



**REQUEST FOR PROPOSAL (RE-ISSUE)
FOR
HIRING ORGANIZATION / CONSULTANT FOR**

Development of Safer Use Action Plan (SUAP) and Pest Management Plan (PMP)

Name of the Purchaser	World Vision Bangladesh Abedin Tower, Level-2, 35 Kemal Ataturk Avenue, Dhaka -1213, Bangladesh
Contact Person	Md. Ruhul Mobin, Supply Chain Manager
Email	Ruhul_Mobin@wvi.org

RFP Ref No: WVB-BGDO-1611-000048

Issued on: 09 Nov, 2016

CONTENTS

Sections:

- I.** Proposal Data Sheet (PDS)
- II.** Proposal Submission Format
- III.** Terms of Reference (ToR)
- IV.** Vendor's Primary Information Collection Sheet
- V.** CP Behavioral And Security Policy Protocol
- VI.** Declaration of Conflict of Interest
- VII.** SWORN Statement

Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consultant/s of the services for “Development of Safer Use Action Plan (SUAP) and Pest Management Plan (PMP)”

A. GENERAL

Background of the Research	<p>World Vision, Inc. (WV) and its partners, World Food Programme (WFP) and Winrock International (WI), are implementing a USAID-funded Title II Development Food Assistance Program (DFAP), <i>Nobo Jatra</i>, meaning ‘new beginning’ in Bangla. The project’s goal is to improve gender equitable food security, nutrition and resilience of vulnerable people within Khulna and Satkhira districts Bangladesh through the following objectives.</p> <ul style="list-style-type: none"> • SO1 Improved nutritional status of children under five years of age, pregnant and lactating women and adolescent girls • SO2 Increased equitable access to income and nutritious food for both males and females • SO3 Strengthened gender equitable ability of people, households, communities and systems to mitigate, adapt to and recover from man-made and natural shocks and stresses <p>Nobo Jatra activities targets 123,794 vulnerable households in four upazilas in two districts within the Southwestern Coastal area of Bangladesh namely Dacope and Koyra (Khulna), Shyamanagar, and Kaliganj (Satkhira).</p>
Details of the research	<p>The approved Initial Environmental Examination (IEE) for Nobo Jatra requires World Vision to develop a project specific Safe Use Action Plan (SUAP) tiering off of the USAID/Bangladesh Programmatic Pesticide Evaluation Report and Safer Use Action Plan (PPERSUAP). Although the “PPERSUAP” covers a wide range of pesticide applications, it is important that projects are able to tailor findings to their specific needs. The SUAP will define Nobo Jatra’s project pesticide compliance requirements as synthesized from the Pesticide Evaluation Report (PER). The PER analysis includes safer use/mitigation actions for each factor that form the core of SUAP actions. Experience from other regions shows that this tiering process is an important part of improved PERSUAP implementation. Further guidance on SUAP can be drawn from the “Compliance Tracker” as can be found in the Uganda DOI PERSUAP; see Section 6.4: http://gemini.info.usaid.gov/egat/envcomp/document.php?doc_id=43631.</p> <p>In addition, World Vision is expected to submit crop specific integrated pest management (IPM) plans that will be used by the project. IPM plans will identify the major pests of each crop; provide a list of preventive tools and tactics, and a list of natural and synthetic chemical alternatives as recommended by leading IPM resources. The IPM should take into</p>

	<p>account that pesticides should be used only if no practical, effective, and economic non-chemical control methods are available. World Vision is also expected to submit to USAID a project specific training curriculum on pesticide use and IPM (agenda, timing of trainings, etc.), a description of vendors for pesticides and personal protective equipment (PPE), project specific pesticide handling and disposal protocols, awareness raising materials translated in the local language that are applicable to low literacy populations.</p>
<p>Expected Deliverables</p>	<p>Based on the findings of the literature review and the consultations, put together the following documents for submission to World Vision and USAID:</p> <ol style="list-style-type: none"> 1. Nobo Jatra’s SUAP covering any and all activities related to pesticide training, procurement, and/or use on project activities that could or will use pesticides. The SUAP should list the pesticides that are approved for use and procurement on Nobo Jatra, establish USAID field monitoring requirements for compliance with safer use conditions, summarize the safer use conditions related to use/support of these pesticides and outline the necessary environmental mitigation and monitoring tracking forms with assigned responsibilities and timelines for implementation. 2. Nobo Jatra IPM Plans showing the major pests of each crop, a list of preventive tools and tactics, and a list of natural and synthetic chemical alternatives as recommended by leading IPM resources. This should also include Pest Management Plans or Guides that provide field crop, livestock production or project decision-makers – farmers and farm managers – with best production practices recommendations, usually adapted by region, crop phenology and seasons. The aims of PMPs are to reduce the risks to production from pests by using a combination of best practices, including IPM, Integrated Vector Management (IVM) and Integrated Weed Management (IWM), that maximize crop or livestock health, and thus resilience to or tolerance of pests, and without an over-reliance on pesticides needed when best practices are not followed. 3. Project specific training curriculum on pesticide use and IPM including agenda, timing of trainings, 4. A description of vendors for pesticides and personal protective equipment (PPE) 5. Project specific pesticide handling and disposal protocols 6. Awareness raising materials for implementing the SUAP and IPM plans translated in the local language that are applicable to low literacy populations 7. Submit the above documents to World Vision for review and respond to comments raised after submission to USAID. 8. Before submitting he/she will present the document at Khulna as well as Dhaka Office 9. After completing the documents he/she will facilitate required

	<p>Training/Orientation for 20-25 Winrock International Nobo Jatra staff members at Khulna to enable them to do training to program participants which will include best practices for sourcing and using inputs including IPM preventive tools and curative pesticides for treating seed, crops and grain storage.</p>
Procuring Entity	<p>Name of Purchaser: World Vision Bangladesh (WVB)</p> <p>Contact Person : Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Project Mobile: +8801708-123865 , E-mail: Ruhul_Mobin@wvi.org</p>
Eligibility Criteria	<ul style="list-style-type: none"> • Working knowledge of USAID Environmental Procedures (22 CFR 216) and demonstrated experience providing similar technical support. • Experience using references and resources available on the Global Environmental Management Support (GEMS) website (http://www.usaidgems.org/). • Degree in relevant discipline e.g. environmental studies from an accredited university. • Excellent interpersonal and organizational skills • Excellent verbal and written communication skills. • Be highly professional in meeting deliverables in a timely manner and be able to handle sensitive information with the highest degree of integrity and confidentiality. • General familiarity with Bangladesh environmental policies and requirements, with experience of the South Western Coastal region preferred.
<u>Documents Required</u>	<ul style="list-style-type: none"> • must provide information, experience certificate, CVs and documentary evidences to establish that they have met eligibility criteria for this service. • Applicant/s must clearly indicate in their profile's for the past evaluation work they have conducted, with names of references for each. • Acknowledge and complete 'Section IV to section VII'. • Provide legal establishment / registration, VAT, TIN or any other additional supporting documents (if applicable). • Should submit Separate Technical and Financial proposal as per below guideline. <p>A. Technical proposal should set out all the issues stated in Section. II (I. Technical proposal submission format) and Section. III (Terms of Reference)'. Must provide details information in Technical Proposal in light of evaluation criteria.</p> <p>B. Financial proposal should set out details breakdown following Section. II (2.Financial Proposal Submission Format) and must provide breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, overhead costs (if any), VAT and submit details Financial proposal separately. Total cost of the financial proposal (after correctness and confirmation of arithmetical error, if any) will be considered for financial evaluation.</p>
Proposal	<p>Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Organization/s or Consultant/s is expected to examine all corresponding instructions, forms, terms and</p>

	specifications contained in the Solicitation Documents. Failure to comply with these documents (Technical and Financial proposal) will be at the Organization/s or Consultant/s risk and may affect the evaluation of the Proposal. Sending only CV without details Technical and Financial proposal will not be considered as complete proposal.
Validity	The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
Language	The language of all correspondence and documents related to the proposal shall be in English .
Proposal currency	All prices shall be quoted in BDT
Consultancy Timeframe:	The Organization/s or Consultant/s should complete the deliverables within no more than 20 Calendar days from the date of contract signing with WVB.

Payment Terms	<ul style="list-style-type: none"> - The payment terms should be complied with WVB payment policy. VAT/TAX will be deducted from as per GOB rules against each payment. - Payment shall be made through Account Payee Cheque or Straight to Bank (S2B)/ online transfer after successful completion of services and all deliverables as required and approved by the WVB representatives.
----------------------	---

B. THE RFP DOCUMENTS QUERIES

Procurement Queries	Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Project Mobile: +8801708-123865, E-mail: Ruhul_Mobin@wvi.org
Technical Queries	Interested Consultant/s may communicate for technical queries before submission of proposal with: Md. Ibrahim Hossain, Environmental Coordinator, Nobo Jatra, World Vision, Email - md.ibrahim_hossain@wvi.org : Cell: +880- 01713444263

C. SUBMISSION OF PROPOSAL

Notice for Submission	Interested applicant/s must submit Technical and Financial proposal separately in a sealed envelope to the below address. Mention clearly the RFP reference “ Ref: WVB-BGDO-1611-000048, Date: 09 Nov, 2016 ” and Proposal name: “Development of Safer Use Action Plan (SUAP) and Pest Management Plan (PMP)” on the top of the envelop.
Dead Line for Submission	Deadline for proposal submission is extended to: On or before 3.00 pm, 20 Nov, 2016
Address	The address for proposal submission is: Send your proposal with relevant documents to email : Ruhul_Mobin@wvi.org

D. PROPOSAL EVALUATION

The Proposal Evaluation shall be carried out applying quality and cost based selection (QCBS) procedure based on the following criteria:

Preliminary examination	<p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the applicant by correction of the non-conformity.</p>
Evaluation (Technical & Financial)	<p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p> <ol style="list-style-type: none">1) Proposal evaluation committee (PEC) or Procurement committee (PC) set out by WVB, will review the technical proposal as per Eligibility/Qualification and Technical criteria (mentioned below).2) A financial proposal shall include containing Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, overhead costs (if any). Total cost of the financial proposal (after correctness and confirmation of arithmetical error, if any) will be considered for financial evaluation.

E. OTHER TERMS AND CONDITIONS

1. All the columns/requirements in this 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 ToR will not be considered.
2. 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.
3. 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.
4. Making a payment to any employee as an inducement or any canvassing to enable you wins this service 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.
5. 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.
6. Organization/s or Consultant/s or an authorized representative of the Organization/s or Consultant/s must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
7. The work shall be completed in all respects within the completion date mentioned in the contract.
8. If vendor fails to deliver the ordered service within the scheduled time frame penalty will be imposed @ 0.2% of the total contract value for par day of delay and WVB reserves the right to deduct this amount from the total bill for every day delayed from the expected date of delivery till the actual date of delivery.
9. Any late submission of Proposal after the schedule date and time will be rejected.
10. 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.
11. 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.
12. In all cases, the decision of the World Vision Management will be final.
13. The proposer has to submit duly filled up Vendor's Primary Information Collection Sheet (Section-IV).
14. The proposer has to agree to comply with WV Child protection policy and will have to complete CPP Form (Section-V).
15. The proposer 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 (Section-VI).

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.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf
of the applicant Organization/s or Consultant/s

Date:

Section II. Proposal Submission Format

I. Technical Proposal Submission Format

(Including description of approach, methodology, work plan, etc. for performing the assignment)

(Organization/s or Consultant/s is required to abide by page limits and formats described below. All attached forms must be completed and submitted with the proposals. Organization/s or Consultant/s are also required to submit their Tech proposals in English (Font – Times New Roman, size 12, page margins – 1” on all sides, A4 page).

- a). Assignment Title : Special Studies
- b). Summary of the Assignment (maximum 15 lines)
- c). Justification (maximum 1 pages) for the proposed methodology
- d). Technical Approach and Methodology (maximum 5 pages)
Here you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output.

You should highlight the problems being addressed, indicators that will be measured in the survey and their importance, and explain the technical approach you would adopt to address them.

You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. The methods of sampling, data collection, data analysis, data management should be stated. Both qualitative and quantitative data collection should be undertaken. Attention also needs to be paid on how the lessons learnt to improve the program could be extrapolated.

This chapter should incorporate any modifications to the TOR proposed by you. In case the TOR requires the Organization/s or Consultant/s to provide a quality plan and carry out the assignment according to its provisions, an outline of the quality plan (e.g., its list of contents) should be included in this chapter of the technical proposal including the following methodology:

Approach: Field based in Khulna and Satkhira (For reporting: Dhaka)

Stakeholder consultation, Demonstration, Presentation, Question answer, Handouts, Reports, discussion, upgraded design work through etc.

- e). Detailed Description of Activities (maximum 3 pages) Provide detailed descriptions of key activities mentioned above which are critical for the methodology and approach to be successful.
- f). Assumptions and Risks (maximum 1 page) Describe assumptions which are necessary for the survey to be implemented. Describe any risk/threats which could potentially threaten implementation of the activities and what is or will be done to mitigate these risks.
- g). Monitoring and Evaluation Plan (maximum 2 pages). (In this section describe specific indicators or milestone to be tracked over the life of the Assignment to measure the progress of the survey. The Monitoring and Evaluation Plan should be consistent with the Project Logical Framework).

- h). Work Plan/Logical Framework (maximum 2 pages). Here you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work schedule.
- i). Team composition / Staffing (maximum 3 pages) In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be summarized. In case of association, this chapter will indicate how the duties and responsibilities will be shared. The Organization/s or Consultant/s and staffing will be reflected in the Team Composition and Task Assignments.

NB: This is a general template to submit proposal. However, Interested Organization/s or Consultant/s is requested to submit proposals in light of the TORs and set evaluation criteria. Please ensure that all the required information as per eligibility criteria are mentioned accurately.

2. Financial Proposal Submission Format

Financial Offer: Summary of Cost

Services/Assignment Name: Development of Safer Use Action Plan (SUAP) and Pest Management Plan (PMP)

RFP Ref: WVB-BGDO-1611-000048, Date: 09 Nov, 2016

Name of the Consultant/s: _____

SI	Line Item	Cost
I.	Professional Service Fees (Organization/s or Consultant/s)	
II.	Travel and Per Diem	
III.	Supplies and Equipment	
IV.	General Administrative Costs	
V.	Assignment Related Costs	
Total Cost including applicable tax and others cost as per country law		

We understand you are not bound to accept any proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the applicant Organization/s or Consultant/s

Date:

N.B. Please add detailed cost breakdown documents for summery of cost. Above line items are mentioned as example for understanding. Please add separate sheet or more Column & Row for detail information, if necessary.

Section III. Terms of Reference (TOR)

Terms of Reference (TOR)

For

Development of Safer Use Action Plan (SUAP) and Integrated Pest Management (IPM) Plans

A. Background:

World Vision, Inc. (WV) and its partners, World Food Programme (WFP) and Winrock International (WI), are implementing a USAID-funded Title II Development Food Assistance Program (DFAP), *Nobo Jatra*, meaning 'new beginning' in Bangla. The project's goal is to improve gender equitable food security, nutrition and resilience of vulnerable people within Khulna and Satkhira districts Bangladesh through the following objectives.

- **SO1** Improved nutritional status of children under five years of age, pregnant and lactating women and adolescent girls
- **SO2** Increased equitable access to income and nutritious food for both males and females
- **SO3** Strengthened gender equitable ability of people, households, communities and systems to mitigate, adapt to and recover from man-made and natural shocks and stresses

Nobo Jatra activities targets 123,794 vulnerable households in four upazilas in two districts within the Southwestern Coastal area of Bangladesh namely Dacope and Koyra (Khulna), Shyamanagar, and Kaliganj (Satkhira).

B. Assignment Purpose:

The Foreign Assistance Act (FFA) of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID includes environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's ADS Parts 201.5.10g and ADS 204 (<http://www.usaid.gov/policy/ads/200/>), which, in part, requires that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

The approved Initial Environmental Examination (IEE) for Nobo Jatra requires World Vision to develop a project specific Safe Use Action Plan (SUAP) tiering off of the USAID/Bangladesh Programmatic Pesticide Evaluation Report and Safer Use Action Plan (PPERSUAP). Although the "PPERSUAP" covers a wide range of pesticide applications, it is important that projects are able to tailor findings to their specific needs. The SUAP will define Nobo Jatra's project pesticide compliance requirements as synthesized from the Pesticide Evaluation Report (PER). The PER analysis includes safer use/mitigation actions for each factor that form the core of SUAP actions. Experience from other regions shows that this tiering process is an important part of improved PERSUAP implementation. Further guidance on SUAP can be drawn from the "Compliance Tracker" as can be found in the Uganda DOI PERSUAP; see Section 6.4: http://gemini.info.usaid.gov/egat/envcomp/document.php?doc_id=43631.

In addition, World Vision is expected to submit crop specific integrated pest management (IPM) plans that will be used by the project. IPM plans will identify the

major pests of each crop; provide a list of preventive tools and tactics, and a list of natural and synthetic chemical alternatives as recommended by leading IPM resources. The IPM should take into account that pesticides should be used only if no practical, effective, and economic non-chemical control methods are available. World Vision is also expected to submit to USAID a project specific training curriculum on pesticide use and IPM (agenda, timing of trainings, etc.), a description of vendors for pesticides and personal protective equipment (PPE), project specific pesticide handling and disposal protocols, awareness raising materials translated in the local language that are applicable to low literacy populations.

World Vision is hereby seeking a consultant to provide short term technical assistance to help Nobo Jatra to meet the needs explained above. The consultant will work with project staff and stakeholders at Khulna to review relevant documents and gather necessary data to compile the SUAP, IPM plans and related attachments. The assignment is expected to be completed by three weeks after signing the contract.

C. Tasks & Methodology

The consultant will be responsible for the following tasks:

2. Review project documents related to environmental sustainability and compliance including but not limited to:
3. Review of Nobo Jatra project proposal, IEE, revised EMMP and other relevant documents to NJP.
4. Review of USAID approved Bangladesh PERSUAP, Asia 16-003, 2015 documents.
5. Review of Bangladesh Environment Protection Act, 1995
6. Review of Environmental Laws Bangladesh Context.
7. Review of Bangladesh Government National Agriculture Policy.
8. Review of National Integrated Pest Management Policy
9. The consultant will work with Winrock International-NJP staff and Environmental Coordinator based at Khulna and will stay at Khulna as per need.
10. Coordinate with project team and implementing partners to collect relevant data on the pesticides that will potentially be used or promoted through Nobo Jatra. Consultations should target relevant stakeholders including but not limited to:
 - World Vision staff (Dhaka and Khulna)
 - World Vision partner – Winrock - (Dhaka and Khulna)
 - Department of Agriculture Extension - (Dhaka and Khulna)

D. Expected Deliverables:

Based on the findings of the literature review and the consultations, put together the following documents for submission to World Vision and USAID:

1. Nobo Jatra's SUAP covering any and all activities related to pesticide training, procurement, and/or use on project activities that could or will use pesticides. The SUAP should list the pesticides that are approved for use and procurement on Nobo Jatra, establish USAID field monitoring requirements for compliance with safer use conditions, summarize the safer use conditions related to use/support of these pesticides and outline the necessary environmental mitigation and monitoring tracking forms with assigned responsibilities and timelines for implementation.
2. Nobo Jatra IPM Plans showing the major pests of each crop, a list of preventive tools and tactics, and a list of natural and synthetic chemical alternatives as recommended by leading IPM resources. This should also include Pest Management Plans or Guides

that provide field crop, livestock production or project decision-makers – farmers and farm managers – with best production practices recommendations, usually adapted by region, crop phenology and seasons. The aims of PMPs are to reduce the risks to production from pests by using a combination of best practices, including IPM, Integrated Vector Management (IVM) and Integrated Weed Management (IWM), that maximize crop or livestock health, and thus resilience to or tolerance of pests, and without an over-reliance on pesticides needed when best practices are not followed.

3. Project specific training curriculum on pesticide use and IPM including agenda, timing of trainings,
4. A description of vendors for pesticides and personal protective equipment (PPE)
5. Project specific pesticide handling and disposal protocols
6. Awareness raising materials for implementing the SUAP and IPM plans translated in the local language that are applicable to low literacy populations
7. Submit the above documents to World Vision for review and respond to comments raised after submission to USAID.

8. Before submitting he/she will present the report at Khulna as well as Dhaka Office
9. After completing the report he/she will facilitate required Training/Orientation for **20-25** Winrock International Nobo Jatra staff members at Khulna to enable them to do training to program participants which will include best practices for sourcing and using inputs including IPM preventive tools and curative pesticides for treating seed, crops and grain storage. NJ will arrange the training and the consultant will be needed to facilitate the training.

E. Management engagement and support:

Nobo Jatra Program will provide the following support:

- Provide documentation and preparatory materials for resource person,
- M & E manager and Deputy Chief of Party of Nobo Jatra Program will provide necessary advice and instructions.
- Environmental Safeguard Coordinator and Agriculture Specialist of Winrock International will cooperate for preparing the said documents.

F. Qualifications:

- Working knowledge of USAID Environmental Procedures (22 CFR 216) and demonstrated experience providing similar technical support.
- Experience using references and resources available on the Global Environmental Management Support (GEMS) website (<http://www.usaidgems.org/>).
- Degree in relevant discipline e.g. environmental studies from an accredited university.
- Excellent interpersonal and organizational skills
- Excellent verbal and written communication skills.
- Be highly professional in meeting deliverables in a timely manner and be able to handle sensitive information with the highest degree of integrity and confidentiality.
- General familiarity with Bangladesh environmental policies and requirements, with experience of the South Western Coastal region preferred.

G. Application instructions:

Interested consultant should submit a proposal outlining the methodology to be used to carry out the above tasks and expected costs and required time for undertaking the work. The proposal should include:

- CV (Curriculum Vitae) with details of relevant professional training and experience
- Two professional references
- Proposed work schedule (number of days/hours) and tasks for preparing the SUAP and related documents as described above
- Budget and narrative justification

H. Payment terms and conditions

The Consultant will be paid the agreed upon amount for successful completion of the assignment, this will include accommodation, food, travel and all other cost relevant. VAT/TAX will be deducted from as per GOB rules from the total amount. Payment will be made after successful completion of the assignment (as agreed upon).

I. Legal and ethical matters

- Consultant/s should abide by the terms and conditions mention in the TOR and the subsequent Request for proposals (RFP).
- It is important that the consultant/s does not have any links to project management, or any other conflict of interest that would interfere with the independence of the assignment.

The deadline for application is **Nov 20, 2016**.

Contact Person

Md. Ibrahim Hossain, Environmental Coordinator, Nobo Jatra, World Vision, Khulna coordination office, House # 10/9, Pujakhola , Shoshanghat Road, Chotto Boira, Khulna, email - md.ibrahim_hossain@wvi.org: Cell: +880- 01713444263

Section IV. Vendor's Primary Information Collection Sheet

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	

Information Submitted by _____

Date:

CP Behavioral and Security Policy Protocol-FY-2016

**To be signed by Staff/Interns/volunteers/Contractors/Board members/Consultants of WV Bangladesh
(During accepting the offer)**

All WV staffs, volunteers, interns, donors, visitors-outside from World Vision Offices, partners and independent consultants, contractors, acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and also committed to abide by this. Any violation of the provisions of this document will be ground for taking any disciplinary or legal action by WVB authority to the person as appropriate.

My Commitment: I am aware of the pertinent sections of World Vision Bangladesh Child Protection and Security Policy, procedures & protocols and I commit that;

1. I will behave with children with due respect to their rights, respective perception and language.
2. I will always be appropriate and culturally sensitive during all interactions with children in particular.
3. I will not stay alone with any child, whether in the child's house or elsewhere.
4. I will always comply with two adult rule during conducting WVB work where two or more adults will be visible, supervise and be present at all time when children are involved.
5. I will only photograph project children when they are appropriately dressed, and I will respect their dignity and right to privacy at all times.
6. I will take consent from parents/legal guardians/children themselves before taking photograph and will keep record of the consent in the file.
7. I will not use verbal conduct such as derogatory comments, pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child.
8. I will not hold, fondle, hug, kiss, or touch the children in any inappropriate or culturally offensive way.
9. For any confirmed instance of abuse or exploitation or inappropriate behavior towards children in general I realize that I will be subject to appropriate action by appropriate authority of WVB and LEA members of Bangladesh where necessary in addition to disciplinary action and leave myself open to any consequent decision that such behavior from my side will result in.
10. I will comply with any investigation (external and internal) of the violation of the WVB Child Protection Policy and Standards and committed to make available of information or any document necessary for the completion of the investigation.
11. I will be intentional in caring to the needs and in protecting the rights of the children during my tenure of service with World Vision.

CP Behavioral and Security Policy Protocol-FY-2016

12. 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.
13. 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.
14. I will not hire children below 18 years of age in any form of child labor, in particular will not hire as house made/help. (Child labour is work that is mentally, physically, socially or morally dangerous and harmful to development of children, or that interferes with their schooling. See ILO Convention 182 and 138 for further explanation of child labour.)
15. I will not behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of legal age of consent in the country.
16. I will not condone or participate in behaviour with a child which is illegal, unsafe or abusive; including harmful traditional practices such as early marriage, dowry, and spiritual or ritualistic abuse.
17. I will not hit, mentally torture or use other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
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.

I have read, understood and I agree to adhere to the Behavior Protocols of World Vision Bangladesh.

Signature

Name:

ID No:

Department/ADP/Project:

Date

Designation:

Section VI. Declaration Of Conflict of Interest

Conflict of Interest – Disclosure letter (FY '16)

The National Director
World Vision Bangladesh

Having read the World Vision Bangladesh Conflict of Interest Policy, and examined my relationships with other organizations and persons 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 seven 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 have (or a relative of mine has) a financial interest in, or receive(s) income from, or am/is otherwise affiliated or involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings (e.g. a vendor, a partner organization, etc.). (This would include such things as serving as a director, agent or employee of, owning shares in, or being a consultant to, such an organization, or being business partners with an individual who contracts with World Vision or any of its office.

Name of Entity/ Corporation/NGO	Office or Interest in Organization	Approximate annual Dollar Value of Business involved with World Vision
--	---	---

2. Yes/No I am (or a relative of mine is) received, during the past 12 months, a gift or loan or other direct or indirect financial benefit from an organization or person as described in #1 above and Note Below:.

Type of benefits received	Received by	Relationship
----------------------------------	--------------------	---------------------

Note: Being affiliated or involved with an organization, as referred to in items 1 and 2 above, includes such things as (but is not limited to): serving as a director, officer, trustee, partner, employee or agent of an organization which contracts (or whose parent or subsidiary contracts) to provide goods or services to World Vision, or which is another not-for-profit organization; being a holder of 10 percent or more of the voting power of such a corporation, parent or subsidiary; acting as a consultant to (i) an entity which either receives funds from or contributes money to World Vision, or (ii) another not-for-profit organization; or having any other direct or indirect relationship or business affiliation with an individual or entity which (i) has business dealings with World Vision or to which World Vision provides funds or other material benefit, or (ii) is engaged in not-for-profit activity.

ID No: _____ Name: _____ Location: _____ Signature: _____

3. Yes/No I have (or a relative of mine has) a financial interest in, or receive(s) remuneration or income from, or I am involved in a dispute with, World Vision or an entity with which World Vision has ministry or financial dealings.

Name of Entity in Which Such Interest Held	Person(s) by Whom Such Interest Held	Nature and Amount of Each Financial Interest, Remuneration or Income
---	---	---

4. Yes/No I (or a relative of mine) received, during the past twelve months, a gift or loan or other direct or indirect financial benefit from a source with which World Vision has ministry or financial dealings.

Name of Source	Item	Approximate Value
-----------------------	-------------	--------------------------

5. Yes/No The following staff employed by World Vision Bangladesh/ other World Vision entities are related to me. This is a complete list of individuals related to me who are employed by World Vision Bangladesh/ other World Vision entities.

Name of Related Employee & Relationship	Position Title	Location
--	-----------------------	-----------------

6. Yes/No I hold a position in the government of my country:

Name of Govt. Agency	Position Held	Length of service in years
-----------------------------	----------------------	-----------------------------------

7. 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 1-7 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

ID No: _____ Name: _____ Location: _____ Signature: _____

Section VII. SWORN Statement



World Vision

Bangladesh

Abedin Tower (2nd Floor)
35, Kemal Ataturk Avenue
Banani, Dhaka-1213
P.O. Box 9071
Tel : 9821004-11
Fax : (8802) 8815180

SWORN STATEMENT - FY-2016

(to be signed by staff, volunteers, facilitators, interns, consultants during interview)

1. Personal Data :

ID NO:

First Name:

Middle Name:

Last/Family Name:

Present Address:

Permanent Address:

2. I declare under oath that:

I have not violated or been convicted for violation of children's protection rights, including:

<input type="checkbox"/> Physical mistreatment	<input type="checkbox"/> Kidnapping
<input type="checkbox"/> Psychological abuse	<input type="checkbox"/> Murder
<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Assault
<input type="checkbox"/> Abandonment	<input type="checkbox"/> Labor exploitation
<input type="checkbox"/> Abduction	<input type="checkbox"/> Any other forms of violence against children
<input type="checkbox"/> Abduction or human trafficking	

I further declare that the information given above is true, and in sign of conformity I sign the present Sworn Statement.

Name of Staff /Volunteer/
Facilitator/Intern/Consultant

Signature

Date