



**REQUEST FOR PROPOSAL
FOR
HIRING INTERNATIONAL CONSULTANT/FIRM FOR**

**“MID-TERM REVIEW FOR THEORY OF CHANGE OF NOBO JATRA
PROJECT”**

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, NJP
Email	Ruhul_Mobin@wvi.org

**RFP Ref No: WVB-NJP-RFP-18/05-004,
Issued on: 20 May, 2018**

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Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the International Consultant/Firm for “MID-TERM REVIEW FOR THEORY OF CHANGE (TOC) OF NOBO JATRA PROJECT”.

A. GENERAL

Background of the Consultancy:	<p>World Vision is a Christian humanitarian organization dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. It is committed to serve and partner with people in need regardless of religion, ethnicity, gender and ability. World Vision has been active in Bangladesh since 1970 and in the decades since, its mandate has focused on maternal and child health and nutrition, education, child protection and community resilience.</p> <p>Inherent within the Nobo Jatra Theory of Change is the recognition that addressing pervasive challenges related to food security, nutrition and resilience requires broader coordination and longer term solutions that can only be achieved by strengthening linkages with relevant state and non-state actors at the national and regional level. Further compounding the situation is a reliance in Bangladesh on a centralized model of governance, in which the most important decisions related to resource allocation are invariably taken at the national level, with limited collaboration across different ministries and sectors.</p>
Details Scope and Task of the Consultancy:	<p>Specific objectives:</p> <p>The objective of the assignment is to design the ToC Review Workshop agenda and facilitate a three-day ToC review workshop with the consortium and implementing partnering staff of Nobo Jatra in light of the MTE recommendations and current context.</p> <p>Outputs for the workshop include:</p> <ol style="list-style-type: none"> 1. Updated ToC diagram, including outcomes, assumptions and stakeholders 2. Updated ToC narrative matrices¹ 3. List of Activities that will be changed (added, cut, or adapted) 4. Updated version of the NJP M&E Plan; including a list of indicators changes (added, cut, or adapted) 5. Draft timeline for operationalizing the changes (i.e. what will be included in PREP, 2019 ARR, 2020 ARR) <p>Measurement tools recommended to measure change other than indicators, ie. assumptions</p>

¹ FFP recently introduced ToC narrative matrices are an effective and efficient way to add necessary detail and evidence to support assumptions; to fully explain rationales; and to identify and clarify the role of other actors, among other uses.

Key Deliverables	<p>Key Deliverables:</p> <ul style="list-style-type: none"> • Design and facilitation of a 3-day interactive ToC review workshop • Share plan and methodology of the workshop before the event to timely incorporate feedback • Update the ToC diagram and update narrative or develop supporting documentation <p>Update the M&E Plan with a list of indicators that will change (added, cut, or adapted)</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: +8801708123865, E-mail: Ruhul_Mobin@wvi.org</p> <p>Type of Service: Consultancy on “MID-TERM REVIEW FOR THEORY OF CHANGE (TOC) OF NOBO JATRA PROJECT”.</p> <p>RFP Ref: WVB-NJP-RFP-18/01-003, Date: 30 January, 2018</p>
Eligibility Criteria	<p>Experience and Eligibility Requirements of the consultant/Firm:</p> <ul style="list-style-type: none"> • Well conversant with the <i>FFP/USAID ToC Checklist</i> • Well conversant with the <i>Theory of Change: Facilitator’s Guide</i> and the accompanying materials developed by TOPs • Experience in designing and reviewing ToC of FFP/USAID funded large-scale socio-economic, agriculture and nutrition project of Title II development food assistance programs of similar scope and scale • Experience in designing the Theory of Change narrative matrices • Demonstrated experience in facilitation and participative methods
Documents Required	<p>A. <u>Technical proposal</u> should set out all the issues stated in Section. II (I. Technical proposal submission format) and Section. III (Terms of Reference) Scope of work’. Must provide details information in Technical Proposal in light of evaluation criteria, including:</p> <ul style="list-style-type: none"> • <u>Applicants 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) and any other additional supporting documents (if applicable).</u> <p>B. <u>Financial proposal</u> should set out details breakdown following Section. II (2.Financial Proposal Submission Format) and must provide details Financial proposal separately.</p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
Proposal	<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</p>

	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.
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 USD
Consultancy Timeframe:	<p>The ToC Mid-term Review (distance document review, workshop methodology and schedule preparation, facilitation materials/instrument development and post-workshop documentation/writing and reviews) is scheduled to take place within the month of July 2018.</p> <p>The TOC Review Workshop is scheduled for July 23-25, 2018 in Khulna, Bangladesh.</p> <p>Consultant should specify the timeline in technical proposal and work plan based on deliverables.</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 Lump-Sum amount for successful completion of the assignment, this will include accommodation, food, T/A, D/A, logistical support and all other relevant cost. TAX (20%) and VAT (15%) will be deducted from the total amount as per GOB rules. Payment will be made either in installments or after successful completion of the assignment (as per your proposal and agreed upon).</p>
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B. THE RFP DOCUMENTS

Procurement Queries	Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: Ruhul_Mobin@wvi.org
Technical Queries	Interested consultant may send e-mail for technical queries before submission of proposal to e-mail address: md_rafiqul_islam@wvi.org

C. SUBMISSION OF PROPOSAL

Notice for Submission	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format 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>RFP reference “WVB-NJP-RFP-18/05-004: MID-TERM REVIEW FOR THEORY OF CHANGE (TOC) OF NOBO JATRA PROJECT” shall be mentioned in subject line.</p>
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Dead Line for Submission	Deadline for proposal submission is: <u>On or before 11th June, 2018 by 24:00 Dhaka local time (Dhaka time is GMT+6)</u>
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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 proposed by correction of the non-conformity.</p>								
Evaluation (Technical & Financial)	<ol style="list-style-type: none"> 1) Proposal evaluation committee (PEC) or Procurement committee (PC) set out by WVB, will review the technical as well as financial proposal as per Eligibility/Qualification and Technical criteria (mentioned below). 2) Technical proposal will carry 70% weight; and financial proposal will carry 30% weight (Technical Pass Mark is 60%) 								
Evaluation Criteria	<p>The proposal will be ranked according to combined technical and financial score using the weights.</p> <p style="text-align: center;">a. Technical Evaluation Criteria</p> <p>Technical Evaluation criteria & allocated points are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d9e1f2;">CRITERIA</th> <th style="background-color: #d9e1f2;">POINTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Proposed Methodology for Carrying Out The Task</td> <td style="text-align: center;">30</td> </tr> <tr> <td> Relevant Experience: <ul style="list-style-type: none"> · Well conversant with the FFP/USAID ToC Checklist · Well conversant with the Theory of Change: Facilitator's Guide and the accompanying materials developed by TOPs </td> <td style="text-align: center; vertical-align: middle;">15</td> </tr> <tr> <td> <ul style="list-style-type: none"> · Experience in designing and reviewing ToC of FFP/USAID funded large-scale socio-economic, agriculture and nutrition project of Title II development food assistance </td> <td style="text-align: center; vertical-align: middle;">30</td> </tr> </tbody> </table>	CRITERIA	POINTS	Proposed Methodology for Carrying Out The Task	30	Relevant Experience: <ul style="list-style-type: none"> · Well conversant with the FFP/USAID ToC Checklist · Well conversant with the Theory of Change: Facilitator's Guide and the accompanying materials developed by TOPs 	15	<ul style="list-style-type: none"> · Experience in designing and reviewing ToC of FFP/USAID funded large-scale socio-economic, agriculture and nutrition project of Title II development food assistance 	30
CRITERIA	POINTS								
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programs of similar scope and scale	
· Experience in designing the Theory of Change narrative matrices	15
· Demonstrated experience in facilitation and participative methods	10
Total	100

Pass Mark: 60% points.

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 consultancy Firm/Organization 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

(Consultant/s may follow the 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 Technical proposals in English.)

- 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 of this assignment (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 Assignment. 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: MID-TERM REVIEW FOR THEORY OF CHANGE (TOC) OF NOBO JATRA PROJECT

RFP Ref: WVB-NJP-RFP-18/05-004, Date: 20th May, 2018

Name of the Consultant: _____

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 (Income Tax 20% and VAT 15%) and others costs as per country law		

I 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. Please send email to ruhul_mobin@wvi.org for clarification and calculation of TAX & VAT for international consultant (if required)

Section III. Terms of Reference (TOR)
Terms of Reference (TOR)
For
MID-TERM REVIEW FOR THEORY OF CHANGE (TOC) OF NOBO JATRA
PROJECT

1. Introduction

This document sets forth the Terms of Reference (ToR) for a Theory of Change Mid-term Review for USAID’s Title II Development Food Assistance Project ‘Nobo Jatra-New Beginning’. World Vision Bangladesh (WVB), a Christian humanitarian organization, is dedicated to the wellbeing of children, their families and communities to serve and partner with people in need regardless of religion, ethnicity, gender and ability. ‘Nobo Jatra-New Beginning’ is a five year USAID Food for Peace Title II Development Food Assistance Project that seeks to improve gender equitable food security, nutrition and resilience in southwest Bangladesh. World Vision Bangladesh, together with the World Food Programme, Winrock International and 3 local partner NGOs, undertook the project in September 2015, integrating interventions in MCHN, WASH, agriculture and alternative livelihoods, DRR, good governance and social accountability, and gender to achieve its objectives. Nobo Jatra is being jointly implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh in four upazilas under two districts – Dacope and Koyra upazilas in Khulna and Shyamnagar and Kaliganj upazilas in Satkhira – it aims to reach 856,116 direct beneficiaries.

2. Project Description

With the goal to improve gender equitable food security, nutrition and resilience of vulnerable people in Bangladesh, interventions are organized around four important themes: WASH and maternal child health and nutrition (MCHN) (P1), agriculture and economic development (P2), and resilience (P3), as well as the cross-cutting purpose of governance and social accountability, with youth development and gender integrated throughout all activities.

Purpose 1: Project interventions focus on the improved nutritional status of children under five years of age, pregnant and lactating women and adolescent girls through improving utilization of WASH practices, reducing adolescent pregnancy, increasing equitable nutritious food intake, and increasing practice of gender equitable norms in the household, including food distribution, work load, supporting environment and decision making.

Purpose 2: Interventions focus on increased income and equitable access to nutritious food for both males and females through increasing the diversification of livelihoods and production of safe, diverse, nutritious and high-value foods. Activities also focus on increasing the diversification of livelihoods, via a pathway including strengthened linkages to private sector to identify and select market-based livelihoods opportunities which improve employment opportunities and increase incomes.

Purpose 3: The project supports strengthened gender equitable ability of people, households, communities and systems to mitigate, adapt to and recover from natural shocks and stresses through improving the capacity of government institutions who are mandated for delivering Disaster Risk Reduction (DRR) services, as well the capacity of the targeted communities.

Purpose 4 (cross-cutting): The project aims to improve social accountability of service provision for vulnerable men and women through increased responsiveness of market-based local service providers (WASH and agriculture) and increased responsiveness of government service providers (H&N, DRR, AgE, social protection).

3. Theory of Change

Nobo Jatra's **theory of change** is that by:

- increasing access to clean water and improved sanitation,
- improving maternal and child health and nutrition practices, including infant and young child feeding (IYCF),
- increasing use of climate smart agricultural techniques and natural resources management (NRM),
- improving income diversity, asset maintenance and savings,
- developing more alternative livelihood opportunities for youth,
- increasing mobility and voice for women,
- and communities becoming engaged and influencing change at the national policy level, chronic poverty will be reduced, households will gain greater resilience and there will be a truly transformative change in the lives of individuals of Khulna and Satkhira districts in Bangladesh.

4. Purpose of reviewing the TOC

As per USAID's policy, the ToC should be updated whenever there is new evidence or when there are changes in the context that affect assumptions or hypothesized pathways of change. The Nobo Jatra project is now at its mid-way mark, with a Mid-term evaluation (MTE) underway. It is expected that there will be recommendations for revising activities based on the MTE (process evaluation). Thus, the main purpose of the TOC Mid-term Review is to review and discuss MTE recommendations with NJ staff, and modify the existing ToC, clearly documenting the justification for proposed changes.

5. Objective

The objective of the assignment is to design the ToC Review Workshop agenda and facilitate a three-day ToC review workshop with the consortium and implementing partnering staff of Nobo Jatra in light of the MTE recommendations and current context.

Outputs for the workshop include:

6. Updated ToC diagram, including outcomes, assumptions and stakeholders
7. Updated ToC narrative matrices²

² FFP recently introduced ToC narrative matrices are an effective and efficient way to add necessary detail and evidence to support assumptions; to fully explain rationales; and to identify and clarify the role of other actors, among other uses.

8. List of Activities that will be changed (added, cut, or adapted)
9. Updated version of the NJP M&E Plan; including a list of indicators changes (added, cut, or adapted)
10. Draft timeline for operationalizing the changes (i.e. what will be included in PREP, 2019 ARR, 2020 ARR)
11. Measurement tools recommended to measure change other than indicators, ie. assumptions

6. Methods

The facilitator will work with the Nobo Jatra M&E team and Learning & Knowledge Management team to successfully facilitate the ToC Review Workshop and to revise the ToC graphic and narrative/supporting documentation. NJP team will ensure all logistics related to workshop (such as printing, brown paper VIPP card, flipchart etc). DM&E specialist of WVUS and M&E Manager of NJP will act as a co-facilitator. Knowledge management team will provide all knowledge products. The facilitator is expected to energetically conduct sessions using multiple methods such as group exercise and discussion, study findings and best practice analysis, etc. The facilitator should be able to explain the process to show and link the strategy review process based on Mid-Term Evaluation findings, project annual monitoring data, and participants learning during implementation, as well as referring to FFP USAID's ToC review guidance on page 20 of Policy and Guidance for Monitoring, Evaluation and Reporting for DFSAs (https://pdf.usaid.gov/pdf_docs/PBAAF103.pdf) and TOPS ToC approach (<https://www.fsnnetwork.org/theory-change-training-curriculum>).

7. Key Activities Prior to the ToC Review Workshop

The facilitator will be asked to complete the following activities 4-6 weeks prior to the workshop:

- Verify status of all intervention outputs in the ToC
- Identify any interventions not represented in the ToC, adding them to the diagram
- Identify status of TOC outcomes that are NOT included in the Logframe and/ or IPTT
- Verify the IPTT is updated with the most recent actual values
- Synthesize relevant findings from the MTE, formative research and other studies
- Compile information about any changes to the general context
- Identify all assumptions by Purpose; and confirm documentation of whether assumptions are valid and holding (for which there is evidence they are true)
- Review performance against targets to identify outputs and outcomes for which indicators are significantly under or over targets
- Update stakeholder mapping
- Request project staff to compile their own observations about change that may not be formally monitored, including intended and unintended consequences.

Key Activities during the ToC Review Workshop not to limit with following:

- Plannery: TOC questions and answers
- Facilitate TOC workshop as per
- Review context (review pre-work and validate)Power point presentation of MTE recommendation
- Alignment TOC with MTE findings
- Present TOC checklist and narrative matrices
- Consolidate and update every-days findings

6. Key Deliverables

- Design and facilitation of a 3-day interactive ToC review workshop
- Share plan and methodology of the workshop before the event to timely incorporate feedback
- Update the ToC diagram and update narrative or develop supporting documentation
- Update the M&E Plan with a list of indicators that will change (added, cut, or adapted)

7. Timeline

The ToC Mid-term Review (distance document review, workshop methodology and schedule preparation, facilitation materials/instrument development and post-workshop documentation/writing and reviews) is scheduled to take place within the month of July 2018. The TOC Review Workshop is scheduled for July 23-25, 2018 in Khulna, Bangladesh.

8. Key documents to support the ToC Review

The following documents will be provided to the consultant for review:

- Nobo Jatra's Technical Proposal
- Mid-Term Evaluation Report
- Nobo Jatra's Project Results Framework
- Assessment and Baseline Reports
- List of Performance Indicators
- Cash Distribution Post Monitoring Reports
- Monthly, Quarterly, Semi-annual and Annual Reports

Pertinent Permissions, Approvals, Insurance, and Other Required Permits

The consultant will be responsible for obtaining all necessary permissions, approvals, insurance, and other required permits and for adhering to national and local formalities. These include required permits related health and accident insurance any other approvals required.

9. Qualifications

- Well conversant with the *FFP/USAID ToC Checklist*
- Well conversant with the *Theory of Change: Facilitator's Guide* and the accompanying materials developed by TOPs
- Experience in designing and reviewing ToC of FFP/USAID funded large-scale socio-economic, agriculture and nutrition project of Title II development food assistance programs of similar scope and scale
- Experience in designing the Theory of Change narrative matrices
- Demonstrated experience in facilitation and participative methods

10. CONTACT PERSON:

Md. Rafiqul Islam, M&E Manager, Rakesh Katal, Chief of Party, Kristi Pearson, DM&E Specialist, WVUS and Ruhul Mobin, Supply Chain Manager Nobo Jatra Project, World Vision Bangladesh. 35, Abedin Tower, Kamal Atarurk Avenue, Banani, Dhaka-1213

Definitions of TOC Terms

Pathways: The sequence in which Outcomes are expected to occur in the process of reaching the long-term Goal. In the TOC diagrams, pathways are depicted using directional arrows to connect chains of preconditions and the resulting Outcomes.

Preconditions: Preconditions are the conditions, Outputs, and Outcomes that must exist before a higher-level/later Outcome can be achieved. For example, preconditions might include infrastructural improvements; Outcomes stemming from the application or use of the infrastructure; policy or institutional requirements; or conditions of the political, social, cultural, or natural environment.

Outcomes: Outcomes are changes that are expected to happen when all necessary and sufficient preconditions are met. These might include changes in the ecologic, economic, or governance environment; people's knowledge, attitudes, or practices; or communities' cultural standards or practices. Lower-level Outcomes in the TOC are preconditions for higher-level Outcomes.

Outputs: Outputs are immediate products of interventions implemented by an activity, including training achieved, goods or services provided by the activity, learning or advocacy events held, and communications broadcast. Outputs are also preconditions for higher-level Outcomes.

TOC Diagrams: The TOC contains a set of diagrams that use shapes, text, color, and directional arrows to show the hypothesized pathways of change from intervention Outputs through resulting Outcomes to the long-term Goal, plus the critical rationales and assumptions underlying the TOC.

Rationales: The underlying logic and evidence that support the plausibility of connections in a pathway that may not be obvious to the reader. This includes facts or other information to explain why a precondition or set of preconditions is necessary and sufficient to ensure an Outcome. For example, a rationale might refer to literature that supports a pathway that shows that an infant who is in a mentally stimulating environment grows faster physically than an infant who is not. Evidence can come from multiple quantitative or qualitative sources, including academic, activity-specific, or community-based research. Full explanations of rationales are usually found in the TOC narrative, with references to them in the TOC diagrams.

Assumptions: An assumption describes the contextual or environmental factors or conditions that are out of the control of the activity but that have significant influence over the success of the TOC overall or some portion of it. For example, a common assumption for the achievement of a TOC overall is that political stability allows adequate security for awardees to access and work in the activity area. A Purpose to increase food production may assume that during the activity life the annual flooding in the activity area will not exceed the 10-year flood level. Assumptions are particularly important in fragile contexts, including those experiencing or at high risk of violent conflict, drought, or flooding.

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
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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