



REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Farm For

“Analyzing the Water, Sanitation and Hygiene (WASH) services in the Health Care Facilities with particular focus in the community Clinics”

To: Consultant/Farm

Date: January 16, 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for **“Analyzing the Water, Sanitation and Hygiene (WASH) services in the Health Care Facilities with particular focus in the community Clinics”**

Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	Analyzing the Water, Sanitation and Hygiene (WASH) services in the Health Care Facilities with particular focus in the community Clinics
RFP Reference:	WVB-SCM-RFP-0009-04/19
Deadline for the submission of proposals:	Please Submit your sealed technical and financial proposal on or before 29 January 2019 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: ziaul_islam@wvi.org
WVB Contact regarding Technical Specification:	Md. Sarwar Hossain National Coordinator – Public Health & WASH / World Vision Bangladesh, Address: Abedin Tower (Level - 2), 35,Kemal Ataturk Avenue, Banani, Dhaka 1213, mobile: 01718560178, 01714081998, e-mail: MdSarwar_Hossain@wvi.org
List of Annexures:	Annexure-1: Instructions to Offeror Annexure-2: General and Particular Terms and Conditions Annexure-3: Terms of Reference (ToR) Annexure-4: Vendor’s Primary Information Collection Sheet Annexure-5: CP Behavioral And Security Policy Protocol Annexure-6: Declaration of Conflict of Interest

Regards,

Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh

INSTRUCTIONS TO OFFEROR

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

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

	<p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.</p>
<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_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p>

	<p>Combined score shall be calculated using formula mentioned below: $CS = [TS * 0.7 + F_p * 0.3]$</p> <p>Here: $CS = \text{Combined Score}$ $TS = \text{Score obtained from Technical Proposal}$</p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> • Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal. • Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) Technical supporting staffs (d) experiences of the consultant with World Vision Bangladesh. • Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients. • Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)
Demonstration of Proposal	<p>As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.</p>
Payment Terms	<p>WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract.</p>

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately.
2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
8. The Proposal must be placed in the Tender Box (Located at the entrance of WVB National Office) not later than 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: _____

Annexure-3: Terms of Reference (ToR)

Analyzing the Water, Sanitation and Hygiene (WASH) services in the Health Care Facilities with particular focus in the community Clinics.

I. Understanding the Assignment/Task

World Vision Bangladesh (WVB) is a Christian humanitarian aid, development, and advocacy organization. It's dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. It is committed to serve and partner with people in need regardless of religion, ethnicity, gender and ability. To address the context-specific causes of child vulnerability, WV combines up to 5 sectoral approaches (child protection and participation, health and nutrition, water & sanitation, education and livelihoods) within its child focused, community empowering development model. In Bangladesh World Vision is implementing its operation since 1972. At present World Vision Bangladesh is serving around 5 million people under 31 administrative districts. With active presence in 80 locations at sub-district level, the organization is working for fulfilling its objective 'Building a better life for girls and boys in Bangladesh'.

World Vision collaborates and advocates with governments, civil society, faith partners, peer organizations and the private sector to promote the sustained well-being of children, especially the most vulnerable, contributing to the global partnership on the Sustainable Development Goals (SDGs). Considering SDG Goal 6 "By 2030, all households, education and healthcare facilities have access to safe and affordable drinking water, and adequate and equitable sanitation and hygiene", World Vision Bangladesh Integrated WASH program are focused to improve access to safe water, improved sanitation and hygiene behavior change in the communities, schools and health care facilities both in urban and rural areas. Under the umbrella of Health, Nutrition and WASH Technical Programme, WVB's WASH program mostly emphasizes to improve the WASH status of children under five years (CU5) of age, pregnant and lactating women (PLW) and adolescent girls in their households, schools and health care facilities thus contributes to ensure child wellbeing inspiration of "Girls and Boys enjoy Good Health".

In Bangladesh, World Vision Health, Nutrition and WASH technical program closely work with the health care facilities especially Community clinics in the rural areas to improve the status of child and maternal nutrition, ensuring health and WASH services across the communities. The World Health Organization (WHO) has estimated that 38% of health care facilities in Low and middle income countries lack access to water, 19% do not have adequate sanitation and 30% do not have soap for Hand Washing. In Bangladesh, Community Clinics (CC) are facilitating delivery of health services to the poor and hard to reach communities especially in the rural areas to ensure primary health care, maternal & child care, family planning and nutrition services under one roof. CCs have contributed significantly to the improvement of the overall antenatal and postnatal care in Bangladesh including treatment of basic diseases and ensuring preventive measurement like EPI program. To further build on the successes that it has already achieved, ensuring safe water and sanitation facilities for patients are very important. In general, lack of Water, Sanitation and Hygiene (WASH) provision in healthcare facilities also increase the risk of healthcare acquired infections, and undermine national and global efforts to improve maternal, neonatal and child health. UN Secretary General declared this decade (2018-2028) as International Decade for Action "Water for Sustainable Development" with special focuses to make a global call to action for water, sanitation and hygiene – or WASH -- in all health care facilities. He also mentioned that, recent survey of

100,000 facilities found that more than half lack simple necessities, such as running water and soap - and they are supposed to be healthcare facilities. The result is more infections, prolonged hospital stays and sometimes death includes barrier to work to prevent the spread of disease. WVB has extensive work with Community Clinic authority and closely working with the health sector professionals under its maternal child care and nutrition programme which is embedded with water, sanitation and hygienic behavior change programming.

This 'Terms of Reference (ToR)' details working modalities of a study on "Analyzing the Water, Sanitation and Hygiene (WASH) services in Health Care Facilities with particular focus in the community Clinics". WVB is looking for a technical assistance from third party to conduct the abovementioned analysis to reduce disease burden among the communities and further work to improve Water, Sanitation and Hand Washing situation in the community clinics. This study will help us to reach a better understanding and generate evidences of real time WASH scenario of the community clinic thus contributes Community Based Health Care Project (CBHC), local government, WVB and other stakeholders for further planning to improve the situation

From this viewpoint, WVB has decided to conduct a comprehensive analysis on existing WASH facilities in its working areas and way forward the study findings for further development. This analysis will also help to see the effectiveness and efficiency of WASH practices of the communities in the Health Care facilities, also establishment of recommendations for positive change.

II. Objective of the Analysis (What the Analysis seeks to explore)

The overarching goal of this analysis is to assess WASH services of the health care facilities with particular focus on community clinics in the rural areas to explore the real time WASH situation of the clinics and further recommendation for improve the facilities. More specifically, aims of this analysis are:

1. To assess the water supply situation of the community clinics including water facility status.
2. To assess the current sanitation and hand washing facility in the community clinics;
3. To explore existing policies related to health care facilities, priorities and challenges in relation to ensure suitable WASH services in the Community clinics; and
4. To identify the opportunities to improve WASH facilities in the Health Care Facilities.

III. Consideration of Methodology and Process

Methodology and Process:

The analysis will use both the qualitative and quantitative data collection methods. It requires adequacy and combinations of methodologies to explore Community Clinic standards regarding WASH services, opinion from the community, Clinic authority and children. As part of consultative and participatory approach, number of Observation, focus groups discussion, key informant interview, WASH Assessment of HCF and document review will be conducted with relevant stakeholder. Being a child focused organization this is necessary to hear the voice of children using child friendly methodologies. It is expected that the consultant team has to organize fruitful consultation with WVB to finalize methodology and the framework of the analysis.

Coverage

The study wants to analyze the WASH situation of the Community Clinics where WVB works in its regular programs and other project sites. Secondary analysis of CC related services with special focus to WASH in HCF, Health & WASH related policies, framework, Five year plan and strategy document

related to health care facilities, community clinic and WASH services will cover this study and produce recommendation for this.

To see the field level reality the analysis will cover 10 APC cluster (KII, FGD at sub-district/district level) under six administrative division of Bangladesh.

WVB HNW Program staffs will collect information of WASH services (real time data) through structure questionnaire (included Observation) of the HCF and analyze them.

IV. Documents and Deliverables

1. Inception report of proposed Analysis work must be submitted within fifteen working days after signing the contact.
2. Final report must provide endnote references for all specific facts and statistics used. The report(s) must also include a bibliography of the major references used.
3. Primary sources must be used wherever possible over secondary sources. For example, the consultant should reference a statistic to its original report, not where it is cited second hand by a newspaper or website.
4. Filled-up questionnaires, interview notes should be submitted, signed and dated by the consultant or other interviewer.
5. Draft report sharing at National level with respected stakeholders and incorporate final recommendation from the sharing with the report.
6. Consultant requires to prepare two pager brief that includes key findings to share with relevant stakeholders.
7. Final report should be received one week after providing comments on full draft report.

V. Requirement of the Consultant's Qualification

1. Lead consultant must be a post graduate/Engineer/MBBS from reputed University. Preference will be given to ex-public servant/sector professional and/or similar experience holders.
2. Lead consultant must have previous research and publication relevant to health, Nutrition and WASH sector data analysis.
3. Lead consultant should have sound understanding on qualitative research.
4. Lead consultant and/or his/her associated institution/organization would have well reputation and acceptance amongst study audiences.
5. Lead consultant should have adequate practical experiences of Health, WASH and other cross-functional (gender, disability inclusion, child protection, advocacy, human rights and other marginalization issues) in rural context.
6. Lead consultant must have excellent English writing and/or editorial skills and experiences. Previous research publication would add most value in this.

VI. Budget, Payment and Timeframe

Timetable:

Time duration of study including finalization of end report would be two months (60 days) from the date of signing the contract. It is expected that lead consultant employ quality time and efforts to collect data, processing and report writing.

Remuneration and mode of payment:

WVB is expecting very realistic budget proposal from interested bidders in BDT with including VAT on FEEs. Tax and VAT will be deducted at source as per Government rules. WVB finance section will facilitate payments to the external consultant. The payment would be made in account payee cheque by the name of the firm/individual or through bank transfer by two installments: The consultant /team shall bear all costs associated with the preparation and submission of the technical proposal.

Payment terms are given below:

Payment shall be made by two installments at different amount of percentage at different times as running bill mentioned in the Service Agreement as under

Installment 1: 40% of the total contract amount shall be made at the time of inception plan, tools, methodology & questionnaire submission.

Installment 2: 60% of the amount shall be made after submission of final report and completion of the whole task satisfactorily

WVB (BUYER) will deduct all applicable TAX and VAT at source from total Bill/Invoice as per the present Rules and Regulations of Government of Bangladesh.

VII. Selection Procedure

Submission of proposals

Interested individual consultants or firm must submit the following documents/information to demonstrate their qualifications:

(a) Technical proposal

1. Background including literature review
2. Detailed methodology of this study.
3. Detailed timeframe (including dates for submission of first draft and final report).
4. Short Outline of the Research Report.
5. Prior experience and other form of documentation relevant to this assignment.
6. Detailed CV of the consultant and the team containing experience on relevant issues

(b) Financial proposal

1. Personnel Cost
2. Data Collection and processing related Activity Cost
3. General operating cost

VIII. Copyrights and Ownership of Data

All reports, documents, papers and data produced during the study are to be treated as WVB property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to World Vision Bangladesh. The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of WVB.

IX. Termination of the Agreement

Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement. WVB reserves the right to unilaterally terminate the contract if:

1. The External Consultant cannot fulfill any clause of Terms of Reference.
2. The External Consultant cannot submit their reports within the specified time.

X. Key Contact

Md. Sarwar Hossain, National WASH Coordinator of WVB will be the key contact persons for this study work on behalf of WVB. The consultant/consulting firm will keep close contact with him for the total service and for any clarification, and vice-versa. For any clarifications, please write to Md. Sarwar Hossain (mdsarwar_hossain@wvi.org)

XI. General Terms and Conditions

1. The individual consultant/ farm will not permit any of his/her duties or obligations made under this contract to be performed or carried out by any other person, or reassign its' interest in a contract without first obtaining the consent in writing from WVB.
2. In the event that the consultant requires additional time to complete the contract, over and above that previously agreed to, but without WVB changing the scope of work, WVB' s prior written concurrence to the same is necessary.
3. WVB may make general changes, in written within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, WVB shall make equitable adjustment in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.
4. In the event of failure on the Consultant's part to meet the agreed deadline WVB reserves the right to penalize the Consultant or his/her Farm.
5. Notwithstanding anything contained in the agreement or these conditions, WVB may at any time terminate this agreement in whole or in part by requiring the consultant to stop performing the work or any part thereof. In this event the consultant shall have no claim against WVB by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.

XII. Ethical Consideration and Child Protection Policy

Ethical issues will be considered in the whole research process, from design to report. Special care will be taken to work with children. Informed consent will be obtained before interviewing and observing. Anonymity, confidentiality and voluntary participants for participating in this research will be ensured. Strategies of using pseudonyms will be undertaken in writing up of the findings and the production of the final report.

World Vision is a child focused organization. The child Protection Policy of World Vision Bangladesh will strictly be followed in the entire process. Any violation /deviation in complying with WVB's child protection policy will not only result-in termination of the agreement but also WVB will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of WVB Child Protection Policy.

Accepted by:

.....

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Date:

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:

Annexure-6

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: