CALL FOR PROPOSAL FOR THIRD PARTIES

FREE TO BE YOURSELF: EMPOWERING THE MOST VULNERABLE CHILDREN TO CLAIM THEIR RIGHTS

**TERMS OF REFERENCE**

### Plan International

Plan International is one of the world’s largest INGOs and works with children and poor communities in 75 developing countries for Advancing Children’s Rights and Equality for Girls. We have worked with children, young people, and communities for more than 80 years and are committed to making a lasting impact on the lives of the most vulnerable and excluded children while supporting children’s rights and gender equality. Plan International has been working in Timor-Leste since 2001 to promote the rights of all children and young people and to give them practical support to achieve their rights to early education, water, sanitation and hygiene, employment, child protection, participation in disaster risk management, and promoting gender equality. Plan’s works in Timor-Leste are focused on Dili, Aileu, and Ainaro municipalities.

## The Action Background

The initiative "Free to be Yourself: Empowering the most vulnerable children to claim their rights" aims to enhance the protection and empowerment of vulnerable children, particularly children with disabilities and LGBTQI+-identifying young people, in Timor-Leste. The initiative is led by Plan International in collaboration with local partners (Ba Futuru and Mane Ho Vizaun Foun) and funded by the European Union under the NDICI Thematic Programme on Human Rights and Democracy. The action focuses on strengthening child rights advocacy, promoting inclusive policies, and fostering community awareness on child protection and gender equality.

Timor-Leste has made significant progress in establishing legal frameworks for child protection and human rights; however, marginalized children, particularly those with disabilities and youth with diversity, continue to face systemic discrimination and social exclusion. The Action seeks to bridge these gaps by strengthening institutional capacities, engaging key stakeholders, and fostering a more inclusive and protective environment. Through targeted interventions, the Action aims to improve access to justice, education, and social services while addressing harmful social norms that perpetuate stigma and discrimination.

Through a rights-based, gender-transformative, and inclusive approach, the action promotes child-led advocacy, positive parenting, inclusive education, legal reform, and the establishment of child- and disability-friendly services. It works at multiple levels schools, communities, and national platforms to ensure children, especially those most at risk, are empowered to claim their rights, participate meaningfully in decisions that affect them, and live free from violence and discrimination.

The initiative contributes directly to the EU’s global priorities on child protection, human rights, gender equality, and inclusion, and aligns with key frameworks including the **Convention on the Rights of the Child (CRC)**, the **Convention on the Rights of Persons with Disabilities (CRPD)**, and the **EU Strategy on the Rights of the Child**, the **EU Gender Equality Strategy**, and the **EU LGBTQI+ Equality Strategy**. It also supports the implementation of national action plans in Timor-Leste, including those on **child rights** and **disability inclusion in Timor-Leste, reinforcing efforts to build an equitable, rights-respecting society for all children in their diversity.**

## The Action Profile

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| **The Action objective** | To contribute to the fulfilment of the rights of children in Timor-Leste |
| **Specific objective** | 1. To empower children and young people, train caregivers and duty bearers, implement legal standards, prevent violence, and protect Timor-Leste's most vulnerable children; 2. To empower children and families, enhances CSOs’ capacity, enforces laws, and contributes to policies by building Timorese civil society's ability to protect and empower vulnerable children, and defend child rights effectively. |
| **Location** | 12 Villages and 16 Schools from 4 Municipalities; Baucau, Díli, Ermera and Manufahi |
| **The Action**  **Period** | 3 Years  Period 1: 1 February 2025 – January 2026  Period 2: 1 February 2026 – January 2027  Period 3: 1 February 2027 – January 2028 |
| **Targets Groups** | * Girls, boys and adolescent with all their diversity * Teachers, Parents and Caregivers * Community members * Children with disabilities * LGBTIQ+ young people * Civil Society Organizations * Government institutions |
| **Implementing partners** | Co-applicants/ Second parties   * Mane Ho Vizaun Foun * Ba Futuru |

1. **Purpose of the grants**

The financial support to third parties (TP) will contribute to the overall outcomes of the action and to call for proposal’s objectives, by directly contributing to expected outputs of the action:

* **Activities under Output 1.1:** Children and youth, especially those with disability and LGBTQI+- identifying young people increase their foundational capabilities to act effectively in decisions that affect them, including understanding protection risks and behaviour;
* **Activities under Output 1.2:** Parents/caregivers and duty bearers, including community leaders, teachers, and health worker staff understand child protection risks and the importance of upholding child rights and are supported to adopt positive parenting practices and non- violent methods;
* **Activities under Output 1.3:** National and international legal standards on children’s right and protection systems, are supported to be implemented, functional and effective to support, including the prevention of all kinds of violence (physical, verbal, sexual and emotional) against children, especially those with disability and LGBTQI+-identifying young people;
* **Activities under Output 2.1:** Children, their families and young people understand children’s rights to be free from violence and advocate for and contribute to the enforcement of relevant laws and policies.

1. **The activities design should be aligned with the following thematic areas:**

**Thematic Area 1 (Third Party #1): Inclusive Education and Communication**

Deliver Tetum sign language training using a whole-of-school approach.

Provide digital safety training for children with disabilities.

Advocate for official recognition of Tetum Sign Language at the national level. This thematic are will *Contributes to Expected Results 1, 2, 5, 7*

**Thematic Area 2 (Third Party #2): Child Protection and Referral Support**

Identify vulnerable children through Child-Friendly Spaces, schools, and parenting groups.

Establish referral mechanisms linking children to protection, health, and social services.  
*(Contributes to Expected Results 1, 2, 4, 6)*

**Thematic Area 3 (Third Party #3): Family Engagement and Dialogue**

Conduct home visits and family dialogues promoting child rights, especially for CwDs and LGBTQI+ youth.

Strengthen intra-family communication and reduce stigma at the household level.  
*(Contributes to Expected Results 1, 2, 4, 6, 7)*

**Thematic Area 4 (Third Party #4): Youth Participation and Advocacy**

Establish the Youth Reporters for Democracy Media Group and build youth media skills.

Conduct a national media campaign promoting inclusion and reducing discrimination.  
*(Contributes to Expected Results 1, 3, 6, 7)*

Applicants should select one thematic area and clearly demonstrate how their proposed intervention contributes to the Action’s overarching goals and the expected results detailed in Section VI

### Expected results

**The potential sub-grantees are expected to deliver the following results:**

* 1. Increased Awareness: children, youth (especially those with disabilities and LGBTQI+-identifying individuals), caregivers, educators, community leaders, and stakeholders, demonstrate increased understanding of child protection risks, children’s rights, and the importance of non-violent, inclusive practices;
  2. Behavioral Change: caregivers, teachers, and community leaders adopt positive parenting and non-violent discipline methods, while children and young people increase their capacity to recognize and respond to protection risks, both online and offline;
  3. Youth Engagement: children and youth actively participate in decision-making processes that affect their lives. Initiatives like the Youth Reporter for Democracy Media Group and digital safety trainings strengthen their voice, leadership, and advocacy skills;
  4. Community Participation: greater collaboration between community structures (CFS, schools, youth groups, etc.) and service providers results in improved referral and support systems for vulnerable children and families, including through home visits, dialogues, and community-based activities;
  5. Sustainable Impact: Initiatives such as Tetum sign language training and the development of inclusive education practices foster systemic, sustainable changes in school and community environments that support long-term protection and inclusion of all children, particularly those with disabilities;
  6. Balance Partnership Balance: strong coordination and partnerships between third-party implementers, community actors, and government institutions ensure shared ownership, inclusive implementation, and alignment with national child protection systems and international legal standards;
  7. Reduction in Discrimination: media campaigns and public dialogues contribute to reducing stigma and discrimination, especially against LGBTQI+-identifying young people and children with disabilities, fostering a more inclusive and accepting society.

## Eligibility and Qualification Criteria For CSO

Please note the following requirements for prospective applicants:

Criteria:

* 1. Have clear, detailed activities and a work plan aligned with Activity numbers;
  2. Address child rights concerns, ensuring effective participation of children with disabilities (CwDs) and children with diverse needs, with beneficiary data disaggregated by gender, age, and disability where possible;
  3. Demonstrate the ability to coordinate and engage families, communities, duty bearers, decision-makers, and other stakeholders at both community and national levels;
  4. Exhibit experience in sign language training and video production

Eligible entities:

1. Applicants must be locally registered organisations in Timor-Leste;
2. Organisations must have been operational for at least two years with a minimum of two operational staff on the ground;
3. Applicants should have a governance structure (bylaws and statutes) with sound and transparent financial systems;
4. Sub-granting to other parties is not permitted.

### Proposal

This section should demonstrate the CSO’s response to the Terms of Reference (ToR) by identifying the specific components proposed and detailing how the outputs/delivery shall be addressed as specified. The proposal must provide a detailed description of the essential performance characteristics proposed and identify any work or portion of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the ToR, ensuring the appropriateness of the approach to local conditions and the broader project operating environment. This methodology must be laid out in an implementation timetable, and a quality assurance framework must be provided.

### Evaluation Criteria and Methodology

1. **Proposals will be evaluated based on the following criteria:**

Applications will be evaluated by Plan International’s HR, grants, and finance departments, along with MHVF and Ba Futuru, using a standardised project-scoring matrix.

### Primary Criteria – the Action should:

1. Relevance: clearly align with the objectives and outputs of the action, particularly in advancing child protection, youth engagement, disability and LGBTQI+ inclusion, and violence prevention.
2. Impact: demonstrate the potential to produce measurable, positive changes for target groups, especially marginalized children and youth.
3. Innovation: introduce creative and context-appropriate approaches or tools that address child protection and inclusion challenges in a new or more effective way.
4. Sustainability: Propose initiatives that can continue to deliver results beyond the funding period, through capacity building, integration with existing systems, or community ownership.
5. Inclusivity: Promote meaningful participation and leadership of marginalized groups, including children with disabilities, LGBTQI+-identifying young people, and youth from diverse backgrounds.
6. Capacity Building: Include strategies to strengthen the skills, knowledge, and confidence of children, youth, caregivers, and service providers to uphold child rights and protection.
7. Feasibility: Present a realistic and well-structured implementation plan that can be completed within the proposed timeframe and with available resources.
8. Collaboration: Demonstrate partnerships with local stakeholders, government institutions, or community-based organizations to ensure shared ownership and alignment with national systems.
9. Monitoring and Evaluation: Include clear indicators, tools, and processes for tracking progress and evaluating outcomes, including child- and youth-friendly feedback mechanisms.
10. Budget: provide a cost-effective budget that aligns with the Action scope and activities, ensuring transparency and accountability in financial management.

### Secondary Criteria (Added Value) – the Action should:

1. Build on existing initiatives or evidence-based practices, reinforcing or scaling up proven models in child protection or youth engagement.
2. Demonstrate organizational experience and capacity, particularly in working with children, and youth with diversity, in the Timor-Leste context.
3. Promote gender equality and social inclusion (GESI) by addressing root causes of exclusion and ensuring gender-responsive programming.
4. Propose innovative solutions for social inclusion, such as new advocacy methods or the application of traditional community practices.
5. Involve media groups to amplify the campaign's reach and impact.
6. Demonstrate a participatory approach, actively involving community members in the Action design and implementation.
7. Include a comprehensive outreach strategy that combines various channels, including digital media, traditional media, and community-based activities.
8. Incorporate mechanisms for ongoing community feedback and continuous improvement of the Action activities.

### Location

The successful CSO will work in implementing activities in twelve (12) villages and sixteen (16) schools from four (4) municipalities.

### Budget and Duration of Activities

Budget for third parties:

* 1. Third Party #1: EUR 60,000.00 / Duration: 12 Months
  2. Third Party #2: EUR 45,000.00 / Duration: 10 Months
  3. Third Party #3: EUR 40,000.00 / Duration: 8 Months
  4. Third Party #4: EUR 50,000.00 / Duration: 12 Months

For CSOs who interested apply for third party only choose 1 third party from those 4 third parties. Please include a detailed budget clearly showing all budget lines and its relevance to the proposal, with the amount not in excess of amount mentioned above. The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. Payment will be made into the bank account of the applicant.

### Selection Process

The Action Management Team in Plan International will review proposals through a three‐step process (see *section X. SCHEDULE OF COMPLETION OF CALL FOR PROPOSAL*):

* 1. CSO eligibility analysis (administrative, registration type, completed required training)
  2. Technical assessment of proposal quality against selection criteria and shortlisting.
  3. Activity adaptation in the target schools and villages with Plan, BF and MHVF, signature of a contract.

### Submission Process

The following documents must be submitted for the submission to be considered:

* The Action proposals in the form of the template attached including all required annex documents (profile CSO and budget);
* The proposal may be written in Tetun or English, depending on the organization's preference;
* Registration documents of CSO;
* CV of two key staff members involved in the implementation of the Action;
* A clearly defined management structure.

Please send queries and applications to Plan International via email to:

* [Celia.Vidigal@plan-international.org](mailto:Celia.Vidigal@plan-international.org)
* Adriana.[Garcia@plan-international.org](mailto:Garcia@plan-international.org)

CC:

* [Aurelia.Soares@plan-international.org](mailto:Aurelia.Soares@plan-international.org)

Email subject line”  
**“Application – Call for Proposal – Third Parties – Children’s Rights”**

Interested applicants should submit their applications no later than **16 June, 2025**.

# SCHEDULE OF COMPLETION OF CALL FOR PROPOSAL

Below is an estimated timeline for this Call for Proposals.

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| **No** | **Date** | **Description** |
| 1. | 30 May 2025 | Call for Proposal opens, and relevant documents are posted online. |
| 2. | 16 June 2025 | Deadline for organizations to submit proposals under this Call. |
| 3. | 20 June 2025 | Phase 1 - Eligibility analysis |
| 4. | 23-27 June 2025 | Phase 2 – Technical proposal ranking + shortlisting, |
| 5. | 1 July 2025 | Phase 3 – Finalization (location selection) and contract signature |

## GRANT APPLICATION FORM

Deadline for submission of Proposal:

## (16 June 2025 at 17:00 Timor-Leste date and time)

To reduce expense and waste, we strongly recommend that you email or use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible.

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| Title of the action: | Free to be Yourself: Empowering the most vulnerable children to claim their rights |
| Location of the action: | 16 Schools and 12 Villages from Baucau, Díli, Ermera, and Manufahi |
| Name of the applicant: |  |
| Nationality of the applicant: |  |

# INFORMATION ABOUT APPLICANT ORGANIZATION

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| Organization’s legal name |  |
| Organization’s legal status |  |
| Year of registration |  |
| Name of executive director |  |
| Name of project manager |  |
| Name of project accountant |  |
| Organization’s legal address |  |
| Actual address (if different from  above) |  |
| Telephone: |  |
| E-mail address: |  |
| The Action budget |  |
| The Action Duration |  |

**THE ACTION PROPOSAL**

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| 1. **The Action Summary** (maximum of 1/3 page)  Describe the project objective, activities, targeted groups and other relevant stakeholders and anticipated result. |

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| 1. **General Information about CSO** (maximum of 1 page)    1. Main areas of expertise    2. Describe your organization’s mission and vision.    3. Describe the main types of activity that your organization has carried out previously    4. Describe the main target audiences and partners of your organization (Beneficiaries + Government stakeholders at the municipal level    5. Provide a brief list of your organization’s three current or latest projects supported by international or local organizations and donors (indicate dates, type of projects, total project budgets, and donors) include donors' contact details (Phone number and emails)   Describe your organization’s main assets: number of full-time staff, office space, and equipment.   * 1. Describe management and problem resolution strategy and logistic recourse   management for supporting project operations |

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| 1. **Relevant experience** (maximum of 1 page)    1. Provide evidence of your organization’s relevant experience areas related to LGBTQI+ and PwD/ Diversity and Inclusion Advocacy    2. Explain how your organization’s experience will help to reach the project’s goals |

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| 1. **Problem analysis** (maximum of ½ page)    1. Describe some of the main issue(s) concerning LGBTQI+ and PwD Rights your project   might address. Explain why these issues are important to the target communities. |

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| 1. **Project objectives** (maximum of ½ page)    1. Describe your project’s goals and objectives. |

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| 1. **Expected results** (maximum of ½ page)    1. Describe specific short-term and long-term results that you plan to achieve with your project.   Please make them SMART: Specific, Measurable, Achievable, Relevant and Time-bound. |

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| 1. **Target audience** (maximum of ½ page)    1. Describe the project’s main target beneficiaries as well as other stakeholders. Please also describe how they will be engaged.    2. Explain if and how your project will cooperate with relevant government bodies. |
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| **8. Project Activities** (maximum of 1 page)  Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives. |

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| **9. Communication strategy (project Visibility)** (maximum of ½ page) Describe your project’s key messages, audiences, information products, and communication channels. |

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| **10. Organizational capacity improvement** (maximum of ½ page)  Explain how this project will help to strengthen your organization’s capacity. |

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| **11. Work Plan** (maximum of 3 pages)  Provide the project’s work plan according to the organization format (Annex 6) |

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| **12. Project Monitoring and Evaluation** (maximum of ½ page)  Please include a monitoring and evaluation framework (preferably in table form) that describes how you will monitor project implementation and evaluate its results. How to do regular monthly progress reports and monthly action plans, activity evaluation, and  quarter financial and narrative reports. |
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| 1. **Risk and Mitigation** (maximum of 1 page)    1. Briefly identify key risks that could impact the project's success.    2. Outline the primary actions planned to address or minimize these risks. |

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| **14. Budget** (maximum of 1 page)  Prefer to use Excel template (Annex 7) |

## Annex Files

In addition to the Project Proposal, the application package must include copies of the following documents:

* 1. Curriculum vitae of two key staff members involved in the implementation of the Project
  2. Two references of the organization
  3. Bank account of the organization
  4. Organization structure
  5. Organization legal document (registration certificate from FONGTIL & MoJ)
  6. Proposed project work plan
  7. Proposed project budget