



REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Farm For

“Market Assessment and Value Chain Analysis”

To: Consultant/Farm

Date: December 6, 2018

Dear Sir/Madam:

We kindly request you to submit a proposal for **“Market Assessment and Value Chain Analysis”**

Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	Market Assessment and Value Chain Analysis
RFP Reference:	WVB-SCM-RFP-0006-03/19
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 “WVB-SCM-RFP-0006-03/19: “Market Assessment and Value Chain Analysis””. Shall be mentioned in subject line.</p>
Deadline for the submission of proposals:	Deadline for proposal submission is: <u>On or before 19th December, 2018 within 10.00 A.M</u>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh Email: ziaul_islam@wvi.org
WVB Contact regarding Technical Specification:	Zillur Rahman, Project Manager, Gender Inclusive Pathways Out of Poverty for Vulnerable Cox's Bazar Project Central Eastern Region, World Vision Bangladesh Ukhiya (In front of Ukhiya Girls High School), Ukhiya, Cox's Bazar, Bangladesh, Cell +88- 01729297011, E-mail: zillur_rahman@wvi.org
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

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	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>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 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:</p> <p>F_p = Financial Score of Offeror being evaluated F_m = Lowest Financial proposal among technically qualified Offerors F = Financial Proposal of Offeror being evaluated</p>

	<p>Combined score shall be calculated using formula mentioned below: $CS = [TS * 0.7 + F_p * 0.3]$</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 (ToR) on Market Assessment and Value Chain Analysis

Project goal: Improve resilience and well-being of 2880 ultra-poor households in the host communities of Cox Bazar;

Organization: World Vision Bangladesh; Location: 2 Sub-Districts under Cox's bazar District in Bangladesh

Background:

World Vision Australia (WVA): WVA is Australia's largest non-government humanitarian and development agency reaching over 14 million children annually in 60 countries throughout every region of the world. WVA collaborates with in-country partners, primarily World Vision (WV) Country Offices, to implement over 900 projects, including 241 long-term Area Development Programs (ADPs), addressing specific issues such as community economic development, maternal and child health (MCH), and food security. WVA is part of the World Vision International (WVI) partnership which operates in 97 countries, raises over US\$1 billion annually, and directly impacts the lives of over 100 million people annually. WVA currently manages a grant portfolio worth USD 142 million. WVA has a substantial relationship and track record with Australia's Department of Foreign Affairs and Trade (DFAT), and has qualified for all four key partnerships with DFAT: [Australian NGO Cooperation Program \(ANCP\)](#); Humanitarian Partnerships Agreement (HPA); Australian African Community Engagement Scheme (ACCES); and First and Second Civil Society Water, Sanitation and Hygiene (WASH) Fund. The proposed project sits under ANCP, which is DFAT's largest single support mechanism for accredited Australian NGOs. With a budget of AUD 127 million from 2015-2016, it is an annual grants program that provides funding to accredited Australian NGOs working with communities to deliver projects in developing countries across a range of sectors, including economic development, health, WASH, and gender. Resilience and livelihoods, in particular women's economic empowerment is a key priority for WVA moving forward.

WV Bangladesh: World Vision Bangladesh (WVB), a Christian humanitarian organization is 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. At present World Vision Bangladesh is serving around 5 million people under 31 administrative districts. With active presence in 80 locations at the sub-district level, the organization is working to fulfil its objective of 'Building a better life for girls and boys in Bangladesh'. For achieving its current objective WVB emphasizes 4 major strategic areas: Improve health and nutrition status of mothers and children; Improve access to and quality of education; Ensure children are protected and cared for; and Increase community resilience.

World Vision was first involved with Bangladesh by responding to the cyclone victims of Bhola in 1970, which saw devastating tidal surges in the coastal areas of the country. Later the organization carried out relief operations in refugee camps in India in 1971. Following Bangladesh's independence in 1972 it started relief and rehabilitation programmes as per invitation of the Bangladesh Government.

Project Summary:

The project “Gender Inclusive Pathways out of poverty for vulnerable households in Cox’s Bazar” will be implemented in two sub-districts Ukhiya and Teknaf Upazila of Cox’s Bazar. The project will apply the Ultra-Poor Graduation Model to put ultra-poor households on a path towards a sustainable livelihood. There will be a strong emphasis on the four pillars specially the Livelihoods, Food security, Financial inclusion and the Social empowerment including gender inclusion through which the project will improve the resilience and well-being of the ultra-poor households in the selected sub-districts Ukhiya and Teknaf upazila in Cox’s Bazar. The end of program outcomes of this project is i) improved household income level amongst ultra-poor households, ii) improved food security and nutrition of ultra-poor households, iii) improved financial inclusion for ultra-poor households and iv) improved social empowerment and gender inclusion. The project will pilot a gender-inclusive Ultra-Poor Graduation Model, adapted to the emergency situation, to help ultra-poor families achieve a sustainable pathway out of poverty. The project will integrate disaster risk reduction and child protection considerations. Direct project beneficiaries will be 2880 households (15,871 people) living in extreme poverty.

The Government of Bangladesh has identified Cox’s Bazar as one of 20 ‘lagging districts’ of Bangladesh as it lags behind the other regions in terms of development indicators including poverty, education, infant and under five child mortality rate, road and electricity and water sanitation and health. Ukhiya and Teknaf Upazila are amongst the 50 most socially deprived sub districts in Bangladesh. Difficult terrain, bad roads, insufficient infrastructure, and exposure to natural disasters contribute to poor living conditions. The area also has a lack of cultivable land, and consequent dependence on markets, which drive high-levels of food insecurity and vulnerability to price fluctuations and food availability and huge number of Rohingya refugee influx affected the two sub-districts. All these factors have contributed to increased vulnerability of host communities to economic shocks, food insecurity and exposure to protection and environmental risks.

The proposed project area located at the southern end of the district is a narrow peninsula barely 15kms across at its widest point, comprised of Ukhiya and Teknaf upazilas (sub districts). This peninsula, called the Teknaf Peninsula, with its distinct livelihood system, relative isolation, and high case load of people seeking refuge from Myanmar. The primary industries in Ukhiya and Teknaf are fishing (and the subsequent dry fish industry, both at sea and in the Naf river), salt production, agricultural production, vegetables production, production of betel nut and leafs, and shrimp cultivation. The rapid arrival of 688,000 Rohingya refugees since August 2017 has been a significant shock to the Cox Bazar community, who were already vulnerable to poverty and food insecurity. Local ultra-poor families face significant challenges to income generation activities (IGA) compounded by risks of natural disasters. There has been a disturbing rise in the number of cases of child marriage and child labour as families seek to cope to the crippling effects of poverty.

According to the context assessment findings, in the sub-district of Ukhiya, 20.1% of extreme poor are living below the lower poverty line and 38.2% are below the upper poverty line. In the sub-district of Teknaf 19.7% of extreme poor are living below the lower poverty line and 37.8% are living below the upper poverty line. Presently ultra-poor housing pattern mostly poor structure, it was revealed that 26% in Ukhiya and 16% in Teknaf house pattern is polyethylene house, 23% in Ukhiya and 21% wall made by earthen and roof mostly straw/ Thatched, both wall and roof made by CI sheet 18% each upazila, and entirely straw/Thatched house 7% in Ukhiya and 14% in Teknaf. The ultra-poor households are engaged with agriculture labour, fishery (culture, capture & trading), salt farming, shrimp culture, firewood collection, porter, off-farm labour, rickshaw pulling, small business and extraction of forest resources etc. Among them, day labour is the highest occupation for their livelihood activities. Labouring gender based wage discrimination were found e.g. casual labour, paid at a rate of 150 - 200 taka per day for women compared to men who earn around 300-400 taka per day. The major risks of ultra-poor people

are include less food intake, early marriage, no social recognition, diseases and sicknesses, child labour, less access to medical advice/service, lack of awareness.

The soil in Teknaf and Ukhiya, which together make up around 651 km², is sandy and not very suitable for agricultural cultivation. In Teknaf, only 5.5% of the land is cultivable with a cropping intensity of 136%, well below the 193% national average. Most of Teknaf consists of highlands. The rest is tidal floodplain (19.57%) with high salinity and piedmont plain (9.03%). 39% of Teknaf comprises of forests. In contrast, Ukhiya is mostly flat lands to medium hills with sandy soils. The Nafriver, located east of the upazilas and forming a natural border with Myanmar, inundates land close to the river banks during the rainy season (June-September). This land on the riverbanks is mostly used for shrimp cultivation, an important activity in the region and a source of labour income for poorer households (WFP Livelihoods Baseline Study 2017).

Food insecurity is an underlying concern in Cox's Bazar district. An anonymous study (IPC 2015) found that found that 27% of people faced food crisis, and 7% faced emergency food security outcomes (IPC 2015). Findings from the REVA in December 2017 estimate 38% of local community households in Ukhiya and Teknaf are food insecure. A further 17% of households in local communities cannot meet the per capita minimum expenditure basket (WFP, REVA 2017). Low levels of household food production make communities heavily dependent on markets to meet their food needs. Most essential commodities seem to be available in sufficient supply although recent increases in food prices have reduced access. Local or host communities report increasingly resorting to negative coping mechanisms such as borrowing food and relying on help; indicators that food security may become worse. Female headed households are considerably more affected by food insecurity than male headed households. As of December 2017, 45% of female headed households were vulnerable or very vulnerable, compared to 35% of male headed households

Project Start and End Dates: 1 July 2018, End Date: 30 June 2023.

Project Location: The project will be implemented Ukhiya and Teknaf upazilles under Cox's bazar district. Four unions of Ukhiya (Palongkhali, Rajapalong, Jaliapalong and Rotnapalong) and four unions Teknaf (Teknaf, Nila, Baharchara and Whykong) will be covered for implementation.

2. Rationale for conducting Market Assessment:

World Vision Bangladesh is going to implement G-POP project at Ukhiya and Teknaf subdistrict of Cox's Bazar District. The project is gender inclusive and target beneficiaries will be ultra-poor people of the host community of above mentioned sub-districts. The aim of the project is to improve resilience and well-being of targeted ultra-poor households. Market assessment will support the project to build linkage between need based sub-sector interventions and the potential markets ultimately contributing to following outputs:

- Market assessment will identify and elaborate opportunities and constraints for enhancing the participation of ultra-poor in market system to increase quality, raise productivity, increase disposable income level, and to strengthen household resilience.
- Support of the target groups to establish/upgrade enterprises as these have considerable potential to improve their ability and capacity to be improved participants' resilience.

Market assessment will identify appropriate IGA/interventions to the UP households specially the women headed households.

3. Objective of the Market Assessment and Value Chain Analysis

- To generate a short list of profitable livelihoods options (on-farm, off-farm) and technically feasible sub-sectors with cost benefit analysis for ultra-poor households and ultra-poor youths in project target area
- To identify and elaborate opportunities and constraints for enhancing the participation of ultra-poor families in market system to increase productivity, quality and strengthen household resilience
- To identify the potential barriers/obstacles of present and recommended IGA/interventions.
- Conduct Gender Sensitive Value Chain Assessment and produce a report with recommendations on the most promising production opportunities for ultra-poor families in Ukhiya and Teknaf, with emphasis on the positive inclusion and empowerment of women and ensuring do no harm.
- In addition to market demand, profitability and pro-poor potential and other core criteria, this report should explore 'Opportunities for women' potentiality in value chain activities, to identify most effective entry points for integration for women in potential Value Chains (VCs) in target areas and recommend areas of positive engagement. This should consider the situation of women in target locations and gender-based constraints within the shortlisted value chain.

4. Geographical locations

The project will be implemented in Ukhiya and Teknaf upazillas under Cox's bazar district. Four unions of Ukhiya (Palongkhali, Rajapalong, Jaliapalong and Rotnapalong) and four unions Teknaf (Teknaf, Nila, Baharchara and Whykong) will be covered for implementation.

5. Scope of work

Household survey/Interview, FGDs, KII, Mapping & In-depth study with different communities, IGA operators and a carefully designed sample survey to offer more detailed analysis. This will be confirmed in the planning stages.

6. Expected outputs and tasks

To achieve the objectives of the study, the assessment consultant is expected to do the following:

- Liaise with the WV team to define the geographic and population target for the assessment
- Conduct literature review to compile relevant information for analyzing the existing livelihoods option and market system status of the target population and identify information gaps that need to be filled through primary data collection.
- Develop a protocol for collection of relevant primary data and coordinate with the assessment team to plan data collection, analysis and reporting. Data collection for the assessment is expected to be largely quantitative, qualitative, stemming from key informant interviews. This should include data collection ethics protocol to ensure the principle 'do no harm', as well as context and gender sensitivity is considered.
- Identify relevant risks and constraints in a robust Risk Analysis

The market assessment will clearly identify the various stakeholders/market actors involved in a given context, their competitive advantage and resources and their potential impact upon project activities. The assessment should also analyze the participation of poor households in market systems and outline financial analysis/economic modelling to justify selection of enterprises.

Consultancy will share draft report with World Vision Australia Seed team and World Vision Bangladesh for their technical inputs and also expected to participate workshop to deliver results dissemination of the assessment.

Start

7. Proposed Timeframe

Event/Activities	Timeframe	Responsible/ Point Person	Support from
Start Bidding process (open circulation to consulting firms)	20 December ,2018	SCM Coordinator	Supply Chain department, CER Region office, WVB
Technical review of proposal and purchase committee meeting	20 December ,2018	Project Manager Andrew B. Hira Smritee R Dhamai	Regional DME Coordinator Purchase Committee Chariman-CER, Technical Specialist-CER/NO
Hire consultancy	23 December ,2018	SCM Coordinator	WVB- SCM department
Agreement and work order to consultancy	27 December 2018	SCM Coordinator	WVB- SCM department
Inception plan development and finalize by consultancy firm	05 January 2019	Project Manager, Consultancy firm to be hired	WVB/WVA M&E and Sectoral Specialist
Questionnaire development and finalization	10 January 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Data entry form development (need based)	15 January 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Recruitment of data enumerators	15 January 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Training on assessment	20 January 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Data collection (Quantitative & Qualitative) in the field	30 January 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Editing, coding & entry of quantitative data and compilation of qualitative data	05 February 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Data analysis and report writing and submit 1st draft report	18 February 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Preliminary result & report sharing meeting/workshop by consultancy firm	20 February 2019	Consultancy Firm	Consultancy Firm
Feedback incorporate and 2nd draft report finalization by consultancy firm	22 February 2019	Consultancy Firm	Consultancy Firm
Review 2nd draft final and final feedback from WVB/WVA	25 February 2019	Project Manager	WVB/WVA M&E and Sectoral Specialist
Prepare final report by consultancy firm and submit to WVB	28 February 2019	Consultancy Firm	Consultancy Firm
Report submit to WVA for final agreement	05 March 2019	Project Manager	G-POP Project, WVB

8. Consultant/field enumerator recruitment and capacity building:

The field enumerators/data collection team should be selected and appointed by consulting firm/organization. The offered/authorized consulting firm/organization responsible to trained them and make them potential.

9. Develop market assessment proposal by interested consulting firm/organization:

- The consulting firms should produce a proposal for market assessment study based on this TOR and submit the same to World Vision Bangladesh within stipulated timeframe. The proposal should be in two parts:
- Technical proposal that should demonstrate the detailed methodology that the firm is proposing for the assessment, methods and procedures of data collection as deemed relevant for the assessment and certification of the consultants and key personnel in favor of the firm/organization.
- Financial proposal that should demonstrate statement of all necessary expenses in line of human resource mobilization, schedule of work program, remunerations for consultants and other human resources, accommodation costs, travel costs (community and external), food and snacks, training/orientation/meeting/FGD/HHI and feedback session costs, field-test costs, logistics/printing and costs related tools etc.

10. Income TAX & VAT:

World Vision Bangladesh will deduct applicable TAX & VAT at source as per government rules and regulations on the total agreed amount.

11. Payment milestones:

1st installment: 30% at the submission of assessment inception plan and questionnaire.

2nd installment: 30% at the submission of the first drafts report and presentation assessment findings.

3rd & final installment: 40% at the reception of the final reports.

12. Products

The data collected will be analyzed and prepared into assessment report, the community and other stakeholders will receive the findings and also the donor. The data will be recorded and put into. The results will be presented through stakeholders meeting which will involve government, community and others stakes. The feedback about assessment process will be analyzed and collections being made and incorporated into final results.

The Reporting Format (Draft final/Final report) would have the following basic contents but not limited to:

- Coverage page
- Table of content
- Acronym
- Acknowledgement
- Affirmation
- Executive summary
- Introduction
- Background
- Objectives and methodologies

- Limitations of the survey
- Key findings for both quantitative and qualitative (Narrative). This should cover how each shortlisted sub-sector meets the value chain criteria.
- Recommendation
- Lessons learnt
- Conclusion & Others if any
- Annexure including table presentation of all quantitative data collected and summary of qualitative data by project, data collection tools, location/country Map.

13. Lessons Learned: Lessons learned will be intentionally recorded separately during all the steps of the assessment process (Planning, data gathering, analysis and reporting). These will be shared with the stakeholders and documented in report. Other than this, Lessons Learnt workshop will be held to capture all the learning and replicate in the future.

14. Key Considerations:

The shortlisted firm should consider the following contextual assessments in the design of their methodology.

- Local social culture values life if the women and others target participants are not allowed to talk and not provide sufficient time which may result into getting unreliable data or inadequate data.
- Language barrier may be a challenge especially if the data enumerators don not communicate with local dialect (Chittagonian).
- Country unrest political situation

15. Principal Contact Person:

Name: Zillur Rahman

Project Manager, Gender Inclusive Pathways Out of Poverty for Vulnerable

Cox's Bazar Project

Central Eastern Region, World Vision Bangladesh

Ukhiya, Cox's Bazar, Bangladesh

Cell +88- 01712200562

e-mail:zillur_rahman@wvi.org

Annexure-4**VENDOR'S PRIMARY INFORMATION COLLECTION SHEET**

Vendor's Name :

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

Information Submitted by _____
Date:

Annexure-5

Child Protection Behavioral and Security Policy Protocol FY-2018

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

Child Protection Behavioral and Security Policy Protocol

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

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

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

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

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

Consequences of Breach

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

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

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

Acknowledgement of receipt and undertaking to comply :

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

hereby agree and confirm that :

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

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

child data –

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

Signed by :

Date:

Name:

Designation:

Department/Project:

DECLARATION OF CONFLICT OF INTEREST

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

Circle ☐ the appropriate

Answer for each

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

Sl.	Name of Organization	Office or Interest in Organization

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

If Yes, explain: _____

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

Sl.	Name of WVB Employee	Position held in WVB	Relation

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

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

Signature with Seal

Date: