



ITT-IDN/VII/2026/482

INVITATION TO TENDER

Table of Contents

1.	Background Information on Plan International	3
2.	Summary of the Requirement.....	3
3.	ITT Overview and Instructions.....	3
3.1	Overview.....	3
3.2	Instructions to Tenderers	3
4.	Specification and Scope of Requirement	5
5.	Selection Criteria.....	5
6.	Evaluation of offers.....	6
7.	Terms & Conditions	7
8.	Plan International’s Ethical & Environmental Statement.....	8
9.	Submission Checklist.....	8

1. Background Information on Plan Indonesia

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

We believe in the power and potential of every child, but this is often suppressed by poverty, violence, exclusion and discrimination, and its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood, and we 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.

We have been building powerful partnerships for children for over 80 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: 100 million Reasons at [https://
planindonesia.org/](https://planindonesia.org/)

2. Summary of the Requirement

Procurement for soft skills trainer consultant for Youth - You Rise Project in 3 regions: Jakarta, Surabaya and Medan.

- This soft skills training program will be implemented in alignment with the IT, Hospitality, and Retail training schedules and will be conducted across three regions: Jakarta, Surabaya, and Medan. The program will involve a total of 3,000 young participants, organized into three batches. Each batch will consist of 1,000 participants, distributed proportionally across the three regions. Participants will be grouped into training classes, with a maximum of 20 participants per class to ensure effective learning outcomes. During the period February to September 2026, each region will conduct 50 soft skills training classes. The implementation of this program is planned based on the following estimated arrangements: see Annex A.
- The scope of work to be performed by the Trainer Consultant includes, but is not limited to, the following:
 1. Optimizing the use of the kitakerja.id Plan Indonesia e-learning platform as the primary training delivery platform;
 2. Coordinating with Plan Indonesia to determine and finalize the soft skills training modules to be delivered through self-paced learning, onsite, and/or online modalities;
 3. Preparing and submitting soft skills training activity reports for youth participants in accordance with agreed reporting formats and timelines;
 4. Collaborating closely with the You RISE Program Team through a designated shared folder and participating in regular coordination meetings at mutually agreed times. The shared folder will contain participant data, including essential participant information, as well as all data collection and informed consent documents confirming participants' willingness to take part in the program from the beginning through the completion of the training.
 5. Establish and maintain positive, respectful, and friendly communication with all young people participating in the You RISE Project throughout the training activities;
 6. Support the enhancement of young people's awareness, understanding, and engagement in soft skills training by facilitating discussions and responding to participants' questions related to the training series and career development topics, both in group settings and

through individual support;

7. Recruit group representatives / youth champions for each training class and provide clear guidance on their roles and responsibilities to maximize their contribution to class activities and peer engagement;
8. Collaborate with the You RISE Project Team to build and strengthen networks with relevant stakeholders and partners who have the capacity to support and enhance participants' competency development;
9. Coordinate closely and on a regular basis with the You RISE Project Team to ensure that all training and learning activities are implemented in full compliance with project objectives, timelines, and requirements;
10. Ensure that all training activities strictly comply with Plan Indonesia's Code of Ethics as well as its Child and Youth Protection Policies.

3. ITT Overview and Instructions

3.1 Overview

Plan Indonesia are inviting interested parties to submit a bid as part of a competitive process for provision of Procurement for soft skills trainer consultant for Youth - You Rise Project in 3 regions: Jakarta, Surabaya and Medan. Successful Bidder(s) will be expected to enter into a formal contract on an exclusive basis with our organization. Plan Indonesia reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

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 you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 9.1 of this ITT document, **'Submission Checklist.'**

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

Documents comprising this tender pack are as follows:

- ITT-IDN/VII/ 2026/482 Plan Tender Dossier
- ANNEX A - Specifications
- ANNEX B - Pricing Schedule
- ANNEX C - Technical Questions
- ANNEX D - Supplier Questionnaire
- ANNEX E - Non Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to yayasan.procurement@plan-international.org Offers must be received by the deadline specified in the section ‘**3.2.1 Key Dates and Timelines.**’

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

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

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to yayasan.procurement@plan-international.org and must include the ITT reference number: ITT-IDN/I/2026/482 before January 13th, 2026.

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan Indonesia 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 Indonesia 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	December 19th, 2025
Clarification Questions	January 13th, 2026
Deadline for submission of offers and dummy product	January 19th, 2026
Plan Review of Offers	January 20th – 23rd, 2026
Supplier short-list notification	September 27th, 2026
Contract Award	February 2nd, 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 Indonesian Rupiah (IDR), and exclusive of Value Added Tax (VAT).

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan Indonesia 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

- o Procurement for soft skills trainer consultant for Youth - You Rise Project in 3 regions: Jakarta, Surabaya and Medan

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

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to 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 criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> ▪ Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified. ▪ Agreement to our mandatory policies as set out in 'Annex E- Non-Staff Code of Conduct.' ▪ Deed of Incorporation ▪ Letter of approval from the Ministry of Law and Human Rights ▪ Company Tax Number Certificate (NPWP) ▪ Front Page of Bank Account ▪ Letter of Tax Confirmation (PKP) 	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.

		<ul style="list-style-type: none"> ▪ NIB ▪ List of relevant experiences 	
Technical Proposal (65%)	Lead Time	<ul style="list-style-type: none"> • Lead times offered meet requirements of Project implementation. 	15%
	Ability to meet	<ul style="list-style-type: none"> • Able to provide all services at the required specifications and minimum alternatives offered. • Meets the required credentials to perform the service/consultancy. 	30%
	Quality	<ul style="list-style-type: none"> • Provides copy of relevant certifications • Provides copy of accreditations 	15%
	Experience	<ul style="list-style-type: none"> • Previous experience in similar Projects • Previous experience working with INGOs. • Customer References provided. 	5%
Gender Responsive (5%)	Gender Sensitive Practices and Policies	<p>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:</p> <ul style="list-style-type: none"> ▪ 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, any additional gender-sensitive program implemented. 	5%
Financial Proposal (30%)	Pricing Schedule	<ul style="list-style-type: none"> • Completion of 'Annex B – Pricing Schedule' with all requested information • Fixed pricing • Economically advantageous for the organisation 	30%

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 on the basis of predetermined criteria and their associated weighted scorings.

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 readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

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 Indonesia 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 Indonesia reserves the right to alter the schedule of tender and contract awarding
- Plan Indonesia reserves the right to cancel this tender process at any time and not to award any contract
- Plan Indonesia reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan Indonesia 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 Indonesia 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 comply 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 Indonesia 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 Indonesia in writing
- You accept Plan Indonesia'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 Indonesia.

8. Plan Indonesia'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 to 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

Annex A – Specifications as below:

[Annex A - ToR Softskill final - You RISE Shared.pdf](#)

Document	Form
Annex B - Pricing Schedule	Please complete with all requested information and return in excel and pdf format.
Annex C - Technical Questions	Please complete with all requested information and return in pdf format.
Annex D - Supplier Questionnaire	Please complete with all requested information and return in pdf format.
Annex E - Non-Staff Code of Conduct	Please sign and date this document and return in PDF format.
Tender Pack	Tender Pack