

REQUEST FOR PROPOSAL (RFP)

For baseline assessment of Plan International Sierra Leone Country Strategy (June 2026-May 2030) and phase-out and Phase-in in Koya and Masimera Chiefdom, Port Loko District,

Request for Proposal			
Plan International Sierra Leone			
RFP #	RFP/PLAN/2025/xxx		
Issue Date	24/03/2026		
Closing Date/Time	06/04/2026		
Contact Information & Questions	All inquiries related to this RFP, including any requests for information, questions, and clarifications, are to be sent to the email address: PlanSLE.procurement@plan-international.org Plan International Sierra Leone will respond if time permits. Inquiries and any responses will be recorded and may be distributed by email to all RFP recipients who have indicated an interest in bidding.		
Delivery of Proposals	Please submit a soft copy of proposal to the email address PlanSLE.procurement@plan-international.org or a hard copy at 6 Cantonment Road, Off King Harma Road, Freetown, in a sealed envelope marked <i>“Research Consultancy – Baseline of PISL Country Strategy and Phase-Out in Koya and Phase-in in Masimera Chiefdom, Port Loko District”</i>		
Successful Proponents Notified	Date planned to notify those successful: 13/04/2026	Expected Start Date of Contract: 20/04/2026	Expected End Date of Contract: 04/06/2026

1. Introduction

For over 45 years, PISL has advanced children’s rights and promoted equality for girls in Sierra Leone. We focus on education, child protection, youth skills, sexual and reproductive health and rights (SRHR), climate change, and WASH.

2. Background

PISL builds on its 2018–2025 experience in rights-based, gender-responsive programming, civil society strengthening, youth engagement, and knowledge management. The new country strategy seeks to position PISL as a leading partner in child-focused, community-driven, and gender-transformative programming by 2030. Its overall goal is to support 1.6 million vulnerable children, especially girls and young people, to grow up in protective, healthy, resilient, and inclusive environments where they can realize their rights and make decisions about their lives.

To achieve this, PISL will pursue four objectives:

1. Safe, inclusive, quality education and WASH facilities in schools.
2. Youth skills development, especially for young women, to access employment and act as change agents.
3. Reduction of early and unintended pregnancies and promotion of healthy sexual and reproductive decision-making.
4. Strengthening resilience of families, communities, and young people against shocks and disaster risks, including climate change adaptation.

3. Background phase out/in assessment

Phase-Out (Koya Chiefdom):

Plan International began sponsorship and programme implementation in Port Loko in 2005, focusing on livelihoods, education, gender mainstreaming, child protection, and WASH. In Koya Chiefdom, PISL has maintained a 22-year presence, supporting 3,324 sponsored children across nine sections. Starting in 2026, sponsorship will be gradually phased out (FY26–FY27). A phase-out assessment will document contributions, impacts, and lessons learned, providing evidence of improvements in children’s lives and justifying the exit.

Phase-In (Masimera Chiefdom):

Phase-in refers to starting sponsorship operations in new programme areas. While PISL has implemented grant-funded projects in Port Loko during emergencies and development, sponsorship has been limited to three chiefdoms. Given the significant unmet needs of children in deprived communities, PISL will assess vulnerabilities and socio-economic challenges in Masimera Chiefdom. This ensures continuity of sponsorship caseload as Koya phases out, while expanding support to other vulnerable areas within the district.

1) Country Strategy Baseline Objectives

The baseline aims to provide a comprehensive, evidence-based snapshot of the situation of children, adolescents, young people, families, communities, and the systems supporting them across Sierra Leone. It will establish the starting point for tracking change and measuring results under PISL’s 2026–2030 Country Strategy. Beyond documenting current conditions, it will identify gaps, inequalities, social norms, and systemic barriers affecting children’s rights and gender equality, enabling PISL to refine approaches, target resources effectively, and ensure strategies are responsive to community realities.

Phase in/out objectives

Objective: The phase out objective will aim to evaluate the impact of PISL’s sponsorship programme, document achievements, and justify responsible exit. On the other hand,

the phase in will establish baseline values and community context for new sponsorship programming.

7. CS scope of Work

The baseline study is designed to give the following:

1. Comprehensive, credible foundation for tracking progress in Sierra Leone's 2026–2030 strategy, while engaging stakeholders and ensuring actionable outcomes.
2. Phase out process: The scope covers evaluating past impact in Koya (phase-out) and establishing new baselines in Masimera (phase-in), ensuring evidence-based, inclusive, and accountable programming.
3. Phase in process: The scope covers evaluating past impact in Koya (phase-out) and establishing new baselines in Masimera (phase-in), ensuring evidence-based, inclusive, and accountable programming.

8. Technical Requirements

The candidates must combine advanced academic qualifications, extensive strategic management experience, and specialized expertise in child rights, gender, and participatory research, with strong communication skills and field readiness.

9. Proposal Submission Requirements

Interested firms/consultants should submit:

- i. Company Profile (Experience, similar projects). Business registration certificate, updated city/district council registration certificate, updated NRA tax clearance certificate and updated NASSIT staff payment certificate. For individual consultant valid work permit if not a Sierra Leonean only NASSIT is not applicable.
- ii. Technical Proposal (detailed methodology, including draft sampling methodology and size). Educational qualification of Technical Head and core team members, work experience (minimum 2 years), evidence of similar work done (copy of contract/previous report of similar service), experience working with other INGO and children. Reference contact minimum 2 with their names, phone contacts and emails and a comprehensive work plan to execute the entire service. Total percentage allocated 65%.
- iii. Financial Proposal (Cost breakdown) 30% is allocated

10. Evaluation Criteria

Proposals will be assessed based on:

- Administrative Requirement (business registration, updated city council, updated NRA Tax clearance certificate, updated NASSIT staff payment clearance certificate, price schedule, suppliers questionnaire, technical questionnaire, vendor registration, non-staff code of conduct and general terms and conditions) for consultancy firms. Individual consultants must possess valid work permit and other relevant documents. Administrative requirement is compulsory excluding updated NASSIT staff payment clearance certificate.
- Technical Competence (technical requirements) (65%) – Experience, proposed solution.

- Cost-Effectiveness/financial requirements (30%) – Budget alignment, value for money.

11. Timeline

- RFP Issued: 24/03/2026
- Deadline for Questions: 03/04/2026
- Proposal Submission Deadline: 06/04/2026
- Evaluation & Selection/bid opening: 7th 10th /04/2026
- Drafting of contract, review and signing: 13th – 15th/04/2026
- Contract start date and implementation: 20/04/2026

12. Submission Deadline & Contact

- Proposal Deadline: April 6th, 2026
- Submission Method: Soft and hardcopy at 6 Cantonment Road, Off King Harman Road Freetown or PlanSLE.procurement@plan-international.org

13. Terms & Conditions

Consultants must operate under strict legal, ethical, and data security standards, with PISL retaining ownership of outputs and the right to enforce compliance. See ToR for detail of terms and conditions.

14. Selection Process

The final selection will be based on scoring above and face-to-face discussions with the short-listed company's main account lead. Final presentation of the shortlisted consultants will be done before the final selection of the consultants/group of consultants. The account lead proposed to Plan International is expected to be the single point of contact for all appointed projects.

15. Validity Period

Even though the baseline period is 45 days, offer will remain valid for at least ninety (90) calendar days after the offer deadline noted above.

16. Terms & Conditions for the award

Any award as a result of this RFP will be subject to a Service Agreement covering the term of the Project. Plan Sierra Leone and the successful service provider will put in place appropriate mechanisms to ensure adherence to the contractual terms and their respective interests.

17. Deliverables

1. Country Strategy (CS) Baseline report
2. Koya Phase out report
3. Masimera Phase in report