



Expression of Interest (EoI)
Hiring Consultant/Farm For

“Consultancy Services for Editing & Proof Reading”

To: Consultant/Farm

Date: February 3, 2019

Dear Sir/Madam:

We kindly request you to submit Expression of Interest for **“Consultancy for Editing & Proof Reading”**

Please be guided by the information attached below with annexures:

General EoI Guidelines and Instructions:

EoI Name:	Consultancy for Editing & Proof Reading
EoI Reference:	WVB-SCM-EoI-0001-05/19
Submission of Proposal:	<p>Interested candidates are requested to carefully review the requirements for Qualifications and Competencies and candidates meeting these requirements are encouraged to submit their financial proposal and detailed CV along with a one-page cover letter. Please see the attached TOR (Annexure 2)</p> <p>EoI shall be sent directly through email in <u>PDF format</u> to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>OR</p> <p>Hard copy can be dropped in the box through sealed envelope to World Vision Bangladesh, Adedin Tower(2nd floor) , 35 Kemal Ataturk Avenue Banani, Dhaka.</p> <p>EoI reference “WVB-SCM-EoI-0001-05/19: “Consultancy for Editing & Proof Reading””. Shall be mentioned in subject line.</p>
Deadline for the submission of EoI:	Deadline for EoI submission is: <u>On or before 10th February, 2019 within 3.00 PM.</u>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh Email: ziaul_islam@wvi.org
WVB Contact regarding Technical Specification:	Gloria Das, Communications Manager, World Vision Bangladesh Abedin Tower (2nd floor), 35 Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh, P.O. Box 9071, Dhaka, Bangladesh, Cell: +881730021534, e-mail: gloria_das@wvi.org
List of Annexures:	Annexure-1: General and Particular Terms and Conditions Annexure-2: Terms of Reference (ToR) Annexure-3: Vendor’s Primary Information Collection Sheet Annexure-4: CP Behavioral And Security Policy Protocol Annexure-5: Declaration of Conflict of Interest

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals.
2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
8. The Proposal must be placed in the Tender Box or send through email (Located at the entrance of WVB National Office) not later than 03:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering

manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.

18. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-3).
21. The Offeror has to agree to comply with WV Child protection policy and will have to complete CPP Form (Annexure-4).
22. The Offeror has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-5).

I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

TERMS OF REFERENCE

Editor and Proof Reader: Reports and Communications Documents (CONSULTANCY)

1. BACKGROUND

World Vision Bangladesh (WVB) is a Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. Inspired by our Christian values, we are dedicated to working with the world's most vulnerable people. We serve all people regardless of religion, race, ethnicity or gender. World Vision (WV) started in 1950 and currently works in more than 100 countries world-wide. Started in 1970s, with a humanitarian response to the flood-affected people of Bhola district, an administrative area in south-central Bangladesh, currently, World Vision is working in 68 working locations in 27 sub-districts under its 55 Area Programmes and 18 grant-funded projects to transform the lives of the most vulnerable children, their families and communities.

Aside from the publications WVB also produces several communications and outreach materials such as brochures, fact sheets, briefs, speeches and more.

2. JUSTIFICATION /PURPOSE

The overall objective of hiring an external consultant is to assist the office in editing, proofreading, formatting and finalizing to ensure proper presentation and dissemination of information relating to the production of World Vision's reports and other communications materials.

The Editor will review and edit documents, including checks on grammar, style, spelling, formatting and punctuation, with a view to strengthening overall clarity and quality of writing. In rare cases, the editor may need to be involved in substantively revising and reworking documents.

3. SCOPE OF WORK

- Edit and finalize draft reports for final clearance by the Communications Team Leader, in compliance with World Vision guidelines and organizational branding rules, to ensure grammatical accuracy, factual accuracy, consistent and logical formatting, coherence etc.
- Edit Communications-related documents, reports and other documents for clarity, readability and consistency.
- Ensure that all content is free of spelling mistakes, and professionally and logically presented removing redundant content.
- Review, verify and edit to ensure use of gender and cultural sensitive language in the document.
- In collaboration with responsible staff, guide the drafts through fact-checking and copy-editing processes and track responses to queries; edit and review final copy of report or other Communications materials.

4. **Estimated duration of contract and work schedule:** Need–base contract against number/s of page/s of the Communications document to be edited/ proof read on agreed work plan/assignments over the period. The editing service might be asked for English and/or Bengali version/s. Specific deliverables and time frame will be determined in consultation with World Vision at the beginning of each assignment: report or document.

5. **Key tasks**

- Write and edit the agreed content with a professional writing style
- Edit Annual reports , brochure on World Vision Bangladesh
- Ensure reports finalized for clearance at least one week before due date
- Edit case studies, lesson learnt and other documents as required for Communications department of World Vision.
- Make necessary revisions according to WVB Style Manual and WVB Safeguarding Policy. (will be provided).
- Revise and finalize the documentation following feedback from the Executive Director
- Write and edit human interest stories from World Vision’s programme in appropriate medium such as articles, stories etc. for World Vision publication, website, e-News, Facebook page, and other social or Communications media.
- At the first case, the hiring consultant is required to provide editing support for a document of 6800 words (approx..) containing 13 pages in MS-Word Document format

6. **Reporting**

The consultant will report to the Team Leader and work in collaboration with World Vision Communications department based at National Office.

7. **Consultant specification**

7.1 **Academic Qualifications:** Degree in Journalism, Communications, Public Administration. Bengali, English or Social Science related field.

7.2 **Experience:** 5 to 7 years relevant experience, demonstrated ability to write, edit or proof read reports for various audiences, with portfolio that includes donor reports and other documents.

7.3 **Competencies:**

- Fluency in English is essential
- Proven experience working with regional/international organisations
- Solid editorial skills with demonstrated ability for logical and analytical writing and editing

- Ability to work in a fast paced environment and produce quality work in a short time, within deadlines and under pressure
- Ability to work independently
- Computer proficiency including Internet and Microsoft Office
- Strong communication and interpersonal skills
- Demonstrated cultural sensitivity and sound judgment
- Strong organizational skills

8. **Contractual Arrangements**

This position is to be contracted by World Vision under need-based [one-time] consultancy contract for English and/or Bengali editing /proof read service. The TOR is subject to update and modifications as per project need.

9. **Contact Information for technical queries :**

Gloria Das, Communications Manager, World Vision Bangladesh, 34, Abedin Tower (2nd floor), Kemal Ataturk Avenue, Banani, Dhaka-1213. Cell : 01730021534

Application process: Interested candidates are requested to carefully review the requirements for Qualifications and Competencies and candidates meeting these requirements are encouraged to submit their financial proposal and detailed CV along with a one-page cover letter to World Vision Bangladesh. Adedin Tower (2nd floor) , 35 Kemal Ataturk Avenue, Banani, Dhaka -1213, P.O box 9071, Phone: 9821004-11.

EoI shall be sent directly through email in PDF format to: wvb_scm@wvi.org Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.

OR

Hard copy can be dropped in the box through sealed envelope to World Vision Bangladesh, Adedin Tower(2nd floor) , 35 Kemal Ataturk Avenue Banani, Dhaka.

Please quote the price including VAT and TAX.

- Ends-

Annexure-3

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

SL#	Description of Requirements	Information to be Provided here
1	Category of Vendor	
2	Enlistment Date	
3	Trade License Number	
4	Tax Identification Number (TIN)	
5	VAT Registration Number	
6	Address of Business Center	
7	Contact Telephone Number	
8	Contact Mobile Number	
9	FAX Number (Optional)	
10	Email Address:	
11	Webpage Address (Optional)	
12	Contact Person's Name	
13	Vendor's Bank Name	
14	Name of Bank Branch	
15	Bank Sorting Code (Optional)	
16	Bank Account Name	
17	Bank Account Number	
18	Bank Routing Number/Swift Code	

Information Submitted by _____
Date:

Annexure-4

Child Protection Behavioral and Security Policy Protocol FY-2018

To be signed by all staff, interns, volunteers, suppliers, board members, consultants, visitors that are not WV staff, formal partners, and any other affiliates of WV Bangladesh who gains access to children or their personal information through their affiliation with WVB

Child Protection Behavioral and Security Policy Protocol

All WV staffs, volunteers, interns, donors, visitors who are not World Vision staff, formal partners, consultants, suppliers, and any other affiliate who gains access to children or their personal information through his or her affiliation with WV acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and commit to abide by them. Any violations of the provisions outlined in this document may be ground for action by WVB, including disciplinary or legal action, and/or severance of cooperation agreements and relevant contracts, as deemed appropriate by WVB.

My Commitment: I have received and understood World Vision Bangladesh Child Protection Policy, procedures and protocols and I commit to the following

1. I will always behave with children in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children during my tenure of service with World Vision.
2. I will always be appropriate and culturally sensitive during all interactions with children.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child's house, in WV's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children I will always take initiative with consent from appropriate line management within WVB.
5. I will always comply with "two adult rule" (where possible and practical) when conducting WVB work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned ADP office or NO or at both

level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in WVB CP policy.

8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause shame or humiliation, or is belittling or degrading.
9. I will never expose, facilitate or condone the exposure of children to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children in any inappropriate or culturally offensive way.
10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children, I will be subject to action by WVB and LEA members of Bangladesh, and/or relevant national authorities, and that I expose myself to any consequent decision that such instances may result in. Should any I have a contractual relation with WV, and should I be found guilty by WVB of breaching WVB CP policy, I authorize WVB to disclose such information to any prospective employer who asks references about me to WVB.
11. I will comply with any child protection related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.
12. I will not hire children below 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the National Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.
13. I will not behave in an inappropriate physical manner, and I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children.
14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage.
15. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.
16. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
17. I will behave positively with disable children, and will not humiliate them at any cause.
18. Unless it is absolutely necessary and with parental and management consent, I will not take a child alone in a vehicle for any of WVB work.
19. I am aware of WV's policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that WV Bangladesh will not be responsible in the event of a kidnap or hostage situation.
20. I am aware of the country's political and security situation and will follow WVB's security advice. I will not hold WVB responsible if anything goes wrong with regard to my personal security during my tenure of service with World Vision Bangladesh.

Consequences of Breach

Corrective Action: *Failure to follow Behavior Protocols, or other inappropriate behavior toward children stated in the Policy is grounds for taking disciplinary action by World Vision Bangladesh up to and including dismissal from employment, volunteer/internship or Board/Advisory Council membership.*

Breach of the Behavior Protocol and the policy is ground for termination of contracts with suppliers, vendors.

WVB authority can also take legal action if the incumbent found guilty of violation of the policy, to local Law Enforcing Agency authorities of Bangladesh Government based on legal obligations and the best interests of the child.

Acknowledgement of receipt and undertaking to comply :

I, (insert name) _____ of (insert address) _____

hereby agree and confirm that :

- I have received , understand and will abide by WVB’s Child Protection Behavior and Security Policy Protocols; and
- (*)*(where applicable)* In the course of contracted work, I agree that where I have interaction or access to children or child data –
 - (i) I will act in the best interest of children and uphold WVB’s Child Protection Behavioral and Security Policy Protocol and other child safeguarding measures as requested AND
 - (ii) if I become aware of any harm or risk to children I will inform WVB immediately

Signed by :

Date:

Name:

Designation:

Department/Project:

DECLARATION OF CONFLICT OF INTEREST

Having examined my relationships with other organizations and employees of World Vision Bangladesh to the best of my knowledge, and nothing that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either “yes” or “no” for each with additional information where necessary.

Circle the appropriate

Answer for each

1. YES NO I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

2. YES NO I/My Business Entity am/is involved in any dispute with, World Vision Bangladesh or any of its office has business or ministry dealings.

If Yes, explain: _____

3. YES NO The following staff employed by World Vision Bangladesh or, other World Vision entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by World Vision Bangladesh/ other World Vision entities.

Sl.	Name of WVB Employee	Position held in WVB	Relation

4. YES NO I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.

I hereby certify that my answers to statements 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

 Signature with Seal

Date: