ABOUT PLAN INTERNATIONAL

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls in developing countries and around the world. We connect committed people with powerful ideas in order to find solutions and trigger change that makes a real difference for children, especially girls. For over 80 years, Plan International has supported girls and boys and their communities around the world to claim their rights, free themselves of poverty and live positive fulfilling lives. Plan International has no religious or political affiliations.

BACKGROUND

We need an increased understanding of the interdependencies of environmental health and human well-being to uphold our mandate in promoting girls’ rights. Being able to demonstrate our work enhances environmental sustainability and promote climate resilience has become even more critical with the increased urgency of the climate and ecological crises. Many Plan International supported communities experience the impact of a warming planet, and ecological crisis is threatening their livelihoods and undermining their opportunities for healthy, prosperous lives.

Since 2019 Plan International has been developing a tool for identifying and assessing the environmental impact of project operations and activities, and external environmental risks in our development and humanitarian programmes (Annex 1). The draft has been developed through a consultative process involving climate and environmental specialists across the organisation. Plan International Country Offices in Kenya, Dominican Republic, Ethiopia, Uganda, Mozambique, Zimbabwe, Malawi, Laos and Myanmar have also piloted the draft with support from National Offices. It is envisioned that after Plan International endorses a global environmental policy, the environmental assessment will become mandatory in all projects of the organisation.

Defining an organisation-wide guideline for the environmental assessments can support country teams and project managers to increase the environmental sustainability of our work. Understanding the impact of planned activities on the environment and environmental risks in the project context helps us to design projects that combine human well-being with environmental sustainability. Plan hopes the Plan International Environmental Assessment (PIEA) tool can help the design, implementation, and reporting projects in various themes and goals the organisation supports (Annex 2).

The PIEA tool is a project-level assessment and screening frame designed to identify current underlying contextual environmental risks, including climate risks; identify potential environmental impacts associated with project activities and operations; help planning for mitigation measures; and identify potential beneficial outcomes of the initiative. The PIEA tool is an iterative frame used in all states of project implementation.

OBJECTIVES AND SCOPE OF THE ASSIGNMENT

We seek consulting services to support Plan International advance, enhance, and package the EA tool.
The tasks are to

1. Refine the tool,
2. develop a set of user-friendly guidelines for applying the tool in the projects' design, implementation, and reporting, also providing guidance in relation to the AoGDs (see Annex 2)
3. develop a presentation/slide-deck to introduce the tool and its various components, and
4. suggest options for a user-friendly interface/mobile application of the tool for data collection and analysis beyond the current Excel-based assessment frame in the future.

We expect the assignment is conducted in two phases. The selected consultant will develop initial guidance (tool, presentations/slide deck) in January-February 2022. Plan personnel will test the tool in selected projects between February and May, and the second phase of the consultancy is scheduled in May-June 2022 to finalise the tool and guidelines based on results from the piloting.

In the first phase of the assignment, the consultant will prepare the guidance for further piloting of the tool. In the second phase of the task, the consultant will package the tool for distribution.

PROPOSED METHODOLOGY

We expect an interactive approach to the conduct of the assignment where the consultant will work in close collaboration with Plan International, a technical working group tasked with developing the EA tool and country offices currently piloting the EA tool. The assignment will include weekly check-ins and consultative meetings with the team involved in developing Plan’s EA tool during both phases of the advisory services.

KEY DELIVERABLES

The final deliverables in line with the Objective and Scope of the Assignment include:

1. Inception report with a detailed plan and proposed methods and processes to refine the EA tool, produce a guidance note and develop a slide deck.
2. Refined and finalised Environmental Assessment tool (Excel) based on the existing tool,
3. Environmental Assessment guidance note (pdf) supporting the use of the excel-based tool, and
4. presentation slide-deck (PowerPoint) for the training of staff and application of the environmental assessments in different types of projects of the organisation.

5. Advice on the possible web-based platforms/applications to conduct EA linked to existing system and web/mobile based questionnaires for the data collection (as applicable).

USERS GROUPS

The primary users of the information and deliverables generated in the process are programme staff involved in facilitating the implementation of the EA tool in Plan International and implementing partner organizations.
ETHICS AND SAFEGUARDING

Plan International is a children’s rights organization that focuses on the well-being of children. We require all those involved in our work to commit to our child protection guidelines and to treat children and young people in a way that respects their rights and dignity and pays equal attention to their best interests.

TIMELINE

This assignment is approximately 25-30 working days. The task is divided into two phases, before and after the piloting of the tool conducted by Plan personnel:

- the first phase starts ideally in mid-January and is completed by the end of February 2022
- the second phase begins ideally in mid-May and is completed by the mid-June 2022

Final timelines will be agreed upon between the consultant and Plan International Finland at the start of the consultancy. The assignment is home-based. No travel is expected during the consultancy.

BUDGET

All applicants should submit an all-inclusive budget as part of their application. The payment will be made upon approval of deliverables by Plan International Finland in one instalment at the end of the assignment.

EXPECTED QUALIFICATIONS

We are looking for an individual consultant(s) or a company with extensive experience design and layout of guidance manuals and training material. The consultant is expected to have experience in conducting/using/developing environmental assessments and making assessment results accessible to practitioners in international development cooperation.

We look for consultant(s) with specific qualifications, including:

- A significant experience working with or advising organisations in conducting environmental impact and risk assessments, previous work experience in advising women and child rights organisations on environmental assessments is a plus.
- Practical experience in using standard tools/frames for conducting environmental impact and risk assessments in the context of international development cooperation and humanitarian response (NEAT+, REA, FEAT, etc.)
- A demonstrated experience in producing high quality, concise and user-friendly training materials, and guidance manuals.
- Excellent computer and data management skills, experience in web-accessible development tools (Poimapper, Q-GIS, datawrapper, KoBo Toolbox etc.), and in building capacities on the use of the tools in the context of international development cooperation.
- Excellent spoken and written English.
CONTACT
For more information on the assignment contact Climate Resilience Specialist Katja Pellini: katja.pellini@plan-international.org.

APPLICATIONS
Interested applicants should provide technical offer, all-inclusive budget, consultant CV(s), example(s) of previous research/analysis/working paper responding to the TOR, and availability during the requested time including timeframe and milestones.

Please send your proposal by email to katja.pellini@plan-international.org by the 9th of January 2022.

ANNEXES
1. Draft Environmental Assessment tool (brief summary)
2. Plan International Areas of Global Distinctiveness
Environmental degradation, climate change and poverty are tightly linked - often referred to as the triple emergency, crisis or challenge. Children, girls and women are among the groups most vulnerable to those threats, and often highly reliant on ecosystem services for their wellbeing. Development and humanitarian initiatives can result in additional harm to the environment if appropriate environmental safeguards are not put in place.

The environmental assessment tool is a project-level assessment/screening tool designed to identify: (1) current underlying contextual environmental risks (ER), including climate risks; (2) identify potential environmental impacts (EI) associated with project activities; (3) help planning for mitigation measures; and (4) identify potential beneficial outcomes of the initiative.

Assessing the environmental consequences of a proposed activity is about:

- **EFFECTIVENESS:** Environmental degradation is often a causal factor in a crisis and contributing to poverty and fragility. Interventions that fail to address environmental risks and/or that results in detrimental outcomes for the environment can worsen or prolong the contextual challenges and crises and limit the success of the initiative and increase the overall support needed in the longer-term.

- **SUSTAINABILITY:** Understanding the contextual environmental risks and potential impacts helps protecting and sustainably managing natural assets upon which the wellbeing and livelihood of people depend upon.

- **ACCOUNTABILITY:** Plan International is committed to operating in a responsible way as an organisation and is accountable to the communities we work with.

- Donors requirements are increasingly including no harm to the environment, and environmental risk mitigation measures can serve as a competitive advantage to the organisation.

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### Annex 2 Plan International Areas of Global Distinctiveness

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<th>Category</th>
<th>Description</th>
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| **INCLUSIVE QUALITY EDUCATION** | Teaching and Learning  
Out of school children  
School Governance  
School Environments  
Curriculum and learning materials |
| **SKILLS & OPPORTUNITIES FOR YOUTH EMPLOYMENT AND ENTREPRENEURSHIP** | Vocational- and Entrepreneurship-skills & Community Support  
Youth Employment  
Youth Entrepreneurship  
Privat sector decent work |
| **EARLY CHILDHOOD DEVELOPMENT** | Gender sensitive, responsive parenting  
Maternal, new-born and child health  
Sanitation and hygiene  
Early learning |
| **PROTECTION FROM VIOLENCE** | Family and community protective environment  
Prevention and response services to children who have experienced violence  
Protection system, policies, and legal frameworks  
Addressing specific protection risks |
| **CHILDREN, ADOLESCENTS AND YOUTH AS ACTIVE DRIVERS OF CHANGE** | Preparing young people to be active drivers of change  
Young people take collective action  
Government/duty bearers realising young people’s participation  
Media for young drivers of change |
| **SEXUAL, REPRODUCTIVE HEALTH & RIGHTS** | Positive sexuality education and dialogue  
Quality adolescent and gender responsive SRHR and GIV services  
Child early and forced marriage (CEFM) and FGM/C  
Support for girls, adolescents, and young women most at risk |

**HIV and AIDS**