

REQUEST FOR PROPOSAL

FOR

HIRING LOCAL/INT’L CONSULTING FIRM/ORGANIZATION FOR

“Graduation program of Nobo Jatra Program in Khulna and Satkhira District”

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-NJP-RFP-1702-003

Issued on: 08 February, 2017

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Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consulting firm/organization of the services for “Graduation Program”

A. GENERAL

<p>Background of the Consultancy:</p>	<p>The main objective of engaging the Consulting firm/organization is to conduct baseline, evaluation of the graduation program, and study the effectiveness of the approach for the targeted beneficiaries taking the context and long term viability into consideration. The specific objectives for engaging the Consulting firm/organization are:</p> <ol style="list-style-type: none"> 1. To develop the process and conduct baselines and end line evaluations of cohorts, and final evaluation of NJP graduation program. 2. To conduct study of Nobo Jatra graduation program for measuring the cost effectiveness considering other organization’s successful approaches/models to influence policy to scale up the graduation promotion model for future sustainability. 3. To develop learning outputs such as journal articles, peer review journal, IFRI publication, technical notes, communication pieces for USAID and GoB, and presentations for World Vision Bangladesh and national and international forums and conferences. 4. Develop recommendations for Nobo Jatra for improving the implementation of the programme using the Nobo Jatra Learning Strategy and the USAID Collaborative Learning Approach. 5. To develop and coordinate a national platform/forum bringing together the wider community (donors, NGOs, Government, private sector etc.) implementing the graduation approach to share learning, challenges and best practice and prioritize areas for advocacy. 6. To establish linkages/working relationships with national and international Universities.
<p>Details methodology and deliverables of the Consultancy:</p>	<p>Methodology: The Consulting firm/organization will propose the methodology for the baseline, follow-up, evaluation and for all studies/research related to the graduation component. The process will need to cover monitoring tools and guidelines, capacity development process of M&E and program staff. In order to understand the operation of the program, the Consulting firm/organization will also need to review i) Household questionnaires and methodologies used to verify poverty levels ii) Operational manuals, including eligibility criteria, targeting process and benefits provided iii) Carry out field visits to understand the beneficiary selection, enrolment and payment process.</p> <p>The Consulting firm/organization will be required to consult with WVUS and the WV Bangladesh graduation specialists and M&E Manager to finalize indicative sample size, methodology and processes.</p> <p>Key deliverables of consulting firm/organization:</p>

	<ol style="list-style-type: none"> 1. Conduct baseline (2 in total) for each cohort, 2 end line evaluations (1 for each cohort) and submit final reports 2. 1(One) final evaluation of NJP graduation program and submit final evaluation report 3. Conduct a study of Nobo Jatra graduation program for measuring the cost effectiveness considering other organizations' successful approaches/models 4. Write articles for peer review journal, 5. Publish learning in IFPRI publication 6. Develop technical notes 7. Communication pieces for USAID and GoB 8. Develop presentations for World Vision and national and international forums such as conferences etc. 9. Document the process and make recommendations to Nobo Jatra to improve the implementation of the programme using the Nobo Jatra Learning Strategy and the USAID Collaborative Learning Approach. 10. Other task as any when required based on negotiation <p>World Vision will go for signing the selecting organization for the entire work but with the condition that the next work will be given to the organization if they can deliver the satisfactory output.</p>
Procuring Entity	<p>Name of Purchaser: World Vision Bangladesh (WVB)</p> <p>Contact Person : Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801717759525, E-mail: Ruhul_Mobin@wvi.org Type of Service : Consultancy on Graduation Program RFP Ref: WVB-NJP-RFP-1702-003, Date: February 08, 2017</p>
Eligibility Criteria	<p>Experience and Eligibility Requirements of the Local /International consultancy firm/Organization:</p> <ol style="list-style-type: none"> a. Must be affiliated/registered as organization/firm/Institution with the registration from the authority of Government of Bangladesh. b. Must have rigorous experience on M&E system (baseline, midline & Evaluation) and research evidence in ultra-poor graduation programming c. Must have experience in national and international level specially subcontinent d. Have a track record at the national and international levels to share the findings of graduation program. e. Prior experience in working with USAID funded grant f. The Organization and firm must be willing and able to enter into a contractual arrangement with World Vision Bangladesh to work together to implement the DFAP-Nobo Jatra program. g. Organization/Firm with a political identity is not eligible. h. Organization/Firm has demonstrated good collaboration with government, civil society organization, donors and private sectors in the country

<p><u>Documents Required</u></p>	<p>A. <u>Technical proposal</u> should set out all the issues stated in Section. II (I. <u>Technical proposal submission format</u>) and Section. III (Terms of Reference) <u>Scope of work</u>'. <u>Must provide details information in Technical Proposal in light of evaluation criteria, including:</u></p> <ul style="list-style-type: none"> • <u>Consultant/s must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service.</u> • <u>Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each.</u> • <u>Acknowledge and complete 'Section IV to section VII'.</u> • <u>Provide legal establishment / registration (up to date -Trade license, VAT registration, TAX certificate) or any other additional supporting documents (if applicable).</u> <p>B. <u>Financial proposal</u> should set out details breakdown following Section. II (2. <u>Financial Proposal Submission Format</u>) and must provide details <u>Financial proposal separately.</u></p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
<p>Proposal</p>	<p>Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The consultant/s is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents (Technical and Financial proposal) will be at the 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.</p>
<p>Validity</p>	<p>The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.</p>
<p>Language</p>	<p>The language of all correspondence and documents related to the proposal shall be in English.</p>
<p>Proposal currency</p>	<p>All prices shall be quoted in BDT or USD (in case of Int'l consultant/s).</p>
<p>Consultancy Timeframe:</p>	<p>The agreement validity will be up to year 2020. Selected consultancy firm/organization should complete the yearly deliverables 40 working days (maximum) in each year</p>

Payment Terms	<p>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.</p> <p>The Consultant(s)/Firm will be paid the agreed upon amount for successful completion of the assignment, this will include accommodation, food, T/A, D/A, logistical support and all other cost relevant. VAT/TAX will be deducted from as per GOB rules from the total amount. Payment will be made either in installments or after successful completion of the assignment (as agreed upon).</p>
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B. THE RFP DOCUMENTS

Procurement Queries	Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801717759525, E-mail: Ruhul_Mobin@wvi.org
Technical Queries	Interested consultancy Firm/Organization may send e-mail for technical queries before submission of proposal to e-mail address: md_asaduzzaman@wvi.org; and copy to Mohammed_Norul_Alam@wvi.org
Pre-Proposal Meeting	Date: 19 February, 2017 & Time: 10.30 am, Address: World Vision Bangladesh, Abedin Tower (Level-3), 35 Kemal Ataturk Avenue, Banani, Dhaka-1213.

C. SUBMISSION OF PROPOSAL

Notice for Submission	<p>Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org .</p> <p>RFP reference “WVB-NJP-RFP-1702-003 : Hiring local/international Consultancy Firm/Organization for Graduation Program for Nobo Jatra” shall be mentioned in subject line.</p>
Dead Line for Submission	Deadline for proposal submission is: On or before 09 March, 2017

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</p>
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	<p>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 proposer by correction of the non-conformity.</p>																																																			
Evaluation (Technical & Financial)	<p>1) Proposal evaluation committee (PEC) or Procurement committee (PC) set out by WVVB, will review the technical as well as financial proposal as per Eligibility/Qualification and Technical criteria (mentioned below).</p> <p>2) Technical proposal will carry 70% weight ; and financial proposal will carry 30% weight (Technical Pass Mark is 65%)</p>																																																			
Evaluation Criteria	<p>The proposal will be ranked according to combined technical and financial score using the weights.</p> <p>a. Technical Evaluation Criteria</p> <p>Technical Evaluation criteria & allocated points are as follows:</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Technical Evaluation criteria</td> <td>70</td> </tr> <tr> <td>1</td> <td>Specific experience of the organization/firm as learning/technical partner in the graduation program field</td> <td>35</td> </tr> <tr> <td>1.1</td> <td>Demonstrated experience in designing and conducting the base line and evaluation in graduation program fields</td> <td>10</td> </tr> <tr> <td>1.2</td> <td>Experience of conducting research and study in the field of ultra-poor graduation program</td> <td>10</td> </tr> <tr> <td>1.3</td> <td>Experience in working with US government grants, specifically USAID</td> <td>5</td> </tr> <tr> <td>1.4</td> <td>Experience in conducting similar assignment in Bangladesh and other country</td> <td>10</td> </tr> <tr> <td>2.</td> <td>Methodology</td> <td>15</td> </tr> <tr> <td>2.1</td> <td>Details and quality of methodology proposed for the specific deliverables</td> <td>15</td> </tr> <tr> <td>3.</td> <td>Implementation mechanism and plan</td> <td>30</td> </tr> <tr> <td>3.1</td> <td>Understanding the deliverables</td> <td>5</td> </tr> <tr> <td>3.2</td> <td>Implementation mechanism of the plan activities</td> <td>20</td> </tr> <tr> <td>3.3</td> <td>All proposed activities reflecting in the proposal properly</td> <td>5</td> </tr> <tr> <td>4</td> <td>Professional qualification and competence for the assignments</td> <td>10</td> </tr> <tr> <td>4.1</td> <td>Consultant/s educational qualification</td> <td>5</td> </tr> <tr> <td>4.2</td> <td>List of similar assignment conducted, with names of references for each</td> <td>5</td> </tr> <tr> <td></td> <td>Total Points</td> <td>100</td> </tr> </tbody> </table> <p style="text-align: center;">Pass Mark: 65% points.</p>	Sl. No.	Criteria	Points	A	Technical Evaluation criteria	70	1	Specific experience of the organization/firm as learning/technical partner in the graduation program field	35	1.1	Demonstrated experience in designing and conducting the base line and evaluation in graduation program fields	10	1.2	Experience of conducting research and study in the field of ultra-poor graduation program	10	1.3	Experience in working with US government grants, specifically USAID	5	1.4	Experience in conducting similar assignment in Bangladesh and other country	10	2.	Methodology	15	2.1	Details and quality of methodology proposed for the specific deliverables	15	3.	Implementation mechanism and plan	30	3.1	Understanding the deliverables	5	3.2	Implementation mechanism of the plan activities	20	3.3	All proposed activities reflecting in the proposal properly	5	4	Professional qualification and competence for the assignments	10	4.1	Consultant/s educational qualification	5	4.2	List of similar assignment conducted, with names of references for each	5		Total Points	100
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As a part of evaluation process, consultant/s may be interviewed / asked for presentation on submitted proposal by Proposal Evaluation Committee.

b. Evaluation of Financial Proposal

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.

Interested Consultant/s is requested to submit proposals in the light of the TORs and above mentioned evaluation criteria.

ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR 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. Proprietor or an authorized representative of the 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 @ 0.02% 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 fulfil all such Terms & Conditions.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf
of the applicant 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)

(Consultant/s is required to abide by page limits and formats described below. All attached forms must be completed and submitted with the proposals. 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 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 Consultant/s and staffing will be reflected in the Team Composition and Task Assignments.

2. Financial Proposal Submission Format

Financial Offer: Summary of Cost

Services/Assignment Name: Hiring local/international Consultancy Firm/Organization for Graduation Program.

RFP Ref: WVB-NJP-RFP-1702-003, Date: 08 February, 2017

Name of the Consultancy Firm/Organization: _____

SI	Line Item	Cost
I.	Professional Service Fees (Consultant/s)	
II.	Travel and Per Diem	
III.	Supplies and Equipment	
IV.	General Administrative Costs	
V.	Assignment Related Costs	
Total Cost including applicable taxes and others costs 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 Consultant/s

Date:

N.B. Please add detailed cost breakdown documents for summary 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

Hiring Consulting firm/organization for Graduation Program

A. Background

World Vision is an international humanitarian relief and development organization serving children, their families and communities to alleviate poverty in Bangladesh since 1972 primarily through programs of transformational development, emergency relief and promotion of justice. World Vision's vision is "our vision for every child, life in all its fullness; our prayer for every heart, the will to make it so".

'Nobo Jatra' (*New Beginning*) is a USAID funded Five-Year Development Food Assistance Program being implemented by World Vision in Bangladesh (WVB) in partnership with Winrock International (WI) and World Food Programme (WFP) and with technical assistance from Bangladesh's Ministry of Disaster Management and Relief (MoDMR). The program goal is to "Improved gender equitable food security, nutrition and resilience of vulnerable people within Khulna & Satkhira districts in Bangladesh". Nobo Jatra will maximize resources and target 856,116 direct participants and 1,243,116 indirect beneficiaries across 40 Unions in four Upazilas- (Shyamanagar, Kaliganj under Satkhira District, and Koyra, Dacope under Khulna District) in the southwestern coastal area of Bangladesh.

The Nobo Jatra Program (NJP) is implemented using an integrated approach to build synergies across a number of program elements. These include:

- Maternal and Child Health and Nutrition (MCHN)
- Water Sanitation and Hygiene (WASH),
- Market-based agriculture production and income generation,
- Microenterprise productivity,
- Promotional graduation for extreme poor,
- Civic participation and capacity building for disaster preparedness and planning,
- Governance and social accountability, with youth development and gender integrated throughout all activities (cross cutting).

Addressing extreme poverty in a more affirmative manner has become a key agenda item in development discourse all over the world. Bangladesh, despite its impressive economic growth and consistent reduction in poverty rates, is still struggling with the extreme poor. In an effort to combat poverty, the Government of Bangladesh and non-government organizations have been implementing a number of program interventions however these often fail to address the worst form of poverty. It has been observed that there is always a cohort of people who slip through the cracks of every form of poverty alleviation strategy.

These groups of people are mainly the ultra-poor living below the \$1.90 a day threshold and do not benefit from market-based interventions. The ultra-poor rely largely on informal charities that have distinct rules of inclusion and exclusion based on complex systems of patronage. More importantly, this informal support does not provide a long term pathway out of chronic poverty for the ultra-poor. The graduation approach is an innovative development initiative consisting of a fully integrated set of sequential interventions to help achieve sustainable livelihoods.

A high percentage of families are living under the lower poverty line (25-34 percent)¹ in the Nobo Jatra Program area. As such, the Nobo Jatra will implement the graduation approach, through adapting the integrated and sequenced five-step model of BRAC (pioneers of the approaches in Bangladesh) and applying it to the most vulnerable households in the program locations to graduate them from extreme poverty.

B. Nobo Jatra's focus on extreme poor graduation program

Nobo Jatra will implement the graduation program for 14,000 specifically targeted extreme poor families in order to create a pathway for bringing people out of the poverty. The program will follow a 24 month graduation approach to help participants and their families gain the skills and confidence to move forward. The program will provide a set of sequential interventions such as entrepreneurial literacy training, monthly cash transfer, IGA selection, business plan development and implementation training; cash grant transfers, enterprise development, savings group development and coaching for ultra-poor families to start sustainable livelihoods. The entrepreneurial literacy training participants who do successfully complete the full training can choose to join Nobo Jatra producer groups and/or alternative livelihood groups. It is anticipated that 50% will receive additional support from agriculture and alternative livelihoods interventions which will provide an incentive for participants to successfully graduate from the program itself.

Systematic follow-up support and coaching will be the key interventions to trouble-shoot challenges in order to develop enterprises and increase participant's self-confidence. Nobo Jatra is intending to develop the human, financial, physical and social capital of extreme poor beneficiaries in order to achieve sustainable livelihood development.

The graduation program will be implemented jointly by WVB, WFP and WI. Roles and responsibilities are distributed as follows:

- WVB will be responsible to provide overall technical guidance and coordinate interventions. WVB will also identify the primary beneficiaries, implement savings group activities, and carry out monitoring and evaluation for the program.
- WI will conduct the entrepreneurial literacy training and train interested participants through NJP producer groups.
- WFP will be responsible to finalize the identified primary beneficiaries, cash transfer, IGA selection and business development, technical training, regular monitoring and follow up over the program period.

C. Objectives of the engagement of firm/organization

The main objective of engaging the Consulting firm/organization is to conduct baseline, evaluation of the graduation program, and study the effectiveness of the approach for the targeted beneficiaries taking the context and long term viability into consideration. The specific objectives for engaging the Consulting firm/organization are:

7. To develop the process and conduct baselines and end line evaluations of cohorts, and final evaluation of NJP graduation program.
8. To conduct study of Nobo Jatra graduation program for measuring the cost effectiveness considering other organization's successful approaches/models to influence policy to scale up the graduation promotion model for future sustainability.
9. To develop learning outputs such as journal articles, peer review journal, IFRI publication, technical notes, communication pieces for USAID and GoB, and presentations for World Vision Bangladesh and national and international forums and conferences.

¹ World Bank Poverty Maps of Bangladesh 2010

10. Develop recommendations for Nobo Jatra for improving the implementation of the programme using the Nobo Jatra Learning Strategy and the USAID Collaborative Learning Approach.
11. To develop and coordinate a national platform/forum bringing together the wider community (donors, NGOs, Government, private sector etc.) implementing the graduation approach to share learning, challenges and best practice and prioritize areas for advocacy.
12. To establish linkages/working relationships with national and international Universities.

D. Scope and learning area in Promotional Graduation Program

1. **Baseline and evaluation:** The Consulting firm/organization will conduct baseline (2 in total) for each cohort and end line evaluation (2 for 2 cohorts) after completing 24 months of each cohort of NJP graduation program. The survey will be conducted for 14,000 participants in 2 cohorts; each cohort will consist of 7,000 participants. The tentative timelines are proposed below:

Date	Activity
March'17-April' 17	Baseline for the 1 st cohort
Nov-Dec' 17	Baseline for 2 nd cohort
Mar-Apr' 19	Evaluation of 1 st cohort
Dec'19-Jan'20	Evaluation of 2 nd cohort
Feb-Mar'20	Final evaluation

2. **Process documentation:** Monitoring the process will help to provide a framework for negotiating meanings, agreements, and validating approaches and resolving differences between all the components of the graduation program. The implementation approach will be documented and will help identify and negotiate areas of improvement to maximize impact.
3. **Study and research:** A Consulting firm/organization will conduct a study on the graduation program in order to identify the cost per beneficiary and compare it with other organizations' successful approaches/models to influence policy to scale up the graduation promotion model for future sustainability. Field based research will also be conducted on the impact of the graduation program, including strengths, challenges and future sustainability.
4. **Result sharing and adoption:** The learning outputs, experiences and research findings will be shared with Government, NGOs and other organizations at the national and international level to scale the approach and help transition the ultra-poor out of extreme poverty.

E. Methodology

The Consulting firm/organization will propose the methodology for the baseline, follow-up, evaluation and for all studies/research related to the graduation component. The process will need to cover monitoring tools and guidelines, capacity development process of M&E and program staff. In order to understand the operation of the program, the Consulting firm/organization will also need to review i) Household questionnaires

and methodologies used to verify poverty levels ii) Operational manuals, including eligibility criteria, targeting process and benefits provided iii) Carry out field visits to understand the beneficiary selection, enrolment and payment process.

The Consulting firm/organization will be required to consult with WVUS and the WV Bangladesh graduation specialists and M&E Manager to finalize indicative sample size, methodology and processes.

F. Key deliverables of consulting firm/organization

11. Conduct baseline (2 in total) for each cohort, 2 end line evaluations (1 for each cohort) and submit final reports
12. 1 (One) final evaluation of NJP graduation program and submit final evaluation report
13. Conduct a study of Nobo Jatra graduation program for measuring the cost effectiveness considering other organizations' successful approaches/models
14. Write articles for peer review journal,
15. Publish learning in IFPRI publication
16. Develop technical notes
17. Communication pieces for USAID and GoB
18. Develop presentations for World Vision and national and international forums such as conferences etc.
19. Document the process and make recommendations to Nobo Jatra to improve the implementation of the programme using the Nobo Jatra Learning Strategy and the USAID Collaborative Learning Approach.
20. Other task as any when required based on negotiation

World Vision will go for signing the selecting organization for the entire work but with the condition that the next work will be given to the organization if they can deliver the satisfactory output.

G. Management and oversight

The consultancy will be managed by WVUS and the WV Bangladesh graduation specialists.

H. Working day

Total 40 working days (maximum) will be allocated for each year and will continue up to 4 years. The Consulting firm/organization will provide a detail breakdown of these allocated days including field plan and timeline.

I. Experience and Eligibility Requirements

- i. Must be affiliated/registered as organization/firm/Institution with the registration from the authority of Government of Bangladesh.
- j. Must have rigorous experience on M&E system (baseline, midline & Evaluation) and research evidence in ultra-poor graduation programming
- k. Must have experience in national and international level specially subcontinent
- l. Have a track record at the national and international levels to share the findings of graduation program.
- m. Prior experience in working with USAID funded grant
- n. The Organization and firm must be willing and able to enter into a contractual arrangement with World Vision Bangladesh to work together to implement the DFAP-Nobo Jatra program.

- o. Organization/Firm with a political identity is not eligible.
- p. Organization/Firm has demonstrated good collaboration with government, civil society organization, donors and private sectors in the country

J. Duration of contract: March 2017 to March 2020²

K. 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.

² The duration will be finalized upon signing of the contract.

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

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