



REQUEST FOR PROPOSAL (RFP)
Hiring Consultant/Farm For
Participatory Gender Analysis

To: Consultant/Farm

Date: August 14, 2018

Dear Sir/Madam:

We kindly request you to submit a proposal for making “**Participatory Gender Analysis**”. Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	“Participatory Gender Analysis”
RFP Reference:	“Participatory Gender Analysis” WVB-SCM-RFP-0001M-
Submission of Proposal:	<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 : “Participatory Gender Analysis” shall be mentioned in subject line.</p>
Deadline for the submission of proposals:	Deadline for proposal submission is: <u>On or before 29th August, 2018 within 3.30 BST</u>
Procurement Focal Point:	Ms. Ziaul Islam, Sourcing Coordinator, Email: ziaul_islam@wvi.org
WVB Contact regarding Technical Specification:	Erica Shuvra Halder, National Coordinator- Value Chain Development, email: Erica_Halder@wvi.org , Cell: 01755621644 Or, Dr. Makhan L. Dutta, Livelihood Technical Program Manager, makhan_l_dutta@wvi.org , Cell: +88 01711 80 2321
List of Annexures:	Annexure-1: Instructions to Offeror Annexure-2: General and Particular Terms and Conditions Annexure-3: Terms of Reference (ToR) Annexure-4: Vendor’s Primary Information Collection Sheet Annexure-5: CP Behavioral And Security Policy Protocol Annexure-6: Declaration of Conflict of Interest

Regards,

Md. Ziaul Islam
Sourcing Coordinator
World Vision Bangladesh

Annexure- 1

INSTRUCTIONS TO OFFEROR

Cost of proposal:	The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the World Vision Bangladesh (WVB) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
Contents of solicitation documents:	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.
Clarification of solicitation documents:	A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring WVB entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring WVB entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.
Amendments of solicitation documents:	<p>At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.</p> <p>All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.</p>
Language of the proposal:	The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring WVB entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.
Proposal currency	All prices shall be quoted in BDT.
Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

Format and signing of proposals	<p>The Offeror shall prepare two copies of the Proposal, clearly marking each “Original Proposal” and “Copy of Proposal” as appropriate. In the event of any discrepancy between them, the original shall govern.</p> <p>The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.</p>
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	<p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration of Conflict of Interest as per Annexure-8; 3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-7; 4) Vendor Information Sheet Annexure-6.
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
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 Offeror does</p>

	<p>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 Offeror by correction of the non-conformity.</p>
Evaluation and comparison of proposals	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here: <i>F_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below: <i>CS</i> = [<i>TS</i> * 0.7 + <i>F_p</i> * 0.3]</p>

	<p>Here: <i>CS = Combined Score</i> <i>TS = Score obtained from Technical Proposal</i></p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> • Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal. • Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) Technical supporting staffs (d) experiences of the consultant with World Vision Bangladesh. • Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients. • Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)
Demonstration of Proposal	<p>As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.</p>
Payment Terms	<p>WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract.</p>

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately.
2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
8. The Proposal must be placed in the Tender Box (Located at the entrance of WVB National Office) not later than 04:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.

18. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-6).
21. The Offeror has to agree to comply with WV Child protection policy and will have to complete CPP Form (Annexure-7).
22. The Offeror has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-8).

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

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

Terms of Reference for Hiring External Consultant

Participatory Gender Analysis

World Vision Bangladesh

I. Introduction and 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 Food Security and Economic Development (FSED), Education, Health and Nutrition programs, emergency relief and advocacy and campaign.

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". World Vision Bangladesh is currently operating through 51 Area Programs (APs) in 24 districts under 15 Area Programs (APCs).

LEAP 3 (Learning through Evaluation, Accountability and Planning 3) is a new approach for World Vision Bangladesh, which seeks to connect National Office (NO) strategy and objectives with local level programming. The full implementation of LEAP 3 within all NOs across the partnership started on 1 October 2017 (FY 2018)¹, and a core team has been established to manage this process within World Vision Bangladesh.

World Vision Bangladesh is currently operating through 51 Area Programs (APs) offices in 24 districts of 15 Area Programs Clusters (APCs). Three Technical programs: Livelihood, Health Nutrition and WASH, Functional Literacy and Life Skills and Community Engagement and Sponsorship Partnership will be implemented in 51 APs. 46 APs selected from all regions will implement Livelihood TP from FY 18' to 20'. WVB's Livelihood Technical Programme strives to improve the economic wellbeing of the HHs through increased income and promotion of improved agricultural and non-firm practices in 46 Area Programs from FY 18' to FY 20.'

The PGA (Participatory Gender Analysis) tool will be applied in 46 Upazilas of 22 districts in Bangladesh. These tools will identify key gender gaps as well as community roles and responsibilities and specific intervention validation as per Gender policy and Livelihood TP of WVB.

In partnership and collaboration with Government and other stakeholders, WVB works to ensure essential technical services, increased production and consumption of nutritious foods, strengthened governance, policy, and public engagement on Livelihood TP. Participatory Gender Analysis study findings

will be followed up with relevant interventions contributing to the core output of LEAP3 and widely applied at WVB's TPs implementing Upazilas.

World Vision Bangladesh thus seeks a consultant to conduct detailed 'Participatory Gender Analysis' in 46 APs to identify Gender Equity gaps and develop tool which will be used afterwards by the facilitators at village/community level.

The consultant requires conducting a 'Participatory Gender Analysis' at national level by developing study planning tools followed by tool development for field facilitators and thus design a framework as per Gender Policy of World Vision of Bangladesh.

1.2 Rational for conducting Nation-wide Participatory Gender Analysis:

In four target regions, there are some common characteristics like social position and condition of both women and men. This analysis will reveal up the opportunities, challenges of social system in these particular areas (46 Upazilas) and behavioral change and promotional intervention scopes with different relevant stakeholders at community level as well as national level.

As a child focus organization, the analysis will intentionally find out the child protection issues that greatly influence child development ultimately contributing to Child Well-being at community level. Overall, as organization, the participatory gender analysis report will reflect key intervention areas as per need of TP based gender mainstreaming activities, role of the community, environment and WVB in adding value to promote gender equity.

2. Participatory Gender Analysis:

2.1 Participatory Gender Analysis objectives:

- To identify the gender equity gaps at family/ community/ school/work place at the union/ district/national level
 - To explore current gender relations, different beliefs about gender among family members specially parents, in laws, community leaders, faith leaders etc.
 - To assess the dis-enabling environment at village/union/district/national level (harmful behaviors, norms, social structures etc. affecting gender equality)
 - To assess women's unequal status related to issues of power and control, sexual division of labor, physical violence, restricted legal protection and resources such as education etc.
- To identify the gender based violence issues (Statistics/experience/probability) at HHs level/village/union/district level
- To explore the multidimensional division of labor status at HHs level (both urban and rural)

- To explore the patterns of decision making at household/community level/ national level (e.g. livelihood, education, nutrition expense decision at HH level,
- To explore the impact of gender inequality at different levels of society specially community/Union/District/national level
- To recommend strategies and interventions for combating barriers and constraints in women and men participation

2. ANALYSIS METHODOLOGY

2.1 Sampling Design

World Vision Bangladesh desires to conduct the Participatory Gender Analysis in 46 Upazilas of 22 districts through a professional consulting firm that has experience in conducting similar types of analysis. The consulting firm should lead the Study. The respondents would be purposively selected based on socio-economic condition, occupation, common geographical boundary and characteristic of population (ethnicity and caste).

Preferred Respondents:

Adult Men	Adult Women	Adolescent girls	Adolescent boys	Children	Elderly people
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Respondent Categories		
Villagers	UNOs	District level Women and Child Affairs focal
Producers/farmers	District Commissioners	National level Women and Child Affairs focal
Village committee members	Youth Forum	NGOs
Union Committee members	Public Service providers	INGOs
Village Development Committee members	Private sector	Gender forums (others initiatives)
Department of Agriculture	Department of Livestock	Civil Surgeon, CS Office (District)
Department of Education	Department of Youth Development	Community Clinic (CHCP) community group
School Management Committee	DG-Health, DG-Family Planning	Health & Family Planning Officer- Upazila Health Complex

WVB Livelihood TP Working Area:

Area Program name	Region		Name of Upazila	District
1. Mymensingh	GMR	1	1. Mymensingh	Mymensingh
		2	2. Bhaluka	Mymensingh
		3	3. Nandail	Mymensingh
2. Muktagacha	GMR	4	1. Muktagacha	Mymensingh
		5	2. Muktagacha South	Mymensingh
		6	3. Jalchatra	Tangail
		7	4. Fulbaria	Mymensingh
3. Netrokona	GMR	8	1. Nazirpur	Netrokona
		9	2. Purbadhala	Netrokona
4. Sherpur	GMR	10	1. Sherpur	Sherpur
		11	2. Jhinaigati	Sherpur
		12	3. Shribordi	Sherpur
		13	2. Dhaka Shishu	Dhaka
		14	5. Kamlapur	Dhaka
		15	6. Dhaka East	Dhaka
		16	7. Karnaphuli	Chittagong
6. Sylhet	CER	17	1. Taherpur	Sunamganj
		18	3. Gowainghat	Sylhet
		19	4. Sylhet	Sylhet
7. Chittagong rural	CER	20	1. Bandarban	Bandarban
		21	2. Hathazari	Chittagong
		22	3. Laksam	Comilla
8. Dinajpur	NBR	23	1. Dinajpur	Dinajpur
		24	2. Biral	Dinajpur
		25	3. Birganj	Dinajpur
		26	4. Kaharole	Dinajpur
9. Birampur	NBR	27	1. Birampur	Dinajpur
		28	2. Fulbari	Dinajpur
		29	3. Ghoraghat	Dinajpur
		30	4. Dhamoirhat	Naogaon
10. Nilphamari	NBR	31	1. Nilphamari	Nilphamari
		32	2. Kishoreganj	Nilphamari
		33	3. Thakurgaon	Thakurgaon
11. Rajshahi	NBR	34	1. Paba	Rajshahi
		35	2. Tanore	Rajshahi
		36	3. Goadagari	Rajshahi
12. Rangpur	NBR	37	1. Rangpur	Rangpur
		38	2. Mithapukur	Rangpur
		39	3. Pirganj	Rangpur
13. Barisal	SBR	40	1. Barisal	Barisal
		41	2. Kotalipara	Gopalganj

		42	3. Bhandaria	Pirojpur
		43	4. Pirojpur	Pirojpur
14. Rampal	SBR	44	1. Rampal	Bagerhat
		45	2. Kachua	Bagerhat
15. Satkhira	SBR	46	1. Assasuni	Satkhira

Sampling method preferred: purposive sampling (realistic)

Note: The sampling size would be determined with the selected consultant at assessment design phase.

2.2 Study Methodology:

The consultants will use a methodology considering technically sound and most appropriate to achieve the objectives outlined above. The methodology will be presented and agreed with WVB. Initial steps are outlined below for general guidance. The methodology should reflect the existing information sources, the need to create additional information as well the specific interventions. The study methodology should consist of both quantitative (questionnaire) and qualitative (participatory tools) methods for data/information collection e.g. FGDs, KIs, Case Study and observation etc.

World Vision International's Technical Support Organization focal person will review the methodology along with WVB's working group to finalize the analysis methodology.

2.2 Tasks and Deliverables

To achieve the objectives the study, the participatory gender analysis consultant is expected to do the following:

1. Design the study methodology, sampling technique and determination of sample sizes to cover the study objectives thus finalize with WVB's approval
2. Inception report: describing the conceptual framework planned for undertaking the analysis. The consultant should effectively state the data collection methods, sources, sampling etc. This inception report must contain a work plan which indicates phases of the analysis, the timing, key deliverables and milestones. A timeline or work process flow chart can also be an effective way of communicating this information and keeping track of the analysis's progress
3. Draft report from literature review with relevant information for analyzing the existing gender gaps and social status of the target population and identify information gaps that need to be filled through primary data collection
4. Recommend a tool for 'Participatory Gender Analysis' and behavioral session's thematic areas for community level facilitation
5. Draft report with both secondary and primary data analysis findings will be submitted to WVB for finalization

The participatory gender analysis will clearly identify the gaps in planned interventions and potential scopes impact upon Gender mainstreaming activities. This should include review of participatory gender analysis thus promotional development initiatives, public services and private sector engagements in target areas and identification of best practices and programming challenges.

The analysis should also analyze the participation of household's members in social structures and outline issues of gender inequality to justify behavioral session for community/HHs based interventions. Recommendations for gender unbiased activity detailing should follow principles of the Gender Policy will effectively addressed by intended Livelihood Technical Plan (TP) of FY 18'-20' goals.

The schedule of deliverables for the livelihoods assessment will be as follows:

Task	Timeline
Conduct literature review and identify information gaps to be filled through field assessments	September 05 – 09 , 2018
Develop a plan for conducting the Participatory Gender Analysis	September 10 – 11 , 2018
Provide study protocols and data collection instruments	September 12-15, 2018
Data collection	September 16 – 30, 2018
Data Analysis and Reporting	October 01 – 15, 2018
Final Report	October 20, 2018

2.3 Desired Qualifications:

- Demonstrated experience conducting Participatory Gender Analysis preferably for improvising Gender friendly interventions as per Livelihood TP goals
- Demonstrated knowledge of World Vision approaches to explore gender gap areas in line with technical programs
- Relevant educational qualifications with at least a Master's or higher level degree in one or more of the following areas: gender, economic development, sociology, agriculture and livelihood, or any other social sciences appropriate for the analysis in question
- Excellent verbal and written communication skills

- Be highly dependable in meeting deliverables in a timely manner and be able to handle sensitive information with the highest degree of integrity and confidentiality

#. Tentative Timeframe

The whole process of participatory gender analysis must be completed within a period of ____calendar days from date of signing work order/ MOU. No extension of time will be permitted under any circumstances. The time frame will be valid from date of signing of contract for the work.

Reporting guideline:

The consultant will provide updates to the contact person of the program on regular basis. The final report will be produced in **English as per the following content** and be submitted in the hard and soft form to World Vision Bangladesh.

Report format (Draft final/Final report):

- Executive summary
- Introduction
- Background
- Objectives and methodology
- Completed Indicator Matrix
- Observations and Findings (Detailed Narrative)
- Identified benchmarks by outcomes, outputs and indicators for every project
- Programming opportunities/ recommendation
- Limitations
- Conclusions
- Others (if any)
- Annexure including table presentation of all data collected and summary of qualitative data by project, data collection tools, Location/ Country Map

#. Survey Cost

The consulting firm is expected to cover all the cost related to accommodation, food and travel expenditures, FGDs refreshment costs both at field level and national level on its own **excluding APs (staff costs) enumerators' food, travel and accommodation during training and data collection at Upazila level.**

#. Participatory gender analysis proposal :

The consulting firm should produce a proposal for participatory gender analysis based on this TOR and submit to the program authority at National Office of WVB. The proposal should be in two parts:

#.1 Technical Proposal that should demonstrate the firm's knowledge and understanding of the World Vision development approach, methodology what the firm is proposing participatory gender analysis methods and procedures of data collection as deemed relevant for the survey and certification of the firm and its key personnel including their experience and qualification relevant to such work.

#.2 Financial Proposal that should demonstrate statement of expenses in line with human resource mobilization, schedule of work program, salary and remuneration, costs for related tools. Head wise breakdown is expected in this regard.

Note that based on available proposal from the consulting firms, following the WVB purchase policy, Consulting firm will be engaged in this assessment.

#.3 Budget for Assessment:

The proposed budget will be based on outcomes of the analysis offers by both Livelihood TP management and purchase committee/Regional Purchase Committee, as per allocation of fund set-aside in the budget document at _____ APs/APCs/RFOs on FY'18. Consulting firm/Consultant should have VAT registration number and TIN number. VAT and Tax would be deducted as per Government rules

#. Mode of payment:

All payment should be in account pay Cheque or S2B (Straight to Bank) and vat/tax should be deducted by at source. The consulting firm will have the opportunity to take 40 percent after submission of tools (Inception Report), 30 percent after submission of all tables, draft report and draft summary finding sharing, and another 30 percent to be given after received of Final Report with necessary documents.

#.4 Roots of communication

In all respects relating to this assignment, the Chief of Party should be the contact person for the survey work.

Contact person:

1. Dr. Makhan L. Dutta, Livelihood Technical Program Manager, makhan_l_dutta@wvi.org
2. Erica S. Halder, National Coordinator- VCD, Erica_halder@wvi.org

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

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

Information Submitted by _____
Date:

Child Protection Behavioral and Security Policy Protocol FY-2016

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

Child Protection Behavioral and Security Policy Protocol

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

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

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

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

Consequences of Breach

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

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

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

Acknowledgement of receipt and undertaking to comply :

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

hereby agree and confirm that :

- I have received , understand and will abide by WVB’s Child Protection Behavior and Security Policy Protocols; and

- (*)*(where applicable)* In the course of contracted work, I agree that where I have interaction or access to children or

child data –

- (i) I will act in the best interest of children and uphold WVB’s Child Protection Behavioral and Security Policy Protocol and other child safeguarding measures as requested AND
- (ii) if I become aware of any harm or risk to children I will inform WVB immediately

Signed by :

Date:

Name:

Designation:

Department/Project:

DECLARATION OF CONFLICT OF INTEREST

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

Circle ☐ the appropriate

Answer for each

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

Sl.	Name of Organization	Office or Interest in Organization

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

If Yes, explain: _____

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

Sl.	Name of WVB Employee	Position held in WVB	Relation

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

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

Signature with Seal

Date: