



## REQUEST FOR PROPOSAL (RFP)

### Hiring Consultant/Farm For

### “End Program Evaluation - Kalmakanda ADP”

To: Consultant/Farm

Date: January 7, 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for “End Program Evaluation - Kalmakanda ADP”

Please be guided by the information attached below with annexures:

#### General RFP Guidelines and Instructions:

<b>RFP Name:</b>	<b>End Program Evaluation - Kalmakanda ADP</b>
RFP Reference:	WVB-SCM-RFP-0008-04/19
Deadline for the submission of proposals:	Please Submit your sealed technical and financial proposal on or before <b>20 January 2019</b> within 3.00 PM to the below mentioned address: “World Vision Bangladesh, Abedin Tower (2nd Floor) 35, Kemal Ataturk Avenue, Banani, Dhaka – 1213”
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh Email: <a href="mailto:ziaul_islam@wvi.org">ziaul_islam@wvi.org</a>
<b>WVB Contact regarding Technical Specification:</b>	Eugene Rodrigues, ADP Manager, Kalmakanda Area Development Program World Vision Bangladesh, Bhabanipur, Nazirpur, Kalmakanda Cell: +8801730-341072, Email: <a href="mailto:eugenerodrigues@wvi.org">eugenerodrigues@wvi.org</a> Skype ID: Eugene.rodrigues2
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
List of Attachments:	Attachment – a: Union wise village list & population Attachment – b: Evaluation Reporting Guideline Attachment – c: Evaluation Report Template

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"> <li>1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;</li> <li>2) Declaration of Conflict of Interest as per Annexure-8;</li> <li>3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-7;</li> <li>4) Vendor Information Sheet Annexure-6.</li> </ol>
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>
<p>Evaluation and comparison of proposals</p>	<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<sub>p</sub></i> = Financial Score of Offeror being evaluated  <i>F<sub>m</sub></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:  <math>CS = [TS * 0.7 + F_p * 0.3]</math></p> <p>Here:  <math>CS = \text{Combined Score}</math>  <math>TS = \text{Score obtained from Technical Proposal}</math></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"> <li>• 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.</li> <li>• 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.</li> <li>• Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients.</li> <li>• Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)</li> </ul>
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 03:00 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 End Program Evaluation**

## **Kalmakanda ADP**

**Programme Number: B003 I7**

**Program phase: FY-2017to FY-2019**

**November 2018**

**Prepared by Kalmakanda ADP Team**

**Reviewed by: Regional DME Coordinator, GMR, WVB, Deputy  
Director -MEAL, NO, WVB**



**Kalmakanda ADP**

**World Vision Bangladesh**

**Bhabanipur, Nazirpur, Kalmakanda**

**Netrakona, Greater Mymensingh Region**

## Table of Contents:

I. Acknowledgement:.....	38
II. Affirmation: .....	39
III. Glossary: 40	
IV. Introduction & Background:.....	42
V. Rationale of program end evaluation: .....	43
1. Evaluation Summary:.....	45
2. Description of Programme and Projects Being Evaluated: .....	47
3. Evaluation Target Audiences: .....	52
Union wise Population Information: 13	
Union wise working Villages: 54	
Project wise Target Beneficiaries: 54	
4. Evaluation Type:.....	55
5. Specific Evaluation Purpose and Objectives: .....	55
6. Evaluation Methodology: .....	57
7. Limitations: 58	
8. Authorities and Responsibility:.....	18
8.1 Team Members and Roles: 58	
8.2 Partners: 21	
8.3 Submission of Evaluation Proposal: 63	
8.4 Evaluation of Consulting Firm: 64	
8.5 Profiles of the Lead Consultant: 64	
8.6 End Programme Evaluation Plan: 64	
8.7 Activity Schedule: 65	
8.8 Tentative Timeframe for the Phase Evaluation: 65	
8.9 Confidentiality and Copyright: 65	
9. Team Advisors:.....	66
9.1 Team Composition: 66	
9.2 Role of the Advisors/firm: 66	
10. Logistics: 67	
11. Products: 67	
12. Budget: 67	
13. Documents:.....	67
14. Lessons Learned:.....	68
15. Appendices: .....	68
16. Contact Person: .....	68

## Acknowledgement:

We are privileged to say that Kalmakanda ADP is going to Phase-out this FY 19 after its long 26 years development journey through completing its final implementation phase by FY-19 as a LEAP compliance. Kalmakanda ADP has started its final implementation phase in FY 2017 which will be ended in FY 2019. We are very much delighted to prepare this End Programme Evaluation ToR in light with LEAP approach & Country Strategy in order to assess the progress towards achieving the well-being of the children, families and communities of Kalmakanda ADP.

We would like to acknowledge the unconditional contribution of the respective community, children, mothers, parents, CBOs, forum members, facilitators, caregivers, teachers, local leaders, elites, FBOs, NGOs and Government officials who were involved to overcome the development journey through rendering their endless support, cooperation, vigorous participation, suggestions, opinions and feedback over the entire life of the programme. The ADP team member who's diligent support and effort is available and gave the necessary information in preparing this ToR is to be highly appreciated. This will guide the Consulting Firm to conduct the evaluation study effectively with valid information.

We are also very much grateful and thankful to the expertise's who has given us the suggestions, instruction and necessary cooperation to prepare this ToR. Especially thanks to Mr. Sagor Marandy, Field Director, Greater Mymensingh Region for his strategic directives and dynamic leadership on the road to develop this ToR efficiently. We would like to express our special gratitude to Mr. Biswajit Kumar Shaha, Regional DME coordinator for his timely and appropriate guidance, valuable suggestions, cooperation and logical input through review to construct this ToR. Special thanks go to regional technical Socialists for their meaningful contribution in this process. We are also coherent our heartfelt gratefulness to the members of MEAL cell of WVVB for their valuable support and suggestions. We also acknowledge the community consultation team members for their valuable effort and contribution to develop ToR of phase evaluation.

We would like to express our heartfelt thanks and gratitude to our support offices and sponsors who gave their commitment and support to our work for the development of the children, families & community and contribute to bring sustainable change.

Eugene Rodrigues

ADP Manager, Kalmakanda ADP

World Vision Bangladesh

Mobile no: +88 01730 341072

E-mail: [eugenerodrigues@wvi.org](mailto:eugenerodrigues@wvi.org)

November 12, 2018

## **I. Affirmation:**

This is to affirm that except as acknowledged by the references in this ToR to other authors and publications, the ToR for End Programme Evaluation described herein consists of our own work, undertaken to update partners and advance learning. It will also improve and assess desired progress for on going interventions, undertaking new activities and possible inclusion of new projects design and implementation mechanism, as part of the requirements of World Vision's Design, Monitoring and Evaluation Learning System.

The data & information that are used here are reliable and authentic. Primarily information collected throughout the monitoring and reporting process remains the property of the ADP and members of the Community Consultation Team, community and families described in this document. Information and data must be used only with their consent.

Eugene Rodrigues

ADP Manager, Kalmakanda ADP  
World Vision Bangladesh  
Mobile no: +88 01730 341072  
E-mail: [eugenerodrigues@wvi.org](mailto:eugenerodrigues@wvi.org)  
November 12, 2018

## II. Glossary:

ADP	Area Development Program
ADPM	Area Development Program Manager
CBDMC	Community Based Disaster Management Committee
CBO	Community Based Organization
CBSMC	Community Based Sponsorship Management Committee
CD	Community Development
C-IMCI	Community Integrated Management of Childhood Illness
CMC	Center Management Committee
CWBO	Child Well Being Outcome
DG	Development Group
DIP	Detail Implementation Plan
DMC	Disaster Management Committee
DME	Design Monitoring & Evaluation
FBO	Faith Based Organization
FFS	Farmers Field School
FGD	Focus Group Discussion
FY	Fiscal Year
GMR	Greater Mymensingh Region
GO	Governmental Organization
GOB	Government of Bangladesh
HANC	Health and nutrition committee
HHs	House Hold
IGAs	Income Generating Activities
ITT	Indicator Tracking Table

KII	Key Informant Interview
KPI	Key Performance indicator
LEAP	Learning through Evaluation with Accountability & Planning
M & E	Monitoring and Evaluation
MEAL	Monitoring, Evaluation, Accountability & Learning
NGO	Non-Governmental Organization
NO	National Office
PD-Hearth	Positive Deviance Hearth (Special program on nutrition)
PQ	Program Quality
RC	Registered Children
RDD	Re-Design Document
RFO	Regional Field Office
SO	Support Office
SWOT	Strong Weakness Opportunity Threat
ToR	Terms of Reference
UNICEF	United Nations International Children's Emergency Fund
Upazila	Sub-District
UZDMC/UDMC	Upazila /Union Disaster Management Committee
WASH	Water, Sanitation & Hygiene
WATSAN	Water and Sanitation
WV	World Vision

### III.Introduction & Background:

**World Vision:** World Vision is an international Christian Humanitarian relief and development Organization serving children, their families and communities to alleviate poverty from the world, primarily through programme of transformational development, emergency relief and promotion of justice. The vision of World Vision is “**Our vision for every child, life in all its fullness; our prayer for every heart, the will to make it so**”.

**Involvement in Bangladesh:** World Vision involved in response to the tidal surge that occurred in the coastal areas of the country in 1970, providing relief supplies to the affected victims. In 1971, World Vision International carried out relief operation in the refugee camps in India along with the help of World Vision India. Following the liberation of the country and gaining independence from Pakistan rule creation of an independent Bangladesh, it began to work in 1972 in greater Mymensingh district from a small coordination office at Birisiri under Durgapur Upazila. It played a significant role to re-build the war-torn country the war aftermath. In late nineties, World Vision adopted a new development approach, called “Area Development Program (ADP) that are long term (10-15 years) to address the needs of people at macro level that would bring about transformation, impact, sustainability and self-reliance in communities especially in the areas where World Vision serves. Now World Vision’s programmes and activities are spread across 31 administrative districts in Bangladesh. World Vision works through long-term sustainable community development programmes and immediate disaster relief assistance in 80 locations at sub-districts, impacting the lives of around 5 million people with various services (Source: <https://www.wvi.org/bangladesh>)

### Kalmakanda ADP and its Journey:

Kalmakanda ADP, World Vision Bangladesh started its development journey at Kalmakanda area through Community Development program in October, 1994 to 2000. Its approach was couple project consisting of 5 Family Development Communities (1-5) through its Child sponsorship program. The main objective of the project was poverty reduction through Savings Group formation and Credit Program, ensuring education for the sponsored children, general health facilities for the sponsored families and improving the quality of life of the poor people through Family Development Program.

Since World Vision Bangladesh took new programming initiative as LEAP approach, It has started Area Development Programme(ADP) mode in the community through addressing most vulnerable in potential area to transform the community into the holistic sustainable development. Kalmakanda Upazila has been selected for the programme and turned as Kalmakanda ADP since FY’2000 (October 01, 1999) to serve greater area among the most vulnerable people ensuring all-out improvement by FY’2019 as per the transition design process in support with WV Japan.

Phase	From	To
Community Development Project	FY 1994	FY 1999
Assessment & Design Phase	FY 2000	
1 <sup>st</sup> Implementation Phase	FY 2001	FY 2005
Re-Design Period	FY 2006	
2 <sup>nd</sup> Implementation Phase (LEAP-2)	FY 2007	FY 2011
3 <sup>rd</sup> Implementation Phase (LEAP-2)	FY 2012	FY 2016
Transition Phase	FY 2017	FY 2019

Since 2000, Kalmakanda ADP has been carrying out its Area Development Program in the area covering by 4 Unions (Kalmakanda Sadar, Rangchati, Poglaand Borkhapon) out of 8 Unions under Kalmakanda Upazila/Sub-District. The ADP is located at a distance of 192 kilometers in north of Dhaka and 38.8 km north east from district head quarter of Netrakona and 73 km north east from Mymensingh Division. The total area of the Kalmakanda sub-district is 377.41 (Working area-200.83Sq KM) square kilometer consists of 347 (Working villages-121) villages (BBS-2011)

The Kalmakanda ADP now is in transition phase. During this journey through implementing various implementation phases, Kalmakanda ADP has accomplished a good number of interventions to bring sustainable and transformational development of its targeted people/community special focuses on child well-being. The last three years, the ADP is being implemented planned interventions for strengthening capacity of community groups like CBOs, child forum, school management committee, Sponsorship management committee, CBDMC and WASH committee & PD Hearth committees, well-being of target community, community ownership and sustainability. Now according to the programme life cycle, it is the time to look back in the accomplishments and carry out the programme performance complying with its expected objectives and indicators. Hence, this ToR will provide a guideline to conduct the End Programme Evaluation to see the overall impact of programme and how much extent the programme contributed to achieve the sustainable well-being of the children, families and communities through its entire programme life cycle of 19 years and life time.

#### **IV. Rationale of End Program Evaluation:**

During LEAP journey Kalmakanda ADP has accomplished different interventions through its projects: Health, Education, Economic development and Sponsorship management along with the stakeholders to enhance the wellbeing of most vulnerable children, their families & community people. Now the ADP is in last year of final implementation focusing on the transition issues that were already passed three implementation phases successfully.



As per the LEAP guideline and Transition Design Document program evaluation is to be conducted at the end of transition phase and thus the ADP is going to conduct end programme evaluation to assess the progress or success of programme and project goal, outcomes indicators and development area of the programme. During its implementing phases different quantitative progress and short-term impact at activity and output level are being measured at monthly, semi-annually and annual basis. Now this evaluation will demonstrate the progress and contribution of the program that how much the community is ready to take the responsibility for future sustained development. It's the time to measure progress against set indicators as well other context to see the changes happened over the decades work. Besides this, LEAP DME management policy creates the opportunity for evaluation to see the sustainability, changes, lack thereof, impact, new opportunities etc. and move forward for phasing out the program. Kalmakanda ADP is very close to phase out and the ADP is preparing the community for transition. As a result the ADP has developed a plan for End Program Evaluation conduction with a view to see the results and impacts of the program initiative implemented for transition. But considering final phase, it is decided to conduct end phase evaluation at the end year as per plan and guided by regional and national office in agreement with support office also. The End Program Evaluation processes will be started from January 01, 2019 and to be completed by May31, 2019 (including SO feedback and final report).

## I. Evaluation Summary:

<b>Programme</b>	Kalmakanda Area Development Programme (ADP)
<b>Programme Phase</b>	FY 2017- FY 2019
<b>Evaluation Type</b>	End Programme Evaluation
<b>Evaluation Purpose/ Objectives</b>	<ul style="list-style-type: none"> <li>• To assess existing social<sup>1</sup>, economic<sup>2</sup>, demographic<sup>3</sup>, health<sup>4</sup>, environmental<sup>5</sup> conditions of the community people, especially the most vulnerable group among the community.</li> <li>• To assess the progress and impact related to the well-being of children, families and communities of Kalmakanda ADP over the lifecycle FY1994-2019.</li> <li>• To measure the program relevance, efficiency, and effectiveness of intended goals and outcome in relation to project expected outcomes.</li> <li>• To identify to what extent Programme objectives have been achieved and compare with baseline, evaluation, other relevant secondary data and WVB thresholds considering disaggregate information by gender to make decision on programme phase out.</li> <li>• To identify how peoples' lives have changed, or been transformed with root causes of changes &amp; learning why changeless happened in the program.</li> <li>• To identify whether capacities have been developed by community partners and identify whether vulnerabilities have been reduced of target community especially for the most vulnerable groups.</li> <li>• Carry out the lessons learned which would help ADP staff to identify promising practice and ADP closure report &amp; program which can be replicated in other programs of WVB in future.</li> <li>• To assess up to what extend the ADP addressed the CWBO towards sustainability of local ownership, partnering, local and national level advocacy, transformed relationship, and household and families resilience.</li> <li>• To assess the cost effectiveness of the program that impacted to the community over the life of the ADP.</li> <li>• Reflect &amp; triangulate the study finding/results with the findings of other cycles to identify the trend analysis of the achievement and changes over last the 19 years.</li> <li>• Trend &amp; comparison analysis to be reflected of ADP program evaluation findings with ADP's all phases of baseline/ evaluation survey findings,</li> </ul>

<sup>1</sup>Social condition refers to issues like poverty, standard of living, health, gender equality, safety, well-being, and education of the community etc.

<sup>2</sup>Economic condition refers to financial status, ownership of assets, income, production, new modern technologies, labour and employment etc.

<sup>3</sup>Demographic condition refers to status with dynamic of population characteristics i.e. age, sex, occupation, education, status in household, status in community etc.

<sup>4</sup>Health condition refers to issues related to health care and prevention services etc.

<sup>5</sup>Environmental status deals with land, trees, water, air, climate and minerals etc.

	other relevant secondary data considering disaggregate by gender to make decision on program phase out.
<b>Primary Methodologies</b>	<p>The End of Program Evaluation would be led by a prominent external consulting firm and participatory in nature with a focus on learning, success and action. The communities and all level stakeholders would be made aware of the evaluation’s objectives in order to facilitate their highest participation. This will enable them to identify their strengths, weakness, opportunities and threats through potentials for problem solving pathways for development. The methods for the evaluation of the program/projects will comprise both quantitative and qualitative in analysis of the progress, achievements and changes.</p> <p><b>Quantitative:</b></p> <p>Consulting firm will have to map out all the indicators of current and previous phases and determine the authentic sample size and tools. (i.e Consultant will calculate the actual sample size, Sampling technique and field level data collection process appropriate for this evaluation. Multistage Cluster sampling method will be followed for end programme evaluation to compare with baseline findings).</p> <p><b>Qualitative:</b></p> <p>Focus Group Discussion</p> <p>Key Informant Interview</p> <p>Case Study</p> <p>SWOT Analysis</p> <p>Spider Diagram tool with children (with boys &amp; girls separately)</p> <p>‘H’ tool with children (boys and girls)</p> <p>In depth study at least 1 from each project.</p> <p>Change Tree Tool</p>
<b>Evaluation Start and End Dates</b>	<p>Start: January 01, 2019</p> <p>End: April 30, 2019</p>
<b>Anticipated Evaluation Report Release Date</b>	May 31, 2019

## 2. Description of Programme and Projects Being Evaluated:

Project wise Goal, Outcome, Output with indicators and major interventions are given below:

### 2.1. Project wise Goal, Outcome & Indicators:

Programme, projects and social context of the programme area have been described in the program design document. Log-frames, M&E plans and detailed implementation plans (DIP) of individual projects by year and for the entire phase which have incorporated clearly in the program design document. These documents will help to execute the study process. Kalmakanda ADP has prepared TDD in FY' 2017 to 2019. Kalmakanda ADP is consisting with four projects like Health, Education, Economic Development and Sponsorship Management Project. Listed indicators of entire programme and projects to be broadly considered during end phase evaluation for comparing with baseline status in addition to this programme sustainability and transition indicators also be considered. Project wise Goal and Outcome listed indicators are given below

	Summary of objectives	Indicator
<b>Program Goal</b>	"Empowered and Interdependent Community striving towards child wellbeing and sustainability."	
<b>Program Outcomes/Projects goal</b>		
<b>Program Outcome: 1</b>	Girls and boys enjoy good health	-Prevalence of stunting in children under five years of age
<b>Program Outcome: 2</b>	Children enjoy quality Education and are respected participants in decisions making that affects their life.	-Proportion of target population who participate in educational development activities
		-Proportion of parents and caregivers who promote learning and reading readiness for children aged 3 to 5 years
		-Proportion of adolescents who develop and demonstrate the application of essential life skills to lead a productive and fulfilling life
<b>Program Outcome: 3</b>	Sustained Socio economic development of targeted households of Kalmakanda area by 2019	-Proportion of households where one or more adults are earning an income
		-Proportion of communities members who are entrepreneurs

	Summary of objectives	Indicator
		- Proportion of households feel more confident in dealing with disaster risks and climate change' effects
<b>Program Outcome: 4</b>	Sustained well being of children through ensuring child rights & protection and effective sponsorship management in the working area.	-Sustained positive relationship between children and sponsors, correspondence is in quantity, quality and in time. -Proportion of community people that participate in child care and protection.
<b>Project Level Outcomes &amp; Indicators: Health Project</b>		
<b>Outcome: 11</b>	Improved essential Nutrition services for children under 5 years with their mothers and caregivers	-Prevalence of underweight in children under five years of age. -Proportion of population using improved sanitation facilities (for defecation).
<b>Outcome: 12</b>	Improved health status of mother and children promoting health care services in the ADP working area	-Proportion of mothers who report that they had four or more antenatal visits while they were pregnant with their youngest child. -Proportion of women who know at least two danger signs of pregnancy.
<b>Project Level Outcomes &amp; Indicators: Education Project</b>		
<b>Outcome: 7</b>	Improved Quality of Education through active participation of the Stakeholders.	-Proportion of school going children teachers and parents who express satisfaction with the school environment -Proportion of early childhood care and development graduated children who continue to formal primary education
<b>Outcome: 8</b>	Enhanced capability of children and youth to ensure quality Leadership.	-Proportion of adolescents who develop and demonstrate the application of essential life skills to lead a productive and fulfilling life.

	Summary of objectives	Indicator
		-Proportion of boys and girls receiving training in life skills.
<b>Project Level Outcomes &amp; Indicators: Economic Development Project</b>		
<b>Outcome: I3</b>	Increased household income through skill development on farm and non-farm productions and linkage with markets and service providers	-Proportion of households articulate that their household incomes at "increased level" by the intervention of the project.
		-Proportion of women engaged in market led IGAs.
		-Proportion of groups whose income increases as the result of the practice of marketing enhancement approach.
<b>Outcome: I4</b>	Strengthened Leadership capacities to lead, guide and manage organizational management in collaboration with GO, NGOs & other organizations.	-% people strongly agree that CBO /community group is the strong system to address their needs.
		-% of women in leadership positions in Community Based organizations.
<b>Outcome: I5</b>	Increased community resilience through disaster risk reduction and climate change adaptation in collaboration with GO & NGOs.	-% of community members (from 36% to 60%) using disaster risk mitigation and climate change adaptation skills.
		-% of HHs incorporated Disaster Risk Reduction measures into their livelihood activities.
<b>Project Level Outcomes &amp; Indicators: Sponsorship Project</b>		
<b>Outcome: 4</b>	Ensured child rights and child protection in the working area engaging all stakeholders.	-Proportion of partners who advocate for rights of children.

	Summary of objectives	Indicator
<b>Outcome :5</b>	Promotion of Children's participation through child leadership and voice raising skill development.	-Proportion of partners are able to participate in voicing child related issues / programs related to children up to the consultative level.
		-Proportion of parents and caregivers actively encourage children's ideas and involve them in decisions that affect their lives.

**Child Well Being Target, WVB strategy and Mandatory indicators that should be consider in end programme evaluation:**

**Child Well Being Target/Indicators:**

1. Children report an increased level of well-being
2. An increase in children who are well-nourished (ages 0–5)
3. An increase in children protected from infection and disease (ages 0–5)
4. An increase in children who can read by age 11.

**WVB Strategy Indicators: According to FY 16 to 20 periods**

1. Prevalence of stunting in children under five years of age
2. Proportion of children who demonstrate they are ready for school
3. Percent of children in grade 6 or equivalent who can read and comprehend a story
4. Proportion of children (12-18 yrs) who develop and the application of essential life skills to lead a productive and fulfilling life
5. Proportion of communities where youth are able to share their views and be listened to by community or district government leadership
6. Communities can identify, understand and act on issues of injustice affecting the wellbeing of children and progressive fulfillment of their rights
7. % / # of Union/Upazila / Pourashava /Municipality / City Corporation level child protection mechanism are functional in WVB working area
8. # and % of farmers (Households ) adopting improved agricultural practices
9. Proportion of HH able to employ an effective disaster management (pre, post and ongoing phases)
10. Proportion of HH practicing climate adaptive livelihoods

**Mandatory indicators that should be considered in end programme evaluation;**

1. % increase of literacy rate among children from existing baseline.
2. % of households that have at least two reliable income sources.

**Complementary indicator that need to be considered in end programme evaluation**

1. % of infant whose births were attended by skilled birth attended

2. % of HH with U5 child who has access to hygiene latrine
3. % increase of mothers of children aged 12-23 months who received at least 4 PNC visits from a trained health worker within 42 days of delivery
4. Prevalence of diarrhea in children under 5
5. % of infants aged 0-5.9 months who were fed exclusively breast milk within last 24 hours
6. Proportion of children under 2 years receiving early initiation of breastfeeding
7. Proportion of children wasting
8. % community to enhance enabling Differently able people
9. % of targeted students achieved B grade in public Examination
10. Completion rate for primary cycle increases % and % for secondary level
11. Proportion of children who are functionally literate
12. Proportion of children who have completed six years of basic education
13. % of children decreased dropout rate at primary and secondary level
14. % reduction of early marriage within the working area based on the baseline
15. Average income increased among the community
16. % Targeted farm households adopted at least one new farming technology
17. % targeted households having at least one animal protein sources once a time in their daily meal
18. % of targeted communities sells their product at distance market.
19. % CBOs functioning in Excellent, good & moderate level respectively.
20. % of registered CBOs initiate development intervention independently
21. % of CBO members has at least 4 shares.
22. % women leadership ensured to lead and manage the CBOs.
23. % of CBO member involved at least one alternative income source.
24. Proportion of women empowerment demonstrate in the community
25. % Disaster Management Committees functional
26. % targeted household can say three mechanisms about disaster preparedness
27. % of affected household return to normal life after disaster existing %
28. % of RC complete primary level (1-5 grade)
29. % Child Forum & CMC committees Functional

## 2.2. Major interventions under different Projects

KalmakandaADP implemented its programme through a documented design consists of four projects like: Health, Education, Economic Development & Sponsorship Management Project. The ADP design document contains project log-frames; M&E plans, ITT and detail implementation plans (DIP) by phase and annual, which provide sufficient background information for each project. It is expected that review of such plans would be good sources for preparation of evaluation plans. It will be primary and secondary data collection based on the projects outcome indicators by following some scientific survey methods.

## 2.3. Sustainability Issues:

In addition the evaluation aims to measure the following sustainability issues to take effective management decision using potentials and empowerment of the community for phasing out the programme effectively.

- To what extent are the community people aware of essential health care services especially from Govt. service centers.
- Capacity of the committees like CC committee, PD Hearth, C-IMCI, WASH and how they are functioning.
- Local institutions and CBOs are aware about maternal & child health issues and working to aware community people to ensure essential health care services.
- CBOs established referral linkages with different health service providers or health centers.



- Up to what extent Govt. education department are extending their support to schools as per Govt. education policy and community demands to ensure quality education.
- CBOs are aware on education for children and take initiative for child enrollment in school as well as ensure birth registration.
- Child forum is well functioning with having regular plan of action to stop early marriage, ensure birth registration and establish child rights as well as networking with Upazila/sub-district administration on this issues.
- To what extent the registered CBOs is functioning independently by the guidance of government cooperative department.
- How effectively CBOs is operating micro finance business to increase family income, job opportunity and asset creation.
- To what level CBOs is ready for partnership responsibility and future ownership when the ADP will be phased out.
- Skill youths and women involved in income generating activities.
- CBO, DMC (Union & Upazila level) are functioning and intentional to take initiative on disaster management in pre, during & post disaster situation.
- Child forum are being nurtured by the CBOs.
- CBOs and child from work jointly on child rights & protection issues.
- CBOs have initiative to response in case of child vulnerability (emergency support).
- CMC creates linkages with CBOs and NGOs to foster of child well-being.

### 3. Evaluation Target Audiences:

There are several evaluation stakeholders/partners/program participants of both direct and indirect in nature. The direct stakeholders/partners are Registered/Sponsored children, CBO members, Adolescents of the communities, teachers, students, leaders, SMCs, CMCs, CWMCs, UDMC, UZDMC, CBDMC, and WASH Committee Members. The indirect partners/program participants include parents of registered/sponsored children family members of CBOs, community volunteers and facilitators etc. Besides, the community consultation team members and staff members of both at national and ADP levels are also considered as important stakeholders. They will play the key role in the evaluation process which will be helpful to find out the present situation and demonstrate the progress for phasing out the programme effectively.

#### **The direct stakeholders/partners/beneficiaries are:**

- Under-5 children, pregnant and lactating mothers and adolescents
- Parents and caregivers
- Registered/Sponsored and non-registered/sponsored children and their family members
- Poor and meritorious students
- Teachers, Parents Teachers Association group and school managing committee members
- Members of some committees like PD/Hearth, WASH, CBDMC, CWMC, SMC, CMC etc.
- Unemployed youth
- Differently able people
- Illiterate adults
- Widows and abandoned women
- Other community mothers and adolescents
- Ultra-Poor and landless families
- Poor, marginal and small farmers
- Aboriginal people/Indigenous people
- Child Forum and Community Based Organization (CBO) members

- Social, religious and community leaders
- Disaster affected community people
- Union disaster management committee members and volunteers
- Orphans who stay with their relatives
- Abandoned children
- Community facilitators/Volunteers
- GOB & NGOs and their representatives, local educational institutions
- World Vision

**The indirect stakeholders/partners/beneficiaries are:**

- Tube-well and latrine installation in the institutions and communities
- Non-registered/sponsored children of the community
- Students of different schools and colleges
- Family members of pregnant and lactating mothers and adolescents,
- Family members of unemployed youths, widows and aboriginal people
- Farmer's family members
- Infrastructure development took place in the institutions.

All the stakeholders would be considered for HH survey, FGD, Document review, KII, SWOT, Case Study/Success story. The evaluation result would be shared with all level of stakeholder before finalization of the evaluation report. The evaluation plan will be outlined detail about number of result sharing session considering all level of stakeholders. The SO and/or donors will also be informed the evaluation results before finalizing so that their comments or suggestions can be included.

The ADP and all relevant stakeholders will use the report to assess the progress and achievements of the program/project as well as the promising practices for future improvement.

**Union wise Population Information:**

SL	Name of Unions	No. of working Villages/Mahallah	Working Villages	
			HHs	Population
1	Barkhapan	22	4887	24020
2	Pogla	36	5777	28860
3	Kalmaknada Sadar	30	7687	37124
4	Rongchati	34	7718	33981
	Total	122	26069	123985

**Source: Bangladesh Bureau of Statistics Census 2011**

The detailed village wise population data is given in the attachment

## Union wise working Villages:

### Attachment a: Union wise Village list and Population



Union wise Village list  
and Population .xls

### Project wise Target Beneficiaries:

SL	Project Name	Beneficiaries (HH)
		<b>Direct</b>
1	Health Project	Male : 2000 Female : 2500 Boy : 2500 Girl : 3000
	Education Project	Male : 2857 Female : 2400 Boy : 2472 Girl : 2872
3	Economic Development Project	Male : 2150  Female : 5650  Boy : 850  Girl : 1030
4	Sponsorship Management Project	Male : 2000  Female : 2100  Boy : 748  Girl : 788
<b>Total</b>		<b>Male : 9007</b> <b>Female : 12650</b> <b>Boy : 6570</b> <b>Girl : 7690</b>
<b>Grand Total</b>		<b>: 35917</b>

## 4. Evaluation Type:

This would be a program phase out evaluation and main focus is in assessing progress made towards the goal and objectives at the programme and project outcome/impact level throughout the journey of the programme in the community. The **End Programme evaluation** should provide **evidence-based information that is credible, reliable and useful, enabling the timely incorporation of findings, recommendations and lessons learned into decision-making processes** towards further replication in programme/projects (If any) in the ADP or outside ADP working area.

## 5. Specific Evaluation Purpose and Objectives:

### 5.1. Evaluation Purpose

The main purpose of the End Programme Evaluation is to identify the impacts of the program in the lives of children, families; community, partners and stakeholders focusing child-wellbeing outcomes in relation to the project expected outcomes. Consulting firm will have to compare with Baseline and other recognized contemporary secondary data. It is also expected to see the fact and reasons of all indicators and issues why the achievement is up to the expected level or not.

### The specific objectives of End Life Program Evaluation criteria:

The major component of ADP design document needs to assess through five evaluation criteria like relevance, efficiency, effectiveness, sustainability and impact as furnished below:

#### 1.1 Quality and relevance (in terms of assessment whether an intervention is justified in the light of the outcomes and issues determined in the pre-assessment):

- To what extent does/did the project respond to priority issues of the community?
- To what extent the target communities/primary stakeholders were/have been identified/selected and effectively promoted the intervention
- How significantly and worthwhile is/was the projects to community situation.

#### 1.2 Effectiveness (in terms of assessment of the major achievements to date in relation to its stated outcomes and outputs; and how assumptions have affected the projects achievement):

- To what extent the planned outputs led to the achievement of the outcomes?
- To what extent the planned outputs led to the achievement of the outcomes?
- Whether the ADP teams have done right things in right ways?
- To what extent the program/projects achievements have affected by outcomes?
- Whether outcomes and indicators of progress used during the ADP programming period?
- What kinds of benefits accruing to target people including women and children?
- What factor and processes affected the achievement of the outcomes?

### **1.3 Impact (in terms of making a judgment on the repercussions of the interventions in the medium and long-term change at community level the project has contributed to):**

- What have been the effects of the project interventions on target people and the community?
- What contributions are provided for the improvement of the livelihood status of the target people in the community?
- What contributions to enhancement of socio-economic and income opportunities of target population?
- Was there any effect of cross cutting issues addressed by the project interventions?
- How they practice in their daily life
- What improvement level they achieved in their life
- Did they come out from circle of poverty issue?
- What is the impact out of four projects?

### **1.4 Efficiency of planning and implementation (in term of cost, speed and quality with which inputs/resources/means have been converted to desired products/outputs):**

- Have projects output been achieved at reasonable cost?
- Were the Project Management & ADP management structure and its staffing appropriate in relation to the tasks executed?
- Was financial spending was in line with plan?
- Were there good working relationships with stakeholders/partners?
- How well technical assistance provided by the National/Regional office in developing local capacities?

### **1.5 Potential for sustainability, Replication and Magnification (in terms of likelihood of continuation in the stream of benefits produced by the projects after the):**

- To what extent are community groups assuming ownership of development initiatives?
- What are the characteristics of positive and effective community participation with the program/project?
- How are community groups functioning related to below aspects?
  - Representation and involvement of broader community members
  - Leadership
  - Decision making
  - Gender make up, and role of women
  - Organizational vision and purpose
  - Management of the organization
  - External linkage
  - Resource mobilization

### **1.6 Indicators of Child Wellbeing Aspirations:**

The evaluation will be addressed the child wellbeing aspirations indicators in light ADP design documents and will be drawn a conclusion on future improvement or scope of work.

- What programs are more effective for this area and why?
- What program do not support to develop of the community and why?

- What are the health status of the children
- What are the education status of the children
- What are the moral status of the children
- What are the protection & participation status of the children

## 5.2. Evaluation Specific Objectives:

The specific objectives are as follows:

1. Assess existing Social, Economic, Demographic, Health and Environmental conditions of the community people, especially how the most vulnerable children and women are impacted by the ADP projects and program in the area.
2. Measure the progress of awareness, knowledge, attitude and practices of target population, which is stated in the projects and program narratives of RDD& TDD in KalmakandaADP working area.
3. Assess the degree of changes against output, outcome and goal level indicators in terms of quantitative and qualitative over the time and reflecting the factors/reasons that are contributed to happen either positive or negative impact/changes appropriately in the program area.
4. Assess the status of Non-negotiable (cross cutting) issues (Gender, Disability, Accountability, Advocacy, DRR & CCA, Faith & Development, Christian impact, environment, Sponsorship, Urban, Peace building and conflict resolution, and Child protection) considered in all the projects
5. Assess the promising practices and most impacted interventions of each project over the period that transformed community towards sustainability.
6. Assess the potentials of program/projects for its ownership and sustainability issues based on five drivers, i.e. to assess: i) local ownership, ii) partnering, iii) local & national level advocacy, iv) transformed relationship and v) household & family reliance any basis to make decision on program transition.
7. Identify lessons learned and challenges (with possible solutions) and formulate actionable recommendations, which can be utilized to make World Vision work in the other program area more effectively.
8. Assess how effectively current program addressed child well-being indicators (CWB) and key performance indicators (KPIs) of WVB country strategy and how the program involved and benefited vulnerable groups.
9. Identify the community technical, managerial and operational competencies towards community development.
10. Determine whether the resources (financial, human and materials) have been used economically and wisely for the well-being of the community.
11. Reflect & triangulate the study finding/results with the other cycles of the program of last 20 years through trend analysis.
12. Compare program evaluation findings with baseline, other relevant secondary data, and WVB thresholds considering **gender disaggregation** to make decision on program phase out.

## 6. Evaluation Methodology:

The End Programme Evaluation will follow both the quantitative and qualitative methods for data/information collection. The ADP authority has provided background information as mentioned below, which is necessary for sampling design for the quantitative survey for this evaluation. The consulting firm will identify the appropriate samples sizes and sample households based on the indicators of the program & projects goal & outcomes along with mandatory & necessary indicators stated above in the page # 8-13. The sample households will be selected from the list of villages/wards where WVB implementing interventions (i.e. primary sampling unit to be provided by ADP) using simple random or cluster sampling technique with probability proportionate in Size (PPS). To conduct the End Programme Evaluation, same

methods/ techniques need to be followed or any other appropriate method/ technique which are more relevant with the method that used in the baseline/previous evaluation(A two stage cluster sampling method was used in the last study).

For qualitative data/information collection, required number of FGDs, KIs, case studies, semi structured questionnaire,SWOT Analysis, Spider Diagram tool with children (with boys & girls separately), 'H' tool with children (boys and girls), in depth study at least 1 from each project. Change Tree Tool or any other relevant techniques can be used based on the demand of the indicators.

Here it can be emphasized that the evaluation will be undertaken for each of program/project following the goals and outcomes set as per design logical framework. **The consulting firm will have to review the previous phases Baseline survey & evaluation Reports, Semi-Annual and Annual Report, ADP monitoring Report, Audit Report and other relevant secondary documents/reports (Document Review). To have background information, the firm will have to conduct KIs techniques which will include interviews with individuals or groups through using Semi-structure interview (SSI) tools with key informants in GOB agencies, NGOs, CBOs, Church authority local leaders, project facilitators and local media sources.** The focus should be on obtaining factual information that is crosschecked and triangulate with the program evaluation and other sources. A series of open-ended questions need to be asked to programme and project staff including Volunteers/Facilitators who are knowledgeable and experienced with interventions.

However, in the past, World Vision has used two-stage cluster sampling design for the similar evaluations due to its principle of simplicity, low cost and ease of operation. Besides, the well-known Demographic and Health Survey in Bangladesh and elsewhere to draw a nationally representative sample and by UNICEF follow similar methodology for its multiple indicator cluster survey.

As part of organizational policy and LEAP guidelines, collaborative partner CBOs/ NGOs, local Govt. representatives, other stakeholders and the community need to be involved in the End Programme Evaluation to ensure active participation, contribution and perspectives of all partners through the process. The End Programme Evaluation team members will visit the ADP and project locations and conduct several qualitative sessions with stakeholders as a part of the End Programme Evaluation based on the indicators.

## 7. Limitations:

Every evaluation has some limitations, which can make influence in the evaluation result. Considering this, the intended End Programme evaluation will try to follow the appropriate methodology to minimize the influence. Kalmakanda ADP works with the rural based people. There are several natural disaster occur every year in ADP working area that is **flash flood, seasonal storm etc.** For these reason sometimes targeted beneficiaries may move from one place to another which can be the considering limitation area of the evaluation. In the End Programme evaluation, emphasise needs to give to the same households under the same cluster. Some households of those cluster may migrated in the last two or three years. In that case, required number of households can be included following appropriate methodology.

## 8. Authorities and Responsibility:

### 8.1. Team Members and Roles:

The ADP authorities like to conduct the End Programme Evaluation by a renowned consulting firms having experience of similar type of studies. ADP will give preference on those consulting firm who are experienced in conducting 'End Programme Evaluation'. The Consulting firm will have to lead the End Programme Evaluation involving staff from WVB, community consultation team members and local

implementing partners (GOB agencies, CBOs/NGOs). WVB want to see the name of the respective sector experts and cost benefit analyst's name and profile along with the evaluation proposal.

The End Programme Evaluation should have two teams, the core team and the field enumeration team. Core team will comprise of ADP staff, WVB regional and NO MEAL staff, partners and the consultants of the firm. The field team will comprise of at least 25 enumerators, including supervisors and trainers. Both the teams would be worked as per the advice of WVB and guidance of the consulting firm.

As the survey will be conducted by the external evaluation firm so they have the following capabilities:

- Consulting firm's staffs are experts and have good knowledge and experience on end programme evaluation. Also the firm need to have the technical expertise to analyze the quantitative & qualitative data with quality and produce a professional evaluation report considering the evaluation purpose and objectives as mentioned above. The firm need to involve Gender advisor to address gender sensitivity and collect & analyze gender based data for reporting. Along with this they should also involve other sector specialist like health & nutrition, agricultural, livelihood, child protection and DRR to analyze the data more appropriately considering the context relevant to other sources and generate a good report focusing on the cross cutting theme.
- The team leader/Principal Investigator specialization in Social Science/Anthropology Statistics/Economics/Sociology/Development Studies.
- The team leader/Principal Investigator has proven experience in multi-sectorial program/project evaluation or in household livelihood assessment;
- Willing to work in remote area with poor and extremely poor people.
- Office well-setup including experienced staff in respective field.
- Must engage requisite number of supervisor to ensure the data quality and validate data as per the plan during the time of data collection.

Moreover it is preferable that there should be a blend in core team that comprise of one sociologist/economist/development practitioner (team leader), one gender and advocacy specialist and one experienced staff in development issues who can deal with community regarding survey.

**Table: Role and tasks to be completed by different team members in evaluation process:**

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
Planning	Preparation of Terms of Reference	<p>Terms of reference gets originated from the ADP and finalized based on the feedback from WVB Regional Office, NO and SO.</p> <p>Consulting firm will form a team for End Programme Evaluation involving ADP staff, different stakeholders at community level and WVB Regional Office&amp; National Office.</p> <p>Evaluation Team/Consulting Firm will be guided by WVB DME staffs of core team.</p>



Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		<p>WVB role is to coordinate with support office, partners &amp; other stakeholders and incorporate their feedback.</p> <p>ADP/Regional assign staffs will manage consulting firm through providing support and ensure the quality of evaluation products as appropriately.</p>
Document review	Collect and review all the documents supportive for phase evaluation	<p>Consulting Firm will review the ADP Design Document (project logical framework, DIP, M&amp;E Plan, Indicator Tracking Table, ADP monitoring data, ADP Annual management reports and other relevant documents/sections of the design).</p> <p>Ensure participation of both WVB technical and programming staff members in all activities mentioned above as observer.</p> <p>WVB will provide relevant documents and give information about the ADP working area, community, beneficiary etc.</p>
Methodology	Selection of appropriate methodology	<p>Consulting Firm will develop programme evaluation methodology, sampling size and sampling procedures required for the quantitative &amp; qualitative survey in respect to demand of ADP evaluation in consultation with ADP management, DME staff of ADP, DME Coordinator of respective WVB Regional Office and WVB National Office MEAL Unit.</p> <p>Develop appropriate quantitative and qualitative tools &amp; Translation of survey tools in local language i.e. Bengali as where necessary.</p> <p>Finalize the sampling frame in consultation with ADP management and technical persons in the WVB Regional Office and National Office.</p> <p>Organize a comprehensive training sessions to orient the team members on tools and methodology, data collection technique. A practical session can be included for data collection for the enumerators for collection of quality data and reduce any ambiguity of questions. Maximize quality of data to be collected through developing training enumerators and supervisors, developing procedures of</p>

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		<p>data collection of data. A detail guideline would be developed that questionnaire may understandable.</p> <p>Collect data using finalized tools from planned primary and secondary sources on time.</p> <p>WVB will follow up phase evaluation process to collect quality data as per indicator.</p> <p>WVB will review and give feedback on tools and draft reports.</p>
Quantitative Data Collection	Quantitative Survey based on the outcome and impact indicators from the programme design document	<p>The consulting firm will prepare evaluation tool having guidance from WVB/ Support Office. In this regard, tools against indicators which are aligned with “WV Compendium of Indicator” will be used.</p> <p>Develop questionnaires and other tools incorporating appropriate questions for information and include proxy indicators so that complex outcome indicators (e.g. socio-economic indicators) can be derived from. Ensure to have indicators disaggregated by gender, age and ethnicity and where appropriate also by poverty status and other vulnerabilities such as widows, orphans or people with disabilities etc.</p> <p>Conduct pre-test of questionnaire at ADP working area and update the same with appropriate questions. This should be shared with DME and technical staffs.</p>
Qualitative Data Collection	Qualitative Data: FGDs, KII, SWOT, HH analysis, Change tree and other exercise of relevant proposed tools.	The consulting firm will conduct the qualitative assessment to collect and information through gathering sessions consults with ADP Staff from core team at different place from different community partners other stakeholders including representative from GOs & NGOs.
Data Processing and Analysis	In depth analysis of data and information from primary and secondary sources and sharing findings with community partners &	The consulting firm will develop data entry, error-checking modules and data analysis program in MS Access, standard format or standard software like EPI Info, SPSS, Strata, etc. Before storing the data, the firm must do cross check and data consistency.

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
	ADP/Regions staffs members	<p>Store data into database using data entry program developed.</p> <p>Design dummy tables, graphs and summary formats for report writing with 95% CIs and total sample per indicator. Sex-disaggregated data will be included for specific indicators.</p> <p>Use both quantitative and qualitative data, firm will analysis data using statistical techniques showing Confidence interval, different age group with gender disaggregation and calculating progress at outcome and goal level indicators and compare the findings with baseline and updated relevant secondary data.</p> <p>Use the appropriate data analyzing software to analyze the data.</p> <p>Consulting firm will share the analysis finding with community partners &amp; others stakeholders to validate and get their feedback/comments accordingly.</p>
Reporting	Final Report.	<p>Consulting Firm will produce report using error free data, survey observations, findings and analysis obtained from other analytical computer packages.</p> <p>Present evaluation findings and send draft report for review comments to ADP, WVB Regional Office and National Office along with raw data for further checking.</p> <p>Incorporate feedback and present revised draft report to ADP, WVB Regional Office and National office which will be sent to Support Office for their feedback.</p> <p>Finalize report after incorporating feedback from Support Office will treated as final report by consulting firm.</p> <p>The analytical/main report will be produced to consider outcome statement.</p> <p>Submit the final report (both soft and 5 hard copies, final data soft &amp; analyzed output data tables/ data pack) to ADP management and support office for final approval.</p> <p>The Evaluation Team leader will submit the final report based on the feedback from the ADP, WVB Regional Office, NO and SO.</p>

Evaluation phase	Description of Task	Role and tasks to be addressed by the Evaluation Team members
		WVB disburse payments based on agreed terms.

To see the effectiveness and efficiency of sponsorship program in this evaluation, staff from ADP/WVB Regional Office under the guidance of SIP point person from National Office and/or Sponsorship Advisor, will follow the recommended sponsorship impact measurement tools in light of sponsorship evaluation guidelines.

**Note:** M&E Officer and team of Kalmakanda ADP along with regional representative will observe data collection process and ensure data quality on behalf of WVB during field work.

## 8.2. Partners

ADP in support with RFO & NO will hire professional external consulting firm through tendering process as per WVB Procurement Policy. The consulting firm will lead the End Programme Evaluation involving staffs from ADP, RFO, NO, community representatives and incorporate the feedback and suggestion from ADP, Regional Office, National Office and support office to finalize the report. Thus M&E Officer, the ADP staffs & Community Consultation Team member will be responsible to check the data collection process and data quality through ensuring the consistency, effectiveness & efficiency of the entire process on behalf of WVB.

## 8.3. Submission of Evaluation Proposal:

The consulting firm should produce a proposal for End Programme Evaluation based on this ToR and submit the same to KalmakandaADP/Greater Mymensingh Regional Office, WVB within the stipulated timeframe. The proposal should be in two parts:

- Technical Proposal and
- Financial Proposal

### The technical proposal should specify:

- Analysis of the ToR showing the consultants' understanding of the subject to be evaluated;
- Proposed analytical and investigative methodology showing how the consultants intend to proceed;
- Qualification and experience of the consulting firm in socio-economic studies/evaluations;
- Career resumes of consultants containing the following items:
  - Academic training and technical skills;
  - Knowledge of the systems, mechanisms and instruments of cooperation interventions;
  - Skills in the field of public policy evaluation;
  - Knowledge of the country and region of the intervention and, if appropriate, of the local language;
- Capacity in regards of logistics and facilities including data analysis and report writing;
- Work plan and time as per template provided in ToR.
- Detail proposal of the evaluation;
- Methods of data collection and conducting the evaluation;
- Plan of report and design of report writing, etc.

### The financial proposal should specify:

- Head-wise cost-estimate;
- Salary/honorarium of professional/experts and other support staff including social costs
- Cost of data collection (enumerators) and data entry
- Cost of travel and accommodation
- Cost of stationeries, survey form printing and report production of draft and final in 5(five) copies.
- Tax and VAT will have to be mentioned in the financial proposal based on the current GOB circulation.

### 8.4. Evaluation of Consulting Firm:

Among the submitted proposals only the technical proposals will be evaluated first at the time of analysis. The financial proposals will remain until technical proposals are evaluated. The technical quality of the proposals will be evaluated on the basis of two major score points:

- Understanding the survey work i.e. (a) Understanding the objectives (b) Quality of methodology (c) Innovativeness (d) Work Program (e) Comments on ToR and (f) Presentation of proposals
- Quality of firm, its logistics and human resources i.e. (a) Experience of firm and similar and different types of studies conducted for national and international agencies, (b) Experience of Consultants (c) Technical supporting staffs and logistic facilities (d) Experience of the firm/Consultant with World Vision Bangladesh.

The firm should provide relevant and appropriate evidences in support of their events and information provided for qualifying themselves.

### 8.5. Profiles of the Lead Consultant:

The consultant should have:

- A higher degree in Statistics/social Science/Anthropology/ Development Studies/ Natural Resource Management or any other relevant research based study.
- Proven Experience on the development context of Bangladesh and experience on working with mixed culture i.e. Bengali, Ethnic community will be added extra value.
- Proven experience in conducting End Programme Evaluation and participatory approaches.
- Proven experiences on analysis of production of End Evaluation and socio-economic context.
- Experience in combining qualitative and quantitative survey methods using WVB prescribed tools and develop by consultants.
- Experience in statistical analysis and triangulate the quantitative and qualitative data appropriately.
- Excellent report writing skill in English.

### 8.6. End Program Evaluation Plan:

The End Program Evaluation proposal should be accompanied by a detail evaluation plan following the below format or better ones. The plan must be based on focus area (goal and outcome of projects/ program) and assumptions as per logical frame works. **It is urged to the firm to submit indicator mapping with possible matching questionnaire to provide inputs to finalize survey questionnaire from the different level of WV authority.**

End Programme Evaluation Plan is expected in the proposal as per the matrix.

Program End Evaluation focus	OVI or line of inquire	Survey tools	Data source & quantity	Location of Data collection	Means of analysis	Time needed
Goal:	As RDD/TDD					
Outcome 1:	Do					
Outcome 2:	Do					
Outcome 3:	Do					
Outcome 4:	Do					

### 8.7. Activity Schedule:

Detail activity schedule is expected in the proposal using the following matrix.

SL	Activity Type	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
1	Activity-1												
2	Activity-2												
3	Activity-3												
4													
5													
6													
7													
8													
9													
10													

### 8.8. Tentative Timeframe for the Program Evaluation:

The whole process of End Program Evaluation must be completed by a period of 90days (Calendar Days) of signing work order/Agreement. No additional time will be allowed for completing the survey. The consulting firm will include time schedule covering 90 days for conducting the end program evaluation.

### 8.9. Confidentiality and Copyright:

All papers/documents/reports shared with the consulting firm are confidential to World Vision Bangladesh and should not be used outside of World Vision Bangladesh without any permission and back all

documents to WVB/ADP. Information received by the Consulting firm from Kalmakanda ADP and World Vision Bangladesh along with the information on ADP working area should be treated as confidential. The End Programme Evaluation report will be owned by KalmakandaADP, World Vision Bangladesh and disseminated to authorities as the organization sees fit.

## **9. Team Advisors:**

An advisor team will work to make the successfully conduction of the phase. The following level of positions will consist of the team:

### **9.1. Team Composition:**

- The Chief Consultant
- Project (subject) based consultants(Sectorial experts like health & nutrition, agricultural, livelihood along with child protection, gender and DRR for ensuring cross cutting theme for the evaluation)
- Deputy Director MEAL and APC Manager, Netrakona APC from WVB
- Regional DME Coordinator who will represent of Regional Field Director of GMR,WVB
- Respective ADP Manager

**Advice from ‘Support Office’ will be honored and incorporated in the end programme evaluation and when appeared during the evaluation, especially in finalizing evaluation tool and report**

### **9.2. Tasks & Role of the Consulting firm:**

The Consulting firm has to follow the below guidance to manage their data sheet and analysis data both qualitative and quantitative. Collected qualitative and quantitative data will be analyzed through general software such as excel, SPSS or through any software recommended by World Vision DME/MEAL team. Various statistical analysis like average, standard deviation test of significance, multiple correlations and multiple regressions etc. It is important to mention here that all quantitative findings will have to be triangulated by the qualitative information which will have to be collected in the form of FGD, KII, spider diagram, ‘H’ tool, case study and Change tree tool and mention in the quantitative section. A separate qualitative report will have to be attached as a separate chapter or annex in the evaluation report. The following tasks to be addressed to complete evaluation as follows:

- Develop & finalize survey data collection tools align with program/project goal, outcome and others related indicator share in the ToR with guideline and collect data from planned primary and secondary sources.
- Finalize appropriate sample size, sampling technique, field data collection method/process appropriately
- Develop data entry software with using MS Access or standard format.
- Store data into database using data entry program with involving quality data entry operator.
- Ensure data validation checking to minimize error in the database and clean datasheet and make it error free.
- Design data analysis plan & dummy tables, graphs and summary formats for report writing.
- Quantitative data will analyze using statistical techniques (SPSS is preferred for advance statistical data analysis) and qualitative data analysis in calculating progress at outcome and Goal level indicators both for Project and Program.
- Incorporate feedback and present revised draft report to ADP, WVB Regional Office and National office which will be sent to Support Office for their feedback.

- Finalize report after incorporating feedback from Support Office
- Solve field based problem during data collection period (if arise)
- Provide feedback time to time as per demand of the ADP authority
- Complete the evaluation in time.

## 10. Logistics:

The consulting firm should have to provide all logistic and necessary support for conducting the evaluation effectively as necessary like vehicle, required software, IT instruments, camera, photocopy & printing materials etc. ADP will support with providing venue at ADP working area and communication with selected personal for qualitative data collection. ADP will also assist in selecting enumerator for data collection.

## 11. Products:

At the end of the Programme evaluation, Kalmakanda ADP expects to have 5 hard copies along with soft copy of End Programme Evaluation report by the stipulated period. The End Programme Evaluation Report needs to follow LEAP Evaluation Report Guideline and template with relevant information. Consulting Firm will arrange a draft report sharing workshop with community people and different stakeholders. **The draft report sharing workshop findings should be incorporated in the report.** The language of the report will be in English.

**It is noted that the evaluation report will be prepared as per the WV evaluation reporting template attached along with the appendices**

## 12. Budget:

Required budget for programme evaluation is available in FY 2019 plan. Consulting firm should have VAT registration number and TIN number. VAT and Tax would be deducted as per Government rules during the final payment procedures.

### Mode of Payment:

All payment should be in account pay cheque and VAT/TAX should be deducted as per government policy. It will be provided 30 percent of the total amount after completing training for the field enumerators/surveyors, 30 percent after submitting draft report and finding sharing with ADP team as well as community. The consulting firm will bear cost for the community participants for any event they involve with the assessment /survey process like food, conveyance etc. Another 40 percent to be paid to consulting firm after receive of Final Report with all other relevant documents.

## 13. Documents:

The following documents should submit to WVB /ADP team/ Regional Authority

- Submit all raw data sheet(quantitative questionnaires)
- Soft copy of the raw data along with database (after entry data into the database)
- Submit dummy table after data analysis (before report preparation)
- Soft copy of evaluation report must submit to ADP



- Minimum 05 hard copies of the final evaluation report must submit to ADP

#### **14. Lessons Learned:**

To identify lessons learned the following steps would be kept in mind:

- Through this end programme evaluation, ADP wants to know the effective implementation process of activities that would be not only helpful but also efficiently used to achieve the target.
- Implementation strategies of different activities, which have brought positive change within short period in the community, would be replicated in another.

#### **15. Appendices:**

##### **Attachment b: Evaluation Report Guideline and**

##### **Attachment c: Evaluation Report Template**



Evaluation Reporting  
Guideline.pdf



Evaluation Report  
Template.doc

#### **16. Contact Person:**

##### **Eugene Rodrigues**

ADP Manager  
Kalmakanda Area Development Program  
World Vision Bangladesh  
Bhabanipur, Nazirpur, Kalmakanda  
Cell: +8801730-341072  
Email: [eugenerodrigues@wvi.org](mailto:eugenerodrigues@wvi.org)  
Skype ID: Eugene.rodriques2

##### **SagorMarandy**

Regional Field Director  
Greater Mymensingh Region  
World Vision Bangladesh  
Office Address:5 Mehogoni Road,  
Shaheb Quarter, Mymensingh, Bangladesh  
Cell:+88 01713-256870  
Email: [sagormarandy@wvi.org](mailto:sagormarandy@wvi.org)  
Skype ID: sagor\_miranda

**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: