation at all levels and in all types of programmes. All SOS Children's Villages employees and associates, including consultants, are required to report any concerns, suspicions or reports of child abuse on child protection. The types of child abuse are outlined in the SOS Children's Villages Child Protection Policy, together with the mandatory reporting steps the consultant must take if abuse is suspected. Concerns about child protection should be reported here. The successful bidder must act in accordance with SOS Children's Villages policies and guidelines.

Other ethical considerations

In addition to the aforementioned Child Safeguarding Policy and Code of Conduct, the following key areas should be noted for ethical consideration: http://childethics.com/ethical%20guidance/ Graham, A., Powell, M. , Taylor , N., Anderson, D. & Fitzgerald, R. (2013). Ethical research involving children. Florence: UNICEF Office of Research - Innocenti. The awardee is required to obtain the consent of all evaluation participants and/or their guardians/official representatives (where applicable), and to adhere to ethical standards related to anonymity, data protection, and confidentiality. Consultants are also responsible for obtaining the required ethical approval through their academic institutions and/or national ethics boards.

14. Submission of Offer / Identification Form

This offer form must be completed, signed and returned to SOS Children's Villages. Bids must reflect the instructions outlined in the Request for Proposals.

Any request for information regarding this Request for Proposals should be sent to Sara Tabit, Global Gender Advisor at Sara.Tabit@sos-kd.org with a copy to Obrvan Jakupi Antonia Antonia.Obrvan-Jakupi@sos-kd.org

The Bidder, having read the complete Request for Proposals, including all annexes, offers to provide the services specified in the request at the price indicated in the Price List Form, in accordance with the Terms of Reference included in this document.

Offering service for:
□ SOS Children's Villages International

1. Name of the company/institution/name of the person:
_____

2. Address, City, Country:
_____

3. Phone: _____ Fax: _____
Website:_____

4. Date of incorporation (for companies): _____

5. Name of Legal Representative (if applicable):
_____

6. Contact person: _____ Email:
_____

7. Type of Company: Ltd. Other _____

8. Number of employees: _____

9. Subsidiaries in the region (if applicable):

Indicate the name of the subsidiaries and the address
a)_ _____
b)_ _____
C)_____

10. Commercial representative in the country (only for international companies)

Name: _____

Address: _____

Phone:_ _____ Fax: _____

Offer Validity: valid until: _____

11. Date:

Signature:

15. Previous experience form

Ser No.	Description (Services and products provided to customers relevant to the current RFP)	Customer	Contact person/telephone, email address	Date of assignment (from/to)

16. Technical Proposal Guide

Name of organisation/university/company/independent consultant	

Name of the contact person for this proposal (for the organization/company)	
Address:	
Telephone:	
Email:	

The technical offer must be presented in a concise manner and structured in the following order to include, but not necessarily be limited to, the following information listed below:

1. Quality and Relevance of the Technical Proposal

- Describe all actions related to the steps required in the Qender Equality Policy review and development as well as in developing the report on our gender equality journey.
- Realistic work plan with timelines in accordance with ToR requirements.
- Explain your suggested use of local researchers (if you intend to use)
- Detailed quality assurance process for all deliverables.

2. Qualification and experience of the organisation/research team/consultant submitting the proposal

- Reputation of the company/organisation and individual staff and consultant(s) (competence and reliability) in conducting assessments
- Relevance of:
  - Specialised knowledge
  - Proven experience in conducting policy analysis and development of gender equality, inclusion and diversity policies, as well as in designing implementation and rollout plans, structures, budgets and M&E frameworks.
- Proposed team structure: the composition of the team you would propose
- CV for key personnel

17. Budget Proposal form

The financial proposal must clearly state all applicable taxes. Please note the cost ground transportation and accommodation (full board food and bed) of travel to Dakar, will be covered by SOS CV and shouldn't be included in the budget proposal. Please make sure you submit the budget proposal in XL format.

	Activity	**Personnel involved (indicate profile)**	**No. of people**	**No. of days**	**Daily rate**	**Price (all included)**	**Percentage of total price**
			TO	**B.**	**C.**	**D= AxBxC**	**E=D/F**
	Applicable Tax						
	Total Price (F)						100%

This proposal must be signed.

_____ _____

Name
Position/ Title
Company/ Agency/ Organization- or indicate individual consultant
Website / e-mail
City, country
Tel.