



Until we are all equal



# Consultancy Term of Reference

## CONSULTANCY TITLE

Main Facts Table	
Request for Proposal (RFP) Reference	Consultancy for endline assessment
RFP launch date	June 30, 2025
TOR clarification date	July 4, 2025 10:00 AM to 11:00 AM, (See meeting link in submission of offers clause)
Deadline for submission of offers	July 9, 2025

### 1. Background Information on Plan International

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts.

In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

### 2. Background/Context

#### 2.1 Project description

Children, adolescents, and youth (CAY) are an overlooked and under-served population group, particularly in terms of Sexual and Reproductive Health and Rights (SRHR). Among them, girls represent one of the largest excluded groups in the world today and face significant barriers to realizing their rights just because they are young and female. This has dramatic consequences: pregnancy and childbirth continue to be one of the leading causes of death for adolescent girls aged 15-19 worldwide. Girls are too often denied the choices, opportunities and means to protect themselves against early or unintended pregnancy, violence, and sexually transmitted infections. As child mothers often drop out of school, they risk continuing the cycle of poverty for the next generation. Social norms and perceptions about girls' sexuality lie at the heart of harmful practices such as child, early and forced marriage (CEFM).

As Plan International, we seek to tackle the root causes of gender inequality at family, community, and state levels. We focus on shifting norms, attitudes, and behaviors; addressing how social and economic resources

are distributed; improving access to youth-friendly services; and influencing policy frameworks and budgets. This way, we strive to improve the daily condition of girls while also advancing their position and value in society. To address these issues, the My Body My Future 2 (MBMF2) project funded by Ministry for Foreign Affairs (MFA) of Finland, is a joint project between Plan International Finland and Plan International Myanmar. The objective of the project is that CAY in all their diversity have control over their bodies and futures in a healthy, safe and supportive environment. It is part of a broader programme implemented in 5 other countries.

Both the programme and Myanmar's project are built on four components: 1) Comprehensive Sexuality Education and Youth Economic Empowerment for CAY 2) SRH services for CAY, 3) work on social and gender norms and positive parenting with community members and leaders, 4) Civil Society Organizations (CSOs) strengthening. Following this logic, the project has 4 expected outcomes, which state that CAY in all their diversity: have the support and the confidence to make informed, responsible, positive, and healthy choices about their SRHR and future have improved access to quality, inclusive, gender-responsive and adolescent- and youth-friendly SRHR services live in safe and supportive communities that transform gender roles and challenge harmful social and gender norms and stigma around SRHR participate and benefit from a vibrant civil society that advocates for increased public investment and improved SRHR policy and promotes equality for and agency of girls.

In Myanmar, it was implemented in 20 villages of Nyaung U Township, Mandalay Region. The main activities with CAY were: trainings on Comprehensive Sexuality Education (CSE) through peer-based interventions and youth led initiatives, including on climate resilience, disability inclusion and LGBTIQ+, and vocational and life skills training. The project also supported communities to identify harmful social and gender norms that are preventing the fulfilment of CAY's SRHR, through training to community members including caregivers and leaders on issues related to SRHR, and supporting leaders to lead initiatives to promote SRHR in their communities. It also strengthened and supported local community-based organizations to promote CAY's SRHR. Plan International Myanmar worked in partnership with the local CSO Kumudra and with community-based organizations as the Village Development Committees.

Under each outcome presented above, the indicators to be measured in the Endline and their respective means of verification are the following:

Baseline indicators' table		
Result statement	Indicators to be measured by the consultant in the endline	Means of verification
Impact: Children, adolescents and youth in all their diversity have control over their bodies and futures in a healthy, safe and supportive environment	1a Adolescent birth rate per 1,000 women in the age groups of 10-14 years and 15-19 years	Secondary data: National statistics
	1b % of women aged 20-24 years who were married or in a union before the age 15, and before the age of 18	Secondary data: National statistics
	1c % of sexually active young women aged 15-24 who are currently using a modern method of contraception	Primary data: Adolescents and youth KAP survey
Outcome 1 Adolescents and youth in all their diversity have the support and the confidence to make informed, responsible, positive and healthy choices about their SRHR and future.	1a. % of CAY who feel able to make informed decisions about their sexual and reproductive health	Primary data: Children KAP survey, Adolescents and Youth KAP survey
	1b. % of CAY with increased awareness and desire/ability to challenge gender stereotypes linked to SRHR	Primary data: Children KAP survey, Adolescents and Youth KAP survey
Output 1.1 Adolescents and youth have improved skills and knowledge on SRHR,	1.1c. % of CAY with correct knowledge about SRHR core topics	Primary data: Children KAP survey, Adolescents and Youth KAP survey

healthy and positive sexuality, intimate relationships and gender roles etc.		
Output 1.3 Adolescents and young people, especially adolescent girls most at risk, have skills and increased links to pursue economic opportunities including alternative livelihood opportunities and green solutions	1.3b % of young people who report at the end of the training feeling confident about their life skills (SOYO1.1.1)	Primary data: Adolescents and youth KAP survey
Output 1.4 Adolescents and Young People understand what climate change is and how it affects them	1.4a Degree to which CAY who can identify how their (SRH) rights are affected during and after a shock or a stress	Primary data: FGD guidance
Outcome 2 Adolescents and youth in all their diversity have improved access to quality, inclusive, gender-responsive and adolescent- and youth-friendly SRHR services and especially girls most at risk	2b % of CAY who have used an SRH service in the past 12 months	Primary data: Children KAP survey, Adolescents and youth KAP survey
Output 2.2 Children, adolescents and young people have access to mobile outreach service provision, enhanced referrals mechanisms and helplines	2.2a % of CAY including those with disabilities who know where and how to access SRHR services	Primary data: Primary data: Children KAP survey, Adolescents and Youth KAP survey
Outcome 3 Adolescents and youth in all their diversity live in safe and supportive communities that transform gender roles and challenge harmful social and gender norms and stigma around SRHR	3a. % of CAY who feel that community leaders speak out and support their SRHR	Primary data: Adolescents and Youth KAP survey
	3b. % of community members who believe that adolescent girls and boys with disabilities should have equitable SRHR services	Primary data: Community members KAP survey
	3d % of parents, caregivers and family members who have positive attitudes toward young people's sexual and reproductive health and rights	Primary data: Community members KAP survey
	3e % of girls and young women who report observing positive changes in community attitudes towards menstruation	Primary data: Children KAP survey, Adolescents and Youth KAP survey, Community members KAP survey
Output 3.1 Parents, community members and leaders know how to create an	3.1b % of community members and community leaders with knowledge about SRHR core topics	Primary data: Community members KAP survey

enabling environment, how to challenge stigma and harmful norms and support adolescents' access to SRHR services		
Output 3.2 Parents, caregivers and communities have capacities and positive coping strategies to overcome shocks and stresses	3.2a Degree to which parents, caregivers and community member who understand how SRHR can be impacted by climate change and can identify positive coping mechanisms to overcome shocks and stresses	Primary data: FGD guidance
Output 3.3 Adolescents and youth, caregivers and communities have adequate, correct knowledge of menstrual health and recognize myths and stigma around menstruation and menstrual health	3.3a % of CAY who have with basic, at least moderate and high levels of knowledge about menstrual health	Primary data: Primary data: Children KAP survey, Adolescents and Youth KAP survey
	3.3b % of parents, caregivers and family members that have at least moderate levels of knowledge about menstrual health	Primary data: Community members KAP survey
Outcome 4 Adolescents and youth in all their diversity participate and benefit from a vibrant civil society that advocates for increased public investment and improved SRHR policy and promotes equality for and agency of girls.	4a. Levels of readiness among CSO staff on the importance of SRHR, and the rationale for investing in and supporting SRHR programs and policies for CAY	Primary data: CSOs assessment tool
	4.c % of adolescents and youths engaged in advocacy processes who feel their participation has been meaningful	AY survey on meaningful participation (digital survey on Kobo Tool Box)
Output 4.1 CSO have improved their capacity to influence ASRHR and gender equality for CAY in all their diversity and advocate for their rights	4.1a. # of CSOs with improved capacity to influence ASRHR and gender equality	Primary data: CSOs assessment tool

The Results Framework counts with other outputs and indicators, but that only the indicators to be measured in the endline by the consultant were included in this table.

### 3. M&E system

The programme results framework, closely linked to its Theory of Change and aligned with the Results Based Management approach, contains a series of impacts, outcomes and outputs indicators expressing the expected results/changes at each level of intervention and contributing to the overall objective of the program. The indicators are measured as part of the joint M&E system of the programme, for the baseline and endline, and on an annual basis, through a set of predefined tools set in Commcare and Kobo. To ensure a homogenized calculation of the indicators across the reporting periods and countries, surveys' databases are processed through Power BI and indicators values can be consulted through charts and graphics in Power Bi. In accordance with Plan International's security protocols, a paid license in Power BI is needed to access MBMF2 dashboards.

A programme-level evaluation is conducted with an external consultant team and country endline reports and analysis will provide key information for the programme evaluators.

## **4. Description & Objectives**

### **Purpose**

The overall objective of the assignment is to conduct the Endline assessment of the MBMF2 project in Myanmar, based on its Theory of Change and Results framework, through the calculation and analysis of its indicators' endline values, and the analysis of the outcomes and learning of the project.

The Endline assessment will include the collection of data through a mixed methods approach to measure and set the impacts, outcomes, and outputs indicators' Endline values, and develop their quantitative and qualitative analysis providing contextualized information related to SRHR and other aspects as laid out in the results framework.

It will also include the implementation of a Learning and Outcome harvesting workshop with Plan staff and partners, with the analysis of findings as part of the Endline assessment.

A gender, rights-based and inclusive approach is expected throughout.

### **Users**

Plan International Myanmar, Plan International Finland and partners' teams: The teams will use the Endline values and their analyses to clearly understand the achievements of the project after its implementation, through its different strategies. It is particularly of Plan International's interest to understand these dynamics considering the factors of sex, age and disability.

Programme level evaluation consultant team: The endline report and its analysis will provide key information about the performance and outcomes of the MBMF2 for the global consultant team in charge of the programme level evaluation. The data collection and its analysis must meet quality criteria to be considered into the broader evaluation process.

### **Methods for data collection and analysis**

The consultants will use the tools and methods needed to set the Endline values of the Results Framework's indicators and provide quantitative and qualitative analysis in relation with them. All tools must be used based on ethics and consider the needs and wellbeing of any respondents involved. All the data needs to be disaggregated at least by sex, age, and disability.

The following data collection tools must be used:

- KAP survey with children aged 10-14
- KAP survey with adolescents and youth aged 15-24
- KAP survey with community members (including caregivers and leaders)
- Life skills survey with AY from vocational training
- Survey on meaningful participation with youths from advocacy initiatives
- CSO assessment tool
- FGD guidance for children, AY, community members, leaders

The surveys are digitally set in the digital tools Commcare and Kobo Tool Box.

In terms of analysis, it is expected that the consultant will provide, beyond the setting of the Endline values, a descriptive analysis of the indicators' results triangulating with qualitative data from Focus Group Discussions. The endline report will follow the template provided by Plan International.

In addition, the consultant must conduct a Learning and Outcome harvesting workshop, using a methodology and tool provided by Plan International, and adjusted as needed to the specific context. The analysis of the outcomes and learning should be integrated into the endline report.

Note: it is expected that the consultant will develop a detailed methodology for data collection, data management and analysis in their proposal. This methodology should be in direct response to the project indicators. This methodology will be further unpacked in the Inception Report by the consultant once they are selected.

## 5.1 Sample

The sampling strategy aims to be statistically valid and cost-effective and was defined as indicated in the below table by Plan International Myanmar, based on a 95% confidence level and 5% margin of error. The distribution of the sample among villages and participants should be randomized wherever possible and agreed upon with Plan International Myanmar.

Target groups	Data collection tool	Target 2025	Sample size	Distribution of the sample
CAY part of CSE clubs	Children KAP survey, Adolescents and Youths KAP survey	620	238	In 10 villages, 24 per village
CAY part of CSE clubs with Kumudra	Children KAP survey, Adolescents and Youths KAP survey	60	53	
Community members in SRHR related activities	Community members KAP survey	800	260	In 10 villages, 26 per village
Youths engaged in advocacy initiatives	Youth feedback survey	40	40	N/A - all
AY involved in vocational training	Life skills survey	75	75	N/A - all

For the qualitative data, the consultant should conduct a total of 20 FGDs as follows:

- 4 sex-specific FGDs with children (10-14yo)
- 4 sex-specific FGDs with adolescents (15-19)
- 4 sex-specific FGDs with youths (20-24yo)
- 1 FGDs with CSE participants with Kumudra
- 1 FGD with AY from vocational training
- 4 sex-specific FGDs with community members
- 2 FGDs with community leaders

## 6. Deliverables and Timeline

### Key Deliverables

Table of Deliverables

Deliverable	Format	Length	Due
Inception report including 1. an updated timeline; 2. detailed methodology considering PI orientations on tools and sampling strategy provided in these ToRs 3. ethical considerations; 5 (draft) methods for data analysis and management 6. risks assessment matrix	Word	Max 15 p.	Draft version: July 21st 2025, Final version: July 30th 2025
Outcome and learning harvesting workshop	Workshop	2 full days	August
Draft Endline Report With the Endline values and descriptive statistics and qualitative analysis for each indicator of the Endline indicators' table.	Word	Max 40 p.	September 5 2025



Including an Indicator Tracking Table with Endline data inserted.			
Final Endline Report and PPT with main conclusions (including Executive Summary)	Word, PDF	Max 40 p.	19 September 2025

## Timeline

Activity	Time	Days of work	Responsible
ToR Clarification	July 4th 2025	1	Plan International Myanmar
Service Announcement Period	June 30 <sup>th</sup> – July 9th 2025	11	Plan International Myanmar
Interview for consultant	July 11th 2025	1	Plan International Myanmar
Background checks and contracting	July 14th and 15th 2025	2	Plan International Myanmar
Inception Call	July 16th 2025	1	Plan International Myanmar
Submission of draft Inception Report	July 21st 2025	3	Consultant
Feedbacks to the inception report	July 24th 2025	1	Plan International Myanmar and Finland
Submission of final inception report	July 28th 2025	2	Consultant
Validation of final version of the inception report	July 30th 2025	2	Plan International Myanmar and Finland
Safeguarding training for consultant	July 31st 2025	1	Plan International Myanmar
Data collection training	August 1st 2025	2	Plan International Myanmar
Data collection	August 2025	10	Plan International Myanmar
Data cleaning and upload to Power BI, transcript of qualitative data	August 2025	5	Plan International Myanmar
Outcome and learning harvesting survey	August 28th ,2025	1	Consultant
Draft the report both quantitative and qualitative data (English)	September 5th ,2025	7	Consultant
Feedback on the draft report	September 12th 2025	4	Plan International Myanmar and Plan Finland
Adjustment and submission of Final Report and PPT with main conclusions	September 19th 2025	5	Consultant

## 7. Budget

The Consultant shall propose a required budget to cover all the expenses of the endline assessment as part of their application. The budget must be all inclusive (daily fees, VAT/ taxes, travel costs, insurance costs, expenses / per diems, translation costs, etc.)

The payment schedule will be as follows:

- 1st payment: 30% of total payment will be paid after the submission of the final inception report. The inception report will not be considered final until feedback from Plan International on the draft version is adequately reflected.
- 2nd/final payment: Upon the successful submission of the final Endline report, incorporating all feedback from Plan International, the remaining 70% of the total payment will be paid.

Unsatisfactory deliverables if not rectified or without strong and clear rationale at any time of the consultancy can lead to termination, as will be specified in the contract.



## 8. Risk and risk management

It is important that the Consultant take all reasonable measures to mitigate any potential risk to the delivery of the required outputs of this consultancy on time and meeting the expected quality. As such, bidders should submit a risk management plan that covers (at minimum):

- Key risks for the successful completion of the Endline study (including specific safeguarding risks and risks of not meeting the required sample sizes for each group) categorized into levels of risk
- Contingency plans to mitigate the identified risks.

## 9. Expected qualifications of Consultant

- Postgraduate degree in development studies, social and/ or political sciences, or equivalent professional experience
- Proven experience in carrying out development research, including Endline studies
- Proficiency in qualitative methods of data collection
- Proficiency in quantitative methods of data collection
- Proven experience with data analysis
- Proficiency in statistics
- Understand and has proven experience on data privacy, data protection and data handling
- Understand and has proven experience on employing Ethical and Safeguarding practices in data collection
- Thematic expertise in SRHR
- Experiences on Plan's cross-cutting issues such as gender, inclusion as well as awareness on child protection and child rights issues
- Fluency in English and Burmese
- Experience with working with local communities in relevant local languages
- Excellent writing skills
- Ability to submit a concise and well written analytical report on the results of the endline in error-free english.

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

Applications for the consultancy must include the following components, to a total of no more than 15 pages (not including appendices, CVs, etc.):

- A technical proposal
- Detailed response to the TOR
- Proposed methodology
- Risks management plan
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed timelines
- A financial proposal with a detailed budget, including daily fee rates, expenses, taxes etc.

Support documents about the consultant's experience

CVs (if you are applying as a Consultant Team or Company, please include all CVs and describe the role of each person in the proposal, and list an average daily rate for the consultancy)

Example of previous work of a similar nature undertaken

All consultants/applicant 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.**

## 11. Submission of offers

The proposal will be scored on three aspects: 50% technical, 30% financial and 20% experience. Only shortlisted applicants will be contacted. Shortlisted applicants may be requested to participate in an in-person or virtual interview process.

The closing date for the submission of complete application documents is July, 9th 2025 by 5pm Myanmar Standard Time. The electronic application package must be submitted in English to Plan International Myanmar using the following e-mail address, with the subject line 'MBMF2 Endline assessment: [Myanmar.Procurement@plan-international.org](mailto:Myanmar.Procurement@plan-international.org)

*Interested service providers are encouraging to contact above email address for their interest.*

*a) To contact for expression of interest to above email is 1 July 2025, 17:00 PM MMR time.*

*b) ToR clarification meeting will conduct with interested service provider on 4 July 2025 via MS team.*

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Meeting ID: 349 865 332 858 3

Passcode: ur9wT2Hg

## 12. 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.

## 13. 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.

## 14. 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.

## 15. Safeguarding and Prevention Sexual Harassment, Exploitation and Abuse

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with the Framework for Ethical MERL and our Global Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and safeguarding in the data collection process.

Plan International and anyone that represents us has a serious responsibility and duty to ensure that they do not in any way harm, abuse or commit any other act of violence against children and programme participants. It also emphasizes that children and programme participants must not be placed at risk of harm by coming in to contact with any Plan International programme or intervention.

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.

The consultant is obliged to sign and commit to Plan International's Global Safeguarding, PSHEA, Data Protection and Privacy policies. She/He will acquire sound knowledge of Plan's safeguarding procedures in MER initiatives, ensure that all activities are carried out in line with these practices, including ensuring that the content and process will not put all Children and Programme Participants at risk.

The consultant will be following the following responsibilities during the contract period:

- Develop data collection design, documents, methods and tools are in line with the safeguarding and Ethical standards, and its principle
- Ensure following ethical and Safeguarding standards and protocol during data collections
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and respect and protected their dignity, right and safety of children and programme participants
- Apply all relevant standards to their area of responsibility.
- Assume responsibility for reporting any instances

## 16. 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.

*If you have any queries in relation to your submission, or to any requirements of this RFP, please email: <[Myanmar.Procurement@plan-international.org](mailto:Myanmar.Procurement@plan-international.org) >*

***“Women-owned businesses and companies actively engaged in or advancing gender equality and women's empowerment in the workplace are especially encouraged to apply”.***

Thank you for your proposal.