



CONSERVATION AND SUSTAINABLE MANAGEMENT OF COASTAL AND MARINE ECOSYSTEMS (COSME)

TERMS OF REFERENCE CONSULTANT TO ORGANIZE PUPPETRY LIVE PERFORMANCES FOR 4-K CLUBS IN SCHOOLS. KCO/13/10/FY25

I. About Plan International

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. Plan International strives for a just world, working with children, young people, our supporters and partners. The organization has been building powerful partnerships for children for more than 80 years, and is active in over 75 countries across the world.

Plan International Kenya (PIK) has been operating in Kenya since 1982 and over time, has carved out a niche for itself in delivering long-term development and relief programmes focused on the wellbeing of children and marginalized communities in 11 of the 47 counties of Kenya: Nairobi, Machakos, Kajiado, Tharaka Nithi, Isiolo, Kwale, Kilifi, Tana River, Homabay and Kisumu, Marsabit and Turkana.

We work with communities and partners to: Empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability, Drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face, Work with children and communities to prepare for and respond to crises and overcome adversity, Support the safe and successful progression of children from birth to young adulthood.

Our key thematic areas of focus are: Sexual and Reproductive Health and Rights, Prevention and response to all forms of Gender-Based Violence (GBV) and discrimination against girls and young women, Protecting girls and young women in crisis and community led climate change adaptation and Youth-led and innovative partnerships' solutions on job creation.

II. Understanding COSME Project:

The Conservation and Sustainable Management of Coastal and Marine Ecosystems (COSME) project is a three-year initiative led by Plan International, which brings together several partners and stakeholders to significantly scale up Plan International Kenya's current women-led, climate-resilient livelihoods and coastal management project in Kwale (Msambweni and Lungalunga Sub Counties) and Kilifi (Kilifi North, South and Ganze sub Counties). Taking an ecosystems-based approach in partnership with the Jane Goodall Institute (JGI) Canada and Cascadia Seaweed, COSME will also capitalize on opportunities for South-South learning by working between Kenya and Tanzania cross-border communities within the same marine coastal and coastal forest eco-regions.



The project is also collaborating with a Canadian based Cascadia Seaweed Corporation as well as engage with several partners and stakeholders in Kenya to play an essential role in implementation including the Kenya Marine and Fisheries Research Institute (KMFRI), the Kenya Forest Service (KFS), its Beach Management Units (BMUs), the Kenya Forestry Research Institute (KEFRI), Kenya Fisheries Services (KeFS), Kenya Forest Services and the Ministry of Agriculture and Livestock Development (MoALD) among others.

The ultimate outcome of COSME is **improved climate-resilient, equitable economies within communities relying on coastal and marine ecosystems, especially women, in Kenya's Coast Region**. To achieve this outcome, COSME aims to accomplish the following intermediate outcomes:

1. Enhanced adoption of gender-responsive and socially inclusive nature-based solutions (NbS) for climate change adaptation with biodiversity and ecosystem integrity co-benefits
2. Increased agency of women in their diversity to exercise their right to participate in gender-responsive, nature-based solutions with biodiversity co-benefits to increase adaptive capacity and build household and community resilience;
3. Improved gender-responsive and inclusive governance for climate adaptation and resilience

Under the 3rd intermediate outcome, the project is working with 65 primary schools through the 4-K clubs - 35 in Kwale and 30 in Kilifi counties – ***to increase the knowledge and awareness of primary school children, particularly girls, on climate change, Nature based Solutions, and conservation.***

III. Objective of the TOR

The purpose of this assignment is to utilize the content from the 4-K Club ToT Manual revised by Plan International Kenya and the Ministry of Agriculture and Livestock Development to develop a series of playful and experiential shows to enhance their knowledge and awareness on Gender Equality & Inclusion, Climate Change, Nature based solutions and conservation. Additionally, the assignment will include development of show based on the Children's Climate Cards to empower children with skills, values, and attitudes necessary to take action against climate change.

The primary objective is to develop a series of playful and experiential shows leveraging puppetry as an engaging tool to enhance learners' awareness and understanding contributing significantly to enhancing gender-sensitive and climate-conscious education among the 4K Club members.

The developed shows will be performed live across 65 schools supported by Plan International's COSME Project. Highlights from the live performances will be summarized in an interactive booklet that learners can take home for future reference.

IV. Scope of work

The consultant will develop and adapt content based on the revised 4K Club ToT Manual, Children's Climate Cards and drawing ideas from the Gender Based Assessment (GBA+) and the project implementation Plan. The content should be well tailored for educating and creating



awareness on GE&I, climate change and the three Nature-based solutions the project is focusing on – Mangrove conservation, community led forest conservation and sustainable seaweed production – for primary school children and ensuring that the content is palatable to children and free from scientific jargons and ensuring a good balance of both English and Kiswahili. In addition, the content should be contextualized to the coastal context of Kwale and Kilifi.

Besides, the consultant will organize puppet theater productions covering a wide array of topics based on the developed content. Live performances of these shows will be conducted across 65 primary schools involved in the project. Performances on different topics will be presented in episodes of not more than 1 hour per school. The content aims to engage young learners, fostering climate literacy and promoting positive attitudes towards environmental conservation, mitigating climate change and fostering gender equality and inclusion in conservation.

Finally, a brief booklet will be created featuring key highlights from the puppet shows, allowing learners to take home a memento and keep the memory of the performance alive. Just like the show, the booklet show ensure balance between English and Kiswahili.

V. Key Deliverables

- i Inception report detailing how the assignment will be conducted including a detailed schedule of the entire assignment spread in not more than 60 days. The roll-out of the live performances in the 65 schools is expected to begin in mid-January 2025 and should not take more than 30 working days.
- ii Develop puppet show scripts and performances that are engaging and suitable for children, incorporating themes such as coastal environments, climate change, nature-based solutions (NbS), conservation, gender equality, and inclusion. The content should highlight the 4-K Club Programme. The scripts must be approved by Plan international before theatre production.
- iii Design of puppets that are relevant for the purpose of this assignment.
- iv Organize a pilot puppet shows to pre-test and get feedback from Plan international and stakeholders.
- v Provide high resolution theater recording of the puppets show to Plan International.
- vi Conduct live performances to the 65 schools.
- vii Full scripts for the puppet show.
- viii A brief booklet featuring key highlights from the puppet shows, ensuring balance between English and Kiswahili.
- ix A narrative report with details on how the assignment was conducted across the 65 schools, highlighting challenges, lessons learnt and recommendations relevant to program improvement.
- x Collaborate with Plan International’s COSME Program and the Communications teams throughout the assignment and periodically in preparing engaging content for social media during roll-out of live performances in the course of this assignment.

VI. Responsibility of Plan Kenya International

- Provide all necessary information, briefings and support throughout the assignment.



Until we are all equal

- Provide orientation on Plan International's Safeguarding and & Prevention from Sexual Harassment, Exploitation & Abuse (PSHEA) Policies and Child Protection Branding Standard and Image Usage.
- Assistance with coordinating with the school management during live performance in schools
- Effect payment according to the signed contractual agreement.
- Provide any other necessary support key to the delivery of the assignment.

VII. Safeguarding Children and Young People policy

As a child-centered community development organization, Plan International ascribes to the Convention on the Rights of the Child and the Children's Act No. 29 of 2022. Accordingly, Plan has a policy on Safeguarding Children and Young People, which provides guidance on how individuals should conduct themselves while working with and otherwise relating to children, either directly or indirectly, during project implementation. All individuals and organizations, who work in partnership with Plan International shall at all levels, subscribe to and uphold the principles and practices outlined in the Policy which will be provided to the successful bidder. In addition, successful bidder will be subjected to mandatory antiterror screening and ethical background checks.

VIII. Branding / Copyright and Intellectual properties

Copyright solely belongs to Plan International Kenya; therefore, all productions and written content will be purely Plan International Kenya property

All products must be in line with Plan International Kenya branding guideline. Any other logo allowed, to be approved by the Communications and Media Relations Manager and Programmes Lead can appear on productions.

IX. Rights to Intellectual Property

All intellectual property accessed or acquired during the time stipulated in this agreement, including all availed documents/papers, books, photographs, videos, computer software or other literary or pictorial books shall be considered works made for hire and all rights to such intellectual property shall be held by Plan International.

X. Acknowledgment

By acknowledging the consultant agrees to carry out the assignment as per the terms of reference and as guided by the Plan International Project Lead and the Communications department.

XI. Government Taxes

The consultant will be expected to pay all government taxes for which they are responsible. Where applicable, Plan International shall deduct all applicable government taxes under the governing laws of the Republic of Kenya.

XII. Qualification and Experiences Required

The consultants must meet the following qualifications and competencies:

- Demonstrated proficiency in videography, media production, puppetry, or a related field, with a capable team to conduct live performances in schools across both Kwale and Kilifi concurrently.
- A minimum of 5 years of experience in similar assignments, showing a strong track record in executing projects of comparable scope and scale.
- Adequate human resources to manage concurrent activities effectively in both locations.
- Design and Installation Experience: Proven skills in the design, installation, and implementation of similar structures.
- Understanding of Core Values: Familiarity with Plan International's core values and areas of work, ensuring alignment with organizational principles.
- High standards of professionalism, especially in engagements with stakeholders and children.

Application Components

Applicants must submit a comprehensive proposal not exceeding 25 pages (excluding appendices, CVs, etc.), which should include:

1. Technical Proposal:

- **Experience:** Evidence of previous coordination and completion of projects of a similar nature and scope.
- **Safeguarding Approach:** Description of how the consultant will ensure the safety and protection of children and school staff during the assignment.
- **Design and Work Plan:** Overview of the proposed design, a bill of materials, and a description of the approach to deliver the project. While a full set of specifications is not required, the proposal should provide sufficient detail to show how each deliverable will be achieved.
- **Project Timeline:** A detailed schedule with a breakdown of activities, including a Gantt chart illustrating the planned workflow.
- **Risk Management:** A plan outlining how potential risks will be mitigated to ensure the project is completed on time, within budget, and to a high standard.
- **Team Composition:** Information on the proposed team, including roles, responsibilities, and sex-disaggregated data to demonstrate diversity.
- **Curriculum Vitae(s)- Key Personnel: CVS** of all key team members, including the Project Manager, Designer and foreman, highlighting relevant experience. The proposal should clearly outline the roles and responsibilities of each team member in delivering the scope.

2. Financial Proposal:

- **Consultancy Fees:** Itemized breakdown of consultancy fees.
- **Deliverable Costs:** Detailed costs related to design, production, transportation, and delivery of materials to the 65 schools.
- **Payment Schedule:** A proposed schedule of payments, noting that the contractor must cover all applicable government taxes. Plan International will deduct necessary taxes in accordance with Kenyan law.
- **Administrative Expenses:** A clear breakdown of any administrative costs.



- **Quotation Validity:** Statement on the period for which the quotations will remain valid.

XIII. Work Plan/Time Frame

The Consultant is expected to submit a detailed execution plan of not more than 60 working days including content development, theater production and live performance.

XIV. Mandatory Tender Instructions: -

Interested consultant should provide the following information:

- i. Attach a company profile, outlining areas of expertise.
- ii. Evidence of meeting statutory documentation including KRA PIN, Tax compliance certificates.
- iii. Registration documents for firms and valid trade license (Attach a copy of Certificate of Incorporation or Registration)
- iv. A proposed timeline indicating activities/sub-activities to be undertaken and the corresponding outputs, including safeguarding considerations.
- v. A detailed financial proposal which must include Consultancy fees, logistic costs, cost of materials and field-related costs and any applicable taxes. The consultant will be liable for their own logistics
- vi. Acknowledgement of acceptance to payment schedule of 30% being payment upon submission of acceptable draft inception report and 70% upon completion of the assignment and submission of the final report.
- vii. **copy of two previous completed contracts** of a similar nature undertaken preferably in similar field.

XV. Submission of Tenders

Interested and qualified service providers who meet the above requirements and are able to provide deliverables in line with the terms expressed in the full Terms of Reference (TOR) are invited to access the full version of the Terms of Reference at <https://plan-international-kenya.org/tender>.

Closing date for submission of complete application is Friday **11th November 2024, at 05:00PM**. All applications must be submitted in one email with the subject: **Tender No. KCO/13/10/FY25: Consultant To Organize Puppetry Live Performances For 4-K Clubs In Schools** as the subject and received through the email: Kenya.Bids@plan-international.org

Note: Financial and Technical Proposals must be submitted as separate files.

Any enquiries should be addressed through Kenya.procurement.Kilifi@plan-international.org

Plan International Kenya reserves the right to accept or reject any bid and is not bound to give reasons for its decision.