PLAN INTERNATIONAL



INVITATION TO TENDER

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Procurement of Consultancy Services to Review Flood Messages on flood Early Warning, Preparedness, Adaptation, Resilience, and Post-Flood Occurrences, that will be used on different platforms (SMS, Jingles, Posters)-Re_Advertized

1.0 About Plan International

We strive to advance children's rights and equality for girls all over the world. With a bold purpose of ensuring "All Girls Standing Strong Creating Global Change" and as an independent development and humanitarian organisation, we work alongside children, young people, our supporters, and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge. For over 80 years, we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International Nigeria was registered as a National Organisation in 2014 in Nigeria, and since then, our intervention has been focused on basic education, Nutrition, Health services, and strengthening youth and citizens' participation in governance, livelihood, and creating economic opportunities for the vulnerable people and building resilient communities through our humanitarian and development response in Nigeria. Plan Nigeria works with communities, civil society organisations, development partners, government at all levels, and the private sector. With its country strategy, "Girls are empowered to take action and drive change," Plan International Nigeria is committed to reaching 20 million girls during the strategy period of 2023 to 2028, covering all 36 states of Nigeria and the Federal Capital Territory (FCT).

2.0 Project Background

In Nigeria's Northeast region, specifically across Yobe and Adamawa States, the intersection of climate change and protracted humanitarian needs has left thousands of households increasingly vulnerable to devastating seasonal flooding. Despite the availability of technical meteorological data, a significant information gap persists. Vulnerable communities often lack access to reliable communication platforms, and where information does exist, it is frequently too technical or linguistically inaccessible to trigger life-saving anticipatory action. This "vagueness" in early warnings often results in community paralysis rather than proactive preparation.

Plan International maintains a robust presence in these states, committed to enhancing community resilience through the ZCRA Project. Recognizing that technical forecasts alone do not save lives, Plan International is bridging the gap between data and action. By partnering with major telecommunications providers, MTN, Airtel, and Glo, the project ensures that localized, trusted risk information reaches at-risk populations directly on their mobile devices.

The transition from a technical forecast to a community-led response requires a deliberate, nuanced approach to communication. A message development will be contracted for;

- Translation and Localization: By engaging a consultant, the project ensures that messages are not merely translated but are culturally adapted into local languages that resonate with the residents' daily realities.

- Action-Oriented Design: message focuses on converting "vague" warnings into clear, actionable guidance. This ensures residents know exactly what steps to take before, during, and after a flood event.

- Validation: the messages developed will be tested by Plan staff in various communities. Feedback will be shared with the consultant, so it can be integrated into the final draft of the messages.

1. ITT Overview and Instructions

3.1 Overview

To identify a consultancy firm or a consultant that will review flood messages on flood early warning, preparedness, adaptation, resilience, and post-flood occurrences, that will be used on different platforms (sms, jingles, posters), for the Climate Resilience ZCRA Project.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders' responsibility to ensure their offer is complete and that they provide all the necessary information asked for in the format specified, or risk their offer being rejected. Further details can be found in section 9.1 of this ITT document and Annex F of the tender pack, **'Submission Checklist.'**

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

Documents comprising this tender pack are as follows:

- **PIN/CNSLT/026/011** Plan Tender Dossier
- ANNEX A – Invitation to tender
- ANNEX B - Pricing Schedule
- ANNEX C - Technical Questions
- ANNEX D - Supplier Questionnaire
- ANNEX E – Non-Staff Code of Conduct
- ANNEX F – Terms of Reference

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to. Offers must be received by the deadline specified in the section **'3.3 Key Dates and Timelines.'**

The offer, correspondence, and documents related to the tender must be written in English.

Each Tenderer or member of a consortium or sub-contractor may submit only one offer.

Unless stated otherwise, all communications from Bidders in relation to this tender must include the ITT reference number **PIN/CNSLT/026/011,** and be directed to Nigeria.Procurement@Plan-International.org. on or before the deadline.
Clarification and Questions must be sent to *Nigeria.Tenderinquiry@Plan-International.org.* on or before the deadline.

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	**4th September 2026**
Deadline for supplier submission of clarification questions	**10th September 2026**
Deadline for the plan to respond to clarification questions	**14th September 2026**
Deadline for submission of offers	**18th September 2026**
Plan Review of Offers	**21st September 2026**
Contract Award	**26th September 2026**

3.4 Pricing

Bidders are required to complete the pricing schedule attached separately in **'Annex B – Pricing Schedule.'** All prices must be quoted in Nigerian Naira and inclusive of Value Added Tax (VAT). For international firms, you can also quote in USD.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

4 Specification and Scope of Requirement

Please refer to '**Annex F - Specifications'** for full details of the requirement.

5 Selection Criteria

Bids will be assessed against predetermined criteria that have been developed and agreed upon by the Tender Panel before launching this Tender process. The information gathered in **'Annex C - Technical Questions,' 'Annex B – Pricing Schedule,'** and any other requested documentation will be used to evaluate and score each Bid against this set of criteria. Please find further details in the table below:

	Criteria	Tenderers must demonstrate……	Weight
Compliance	**Tender Compliance and Completion**	▪ Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified. ▪ Properly filled, stamped, and signed: ▪ ANNEX B – Summary of Pricing Schedule ▪ ANNEX C – Technical Questions ▪ ANNEX D – Supplier Questionnaire ▪ Agreement to our mandatory policies as set out in 'Annex E- Non-Staff Code of Conduct.' Companies are to provide: • Evidence of valid registration with the Corporate Affairs Commission (CAC certificate), Memorandum and Articles of Association, and forms CAC2 and CAC7 or Status report or equivalent • The Consulting Firm must provide evidence of a tax clearance certificate for 2024 and 2025 Individuals are to provide: ▪ An updated resume and a copy of a National identification card. ▪ Individuals must provide a verifiable Tax ID	**Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.**
	Experience	The final evaluation addresses the evaluation criteria of effectiveness, sustainability, and impact, and is meant to answer the following evaluation questions: • Previous experience in similar Work • Previous experience working with INGOs. • Customer References provided • At least 2 samples of past work conducted (this should not exceed the past 5 years). • Strong experience in carrying out message development and knowledge of the local language context (Hausa and Fulfulde) in the region or in other areas with a similar	70%

		context. The sample must be attached. • Strong communication, message development skills, and research experience, with solid knowledge of SBCC, advocacy, and community engagement. • Ability to work on own initiative and to meet deadlines • Attention to produce and present a high-quality, accurate review and translated version of the messages • Excellent command of written and spoken English and at least one local language of Adamawa and Yobe states.	
Gender Responsive (5%)	**Gender Sensitive Practices and Policies**	As part of our ongoing Gender Responsive Procurement Initiatives, Bidders will be allocated 5% of the overall score if they meet one or more of the following: ▪ If headed up by a woman ▪ If supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women. ▪ If the % of women in management positions is over 35% ▪ If % of women workers is 55% or above ▪ If robust gender equality initiatives are in place and active. E.g., WEPs signed, gender equality procurement policy, and any additional gender-sensitive program implemented.	**5%**
Financial Proposal (25%)	**Pricing Schedule**	• Completion of 'Annex B – Pricing Schedule' with all requested information • Fixed pricing • Economically advantageous for the organisation • The consultant shall propose a realistic cost estimate for this assignment, including a breakdown of the budget and justification of expenses. The budget shall include only those costs that can be directly attributed to the activities proposed.	**25%**

	ADDITIONAL QUALIFICATION/REQUIREMENTS • The Consulting Firm must have a team that displays excellent English, report writing, editing, and effective oral and written communication skills. • The Consulting Firm team members must display sensitivity towards different cultures, local customs, religious beliefs and practices, personal interaction and gender roles, disability, age, and ethnicity. • The Consulting Firm must be registered and domiciled in Nigeria. • The Consulting Firm must not have any competing interests or affiliations with Plan International Nigeria, including involvement in alternative operations. • The Consulting Firm must have enough competent staff to carry out the assignment and complete it within the required period for statutory filing. **Expected Qualifications** • Ability to work on own initiative and to meet deadlines • Attention to produce and present high-quality, accurate reviews and translate messages • Excellent command of written and spoken English and at least one local language of Adamawa and Yobe states

6 Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score based on predetermined criteria and its associated weighted scores.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to re-advertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of the award of the contract will be issued via email.

7 Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols

- 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 Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors, or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating, and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract, where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood, and complied with all conditions, instructions, forms, provisions, and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment, which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

8 Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular, ensure compliance with environmental legislation

- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

9 Submission Checklist

Document	Form
Annex B - Pricing Schedule	Please complete with all requested information and return in Excel format.
Annex C - Technical Questions	Please complete with all requested information and return in Excel format.
Annex D - Supplier Questionnaire	Please complete with all requested information and return in Word format.
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return it in PDF format.
Annex F – Terms of Reference	For information
Certificate of Incorporation with forms C02 and C07 or equivalent certificates	Please provide a scanned copy.
Tax clearance certificate for 2023/2024	Please provide a scanned copy.
Audited report for the past 2 years (2024/2025)	Please provide a scanned copy
Proof of relatable work experience (proof can be ascertained with Purchase orders or contracts)	Please provide a minimum of 3 scanned copies.

Annex I

TOR for Consultancy on the review of the draft Flood Early Warning, preparedness, adaptation, resilience, and post-flood message. Translation of messages from English to Hausa and Fulfulde Languages.

Purpose of this ToR template

This ToR template details the scope and planned activities of the draft flood message review and translations.

The text boxes at the beginning of each chapter contain guidance on how to complete the sections. *Remove all grey text boxes once the desk review has been completed, before publishing the report.*

1. Background

Present background elements about the humanitarian crisis, Plan International's presence, and the humanitarian situation, including the current information gaps. Mention why a message development workshop is important. (max ½ page).

In Nigeria's Northeast region, specifically across Yobe and Adamawa States, the intersection of climate change and protracted humanitarian needs has left thousands of households increasingly vulnerable to devastating seasonal flooding. Despite the availability of technical meteorological data, a significant information gap persists. Vulnerable communities often lack access to reliable communication platforms, and where information does exist, it is frequently too technical or linguistically inaccessible to trigger life-saving anticipatory action. This "vagueness" in early warnings often results in community paralysis rather than proactive preparation.

Plan International maintains a robust presence in these states, committed to enhancing community resilience through the ZCRA Project. Recognizing that technical forecasts alone do not save lives, Plan International is bridging the gap between data and action. By partnering with major telecommunications providers, MTN, Airtel, and Glo, the project ensures that localized, trusted risk information reaches at-risk populations directly on their mobile devices.

The transition from a technical forecast to a community-led response requires a deliberate, nuanced approach to communication. A message development will be contracted for;

- Translation and Localization: By engaging a consultant, the project ensures that messages are not merely translated but are culturally adapted into local languages that resonate with the residents' daily realities.
- Action-Oriented Design: message focuses on converting "vague" warnings into clear, actionable guidance. This ensures residents know exactly what steps to take before, during, and after a flood event.
- Validation: the messages developed will be tested by Plan staff in various communities. Feedback will be shared with the consultant, so it can be integrated into the final draft of the messages.

2. Objectives

- The primary objective of this consultancy is to review flood messages on flood early warning, preparedness, adaptation, resilience, and post-flood occurrences, which will be used on different platforms (sms, jingles, posters). This is to bridge the gap between technical flood forecasting and community mobilisation for flood action.

Objectives:

1. Localized Alert Design: Generic warnings often fail to trigger a sense of personal risk. By aligning NiMET (Nigerian Meteorological Agency) predictions with specific local landmarks and historical flood levels, alerts become tangible. Tailor messaging to local livelihoods, such as providing specific advice for farmers regarding livestock or fishermen regarding vessel safety.

2. Information Integrity & Verification: In the vacuum of official communication, rumors thrive. Establishing a "Single Source of Truth" is critical to preventing panic and ensuring trust. The messages designed will utilize a multi-channel approach, including SMS, verified WhatsApp groups, posters, and jingles, to bridge the gap in accessing reliable information. Additionally, this will create a rapid-response system to debunk misinformation before it scales, ensuring that community members know exactly where to look for reliable information.

3. Linguistic Accessibility: Science is only useful if it is understood. To move from awareness to action, alerts must be stripped of technical jargon and delivered in the heart language of the community. Translate NiMET forecasts into local languages (e.g., Hausa, Fulfulde) to ensure zero ambiguity. Also, text will be supplemented with culturally appropriate icons or color-coded flags (Green/Yellow/Red) for those with varying literacy levels.

4. SOP Integration: messages will move from providing just a warning to prompting actions. General warnings cause indecision, but having a Standard Operating Procedure (SOPs) drives results. By providing a clear checklist, the community transitions from "knowing" to "doing." This will help households to clearly define roles so that every household knows its immediate task once an alert is triggered.

6. Feedback mechanism: a top-down communication often ignores cultural nuances that can make or break compliance. A participatory approach ensures the system is built with the community, not just for them. After the message testing exercise, feedback from community members will be integrated into the final draft.

3. Message development topics and areas

After completing a desk review and reviewing all the message development framework, list the main flood risks, impacts, preparedness, and resilience strategy to be deployed. Be selective and only include relevant/prioritised areas. For example:
- *Awareness of human actions that can increase the impact of flood disasters*
- *Identify the gaps in accessing flood early warning, response, and adaptation information*
- *Messages developed must be utilized on Localized Early Warning Systems*

Etc.

4. Geographical areas

List here the areas (region, state, or province/s) where the message development will be taking place.

The workshop will be conducted in Abuja.

5. Tools

The consultancy will review already drafted messages and translate them into Hausa and Fulfulde.

6. Participants

NA

Safeguarding and PSHEA

In Plan International, one of our priorities is to keep the children and programme participants we work with safe and protected (*'Safeguarding'*) from all forms of abuse, including sexual harassment, sexual exploitation, and sexual abuse as described in our Safeguarding Children and Programme Participants and PSHEA Policies.

These policies demonstrate our commitment to holding ourselves accountable for ensuring that no child, young person, programme participant, community member, or staff member is subjected to harm or placed at risk as a result of their association with us. These policies govern the behaviours of Plan International staff, associates, and visitors who are obliged through Plan International's staff and non-staff Codes of Conduct to behave appropriately with all people.

Safeguarding and PSHEA are quality requirements for all of our Programmes, Influencing and Communication work. The outcome of this message development workshop will therefore be designed and delivered in a manner that is safe for children and programme participants in all their diversities, which will require an in-depth Safeguarding and SHEA risk assessment, with the necessary level of resources and the flexibility to implement mitigation measures safely and adhere to safeguarding standards throughout and after the assessment.

8. Action plan and timeline

Develop an action plan by indicating a deadline for completion, and keep the action plan updated at all times (that is, for review and after message testing).

9. Budget

Develop a detailed budget using the Budget Template linked in the assessment guide (Excel).

The budget has been shared as a separate attachment.

10. Requirements for an M&E Consultant

Consultant(s) should submit a competitive itemized budget, covering the following aspects:

- **Consultant Fees:** expected costs for team members.
- **Social and Medical Insurance:** Coverage for consultants and enumerators working in remote or high-risk areas.
- **Translation and Interpretation Costs:** If applicable, for any multilingual data collection or reporting.
- **Miscellaneous Operational Costs:** Any other costs related to the successful delivery of the assignment.

The payment will be made in instalments and subject to the delivery of the agreed outputs, as detailed in the *Deliverables* section.

Payment Schedule:

The payment will be made in instalments and subject to the delivery of the following outputs:

Milestone	Detail	Amount to be Paid	Expected Timeframe
Approval of the Inception Report	Provision of the inception report, including feedback from Plan International	25%	TBD
Finalization of Tools	Finalization of development, including feedback from Plan International	25%	**TBD**
Validation of Findings with Key Stakeholders	Validation of findings with key stakeholders	25%	**TBD**
Submission of Final Report	Final report approval by Plan International	25%	**TBD**

Annexes

- **Annexes**
  - Global policy Safeguarding Children and Programme Participants

Global Policy Safeguarding Childre

GLO-Safeguarding_in _MER-Final-GH-Eng-A

  - Ethical MERL Framework

GLO-Framework_for_ Ethical_MER-Final-GH

  - Full report structure (The new template will be shared with the successful consultant)

GLO-Technical_Repor t_Structure_Template-