

REQUEST FOR PROPOSAL (RFP)

Request for Proposal			
Plan International Sierra Leone			
RFP #	RFP/PLAN/2026/PARTNERSHIP		
Issue Date	22 April 2026		
Closing Date/Time	12 May 2026		
Contact Information & Questions	<p>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</p> <p>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.</p>		
Delivery of Proposals	<p>Please submit your proposal using the link below: Plan International Sierra Leone - Partnership Database EOI</p>		
Successful Proponents Notified	Date planned to notify those successfully: 30 May 2026	Expected Start Date of Contract: TDB	Expected End Date of Contract: TDB

1. Introduction

Plan International Sierra Leone is establishing a **Partnership Database** for NGOs, CBOs, youth-led organisations, women-led organisations, networks, and social enterprises operating within its thematic areas.

This Expression of Interest (EOI) is intended to identify credible organisations for **future collaboration, co-creation, capacity strengthening, and programme delivery**. Inclusion in the partnership database does not constitute a commitment to funding.

2. Background

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls.

In Sierra Leone, Plan works with government institutions, civil society, and community-based actors across multiple thematic areas including education, gender equality, youth empowerment, safeguarding, climate action, health, and governance. Strengthening partnerships with local and national actors is a core component of Plan International Sierra Leone’s localisation and sustainability approach.

3. Objectives

The objectives of this call are to:

- Identify credible and capable civil society and community-based partners
- Map organisational capacities across Plan International Sierra Leone's thematic areas
- Strengthen opportunities for collaboration, co-creation, and capacity building
- Establish a structured and reliable partnership database for future programming

4. Scope of Work

Organisations included in the Partnership Database may be considered for future engagement in the following areas, subject to programme needs and available resources:

- Gender Equality and Girls' Rights
- Youth Economic Empowerment and Livelihoods
- Education
- Child Protection and Safeguarding
- Climate Change, Environmental Sustainability, and Disaster Risk Reduction
- Disability Inclusion and Support Services
- Health and Sexual and Reproductive Health and Rights (SRHR)
- Governance, Influencing, and Social Accountability

Participation in the database may involve programme implementation, advocacy, community mobilisation, research, or technical support roles.

5. Technical Requirements

Interested organisations should demonstrate:

- Legal registration and compliance with national requirements
- Relevant experience in one or more thematic areas
- Organisational governance and safeguarding arrangements
- Basic financial management and accountability systems
- Commitment to partnership principles, accountability, and safeguarding

6. Proposal Submission Requirements

Interested organisations are required to submit:

1. Completed Expression of Interest form
2. Organisation profile (maximum three pages)
3. Registration certificate(s)
4. Latest project or activity report(s)
5. Bank account details (where applicable)

6. Endorsement letter (for informal or unregistered groups)

Administrative compliance is mandatory.
Incomplete submissions may not be considered.

7. Evaluation Criteria

Submissions will be reviewed based on:

- Administrative compliance with submission requirements
- Relevance of thematic experience
- Organisational capacity and governance
- Safeguarding and accountability arrangements

Inclusion in the database does not guarantee funding or partnership agreements.

8. Timeline

- Call Issued: 23 April 2026
- Submission Deadline: 23 May 2026
- Review and Assessment: Ongoing
- Database Updates: Periodic

5. Submission Deadline & Contact

- **Submission Method:** Electronic submission
- **Submission tool:** [Plan International Sierra Leone - Partnership Database EOI](#)

6. Terms & Conditions

Plan International Sierra Leone reserves the right to accept or reject any submission and to update or close the Partnership Database as required. Participation in the database does not create a contractual obligation.

Selection Process

Organisations will be included in the Partnership Database following an internal review process. Short-listed organisations may be contacted for further clarification or capacity assessments as opportunities arise.

Validity Period

Information provided through this Expression of Interest will remain valid for a period determined by Plan International Sierra Leone, subject to periodic review and update.

Terms & Conditions for the award

Any future collaboration arising from inclusion in the Partnership Database will be governed by a separate agreement outlining scope, duration, roles, and compliance requirements.