



## REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Farm For

### Baseline, Households Profiling and Tracking Surveys

To: Consultant/Farm

Date: February 27, 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for “**Baseline, Households Profiling and Tracking Surveys**”.

Please be guided by the information attached below with annexures:

#### General RFP Guidelines and Instructions:

<b>RFP Name:</b>	<b>Baseline, Households Profiling and Tracking Surveys</b>
RFP Reference:	WVB-SCM-RFP-0011-05/19
<b>Submission of Proposal:</b>	<b>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a></b>  <b>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</b>  RFP reference “WVB-SCM-RFP-0011-05/19: “ <b>Baseline, Households Profiling and Tracking Surveys</b> ”. Shall be mentioned in subject line.
Deadline for the submission of proposals:	<b>Deadline for proposal submission is: <u>On or before 14th March, 2019 within 1.00 P.M</u></b>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: <a href="mailto:Ziaul_Islam@wvi.org">Ziaul_Islam@wvi.org</a> , Cell: 01755625763
WVB Contact regarding Technical Specification:	Benzene Chakma Monitoring and Evaluation Manager, G-PoP Project, World Vision Bangladesh. Mobile: +88 01766678530 E-mail: <a href="mailto:BenzeneChakma@wvi.org">BenzeneChakma@wvi.org</a> Skype: benzenechakma.wvb
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 Attachment:	Attachment A: Project Indicators

**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.
Submission of proposals	<p><b>Separate Technical and Financial</b> proposals shall be sent directly through email in <b>PDF format</b> to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a></p> <p><b>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</b></p> <p>RFP reference “WVB-SCM-RFP-0010-05/19: <b>“Baseline, Households Profiling and Tracking Surveys”</b>”. Shall be mentioned in subject line.</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-6;</li> <li>3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5;</li> <li>4) Vendor Information Sheet Annexure-4.</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	<p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is</p>

	<p>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:</p>

	$CS = [TS * 0.7 + F_p * 0.3]$ <p>Here:  <i>CS = Combined Score</i>  <i>TS = Score obtained from Technical Proposal</i></p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> <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 through email [wvb\\_scm@wvi.org](mailto:wvb_scm@wvi.org).
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 through email not later than 01:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.

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

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

Name & Signature of the Offeror: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Date with Seal of the Company: \_\_\_\_\_

# **Terms of Reference (ToR) for Baseline, Households Profiling and Tracking Surveys**

## **Gender Inclusive Pathway out of Poverty for Vulnerable Households in Cox's Bazar**

**Version Date: 18 February 2019**

**World Vision Bangladesh and  
World Vision Australia**



## 1. Project Details

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Project Name	:	Gender Inclusive Pathway out of Poverty for Vulnerable Households in Cox's Bazar (G-POP Project)
Project Number	:	B210431
Country and district(s)	:	Ukhiya and Teknaf Sub-Districts under Cox's Bazar District, Bangladesh
Start and End date of Project	:	01 July 2018 and 30 June 2023
Date Baseline data and household profile completed	:	30 June, 2018
Total Project Budget	:	USD 4,430,000
Source of funding:	:	Australian Government Department of Foreign Affairs and Trade ANCP Grant, and private donations from the people of Australia
Estimated Beneficiaries (Direct)		
<b>Total Households</b>	:	<b>2880</b>
<b>Total people</b>	:	<b>15869</b>
Men	:	4371
Women	:	4377
Girls	:	2849
Boys	:	4274

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### Terms of Reference Approval:

*Once the report has been completed, it should be approved by the National Office or Country Office PQ Manager, and forwarded to the WVA Grant Project Manager for final approval.*

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Prepared by: Md. Kamruzzaman, Manager, Grants Management, WVB  
Zillur Rahman, Project Manager, G-POP Project, WVB  
Benzene Chakma, M&E Manager, G-POP Project, WVB

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Version Status: Final

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Date Submitted: 18-02-2019

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Approved at National/Country Office by: Chandan Z Gomes, Director: Program Development and Quality Assurance **Date Approved:** 18-02-2019

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Approved at WV Australia by: Teige Cahill, Head of Program Management **Date Approved:** 18-02-2019

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## **i. Acknowledgements**

The Terms of Reference (ToR) for this baseline, household profiling and tracking surveys was drafted by the G-POP Project Team in consultation with and the technical assistance from Evidence and Learning Team of World Vision Australia, Regional Field Office (RFO) and National Office (NO) of World Vision Bangladesh. The content is based on review of the project design in accordance with World Vision's LEAP requirements.

The parties that contributed to the preparation of this document are:

- Sumera Jabeen, Senior Advisor – Evidence & Learning Team, World Vision Australia
- Md. Kamruzzaman, Manager, Grants Management, World Vision Bangladesh
- Zillur Rahman, Project Manager, G-POP Project, World Vision Bangladesh
- Smritee Ranjan Dhamai, National DME Coordinator – Grants, PNS & Campaign, WVB
- Andrew Binod Hira, Regional DME Coordinator, World Vision Bangladesh
- Benzene Chakma, M&E Manager, G-POP Project, World Vision Bangladesh

## **ii. Affirmation**

Except as acknowledged by the references in this paper to other authors and publications, the Baseline, Household profiling and Tracking surveys ToR described herein consists of our own work, undertaken to describe and advance learning that will guide project implementation, as part of the requirements of World Vision's 'LEAP' Design, Monitoring and Evaluation Learning System. Proposed evaluative approaches conform to BOND evidence principles, and the standards of DFAT's monitoring and evaluation standards<sup>1</sup>.

Zillur Rahman  
Project Manager, G-POP Project  
World Vision Bangladesh  
18 February, 2019

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<sup>1</sup> DFAT Monitoring & Evaluation Standards: <http://dfat.gov.au/about-us/publications/Pages/dfat-monitoring-and-evaluation-standards.aspx>

### iii. Glossary

ANCP	Australian NGO Cooperation Programme
AP	Area Programme
CBO	Community Based Organisation
CER	Central Eastern Region
DME	Design Monitoring and Evaluation
DFAT	Department of Foreign Affairs and Trade
DRR	Disaster Risk Reduction
ECCD	Early Childhood Care and Development
FGD	Focus Group Discussions
G-POP	Gender Inclusive Pathways Out of Poverty
KII	Key informant interview
LEAP	Learning through Evaluation with Accountability and Planning
M&E	Monitoring and Evaluation
NO	National Office
ODK	Open Data Kit
PLA	Participatory Learning and Action
PDD	Project Design Document
UP	Ultra-Poor
RFO	Regional Field Office
SEED	Social Entrepreneurship and Economic Development
ToR	Terms of Reference
WEE	Women's Economic Empowerment
WASH	Water, Sanitation and Hygiene
WV	World Vision
WVA	World Vision Australia
WVB	World Vision Bangladesh

## 2. Project Background

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The Government of Bangladesh has identified Cox's Bazar as one of 20 'lagging districts' of Bangladesh as it lags behind the other regions in terms of development indicators including poverty, education, infant and under five child mortality rates, water, sanitation and health. Ukhiya and Teknaf sub-districts are amongst the 50 most socially deprived sub-districts in Bangladesh. The ongoing humanitarian crisis in Cox's Bazar has brought with it an influx of Rohingya refugees (approximately 688,000 people) have also negatively affected the two sub-districts, adding to the existing economic challenges for these ultra-poor households. Child safety has also become an issue, as desperately poor families are driven to marry off their children or have them work in hazardous conditions to make ends meet. There is need for addressing the economic, food security, financial inclusion, social empowerment and child safety related challenges faced by the ultra-poor households complemented with disaster risk reduction (DRR). The development program is closely aligned with both the 7th Five-year plan of Government of Bangladesh (GoB) and Country Investment Plan (CIP) for agriculture, food security and nutrition (June 2011). The 7th Five-year plan emphasises the importance of strategy for lagging regions specifically expanding agriculture livelihoods and rural economic activities and building up resilience of adverse environmental and climate change shocks. The 7th Five-year plan emphasises poverty reduction with greater focus on extreme poor who is the target group of this project. The program will also contribute to the WV's Child Well Being Outcomes: Children report an increased level of well-being; Increase in children (aged 0-5 years) who are well nourished; and Increase in the ability of parents, caregivers and communities to sustainably provide for their children.

The Gender Inclusive Pathways out of poverty for vulnerable households in Cox's Bazar (G-POP) project is funded by the Australian NGO Cooperation Programme (ANCP) of the Australian Department of Foreign Affairs and Trade (DFAT) through WV Australia. The project will be implemented over five years, targeting four Unions (Lowest administrative unit of local government of Bangladesh) in two Upazila (sub-districts) Ukhiya and Teknaf Sub-Districts under Cox's Bazar District.

The project aims to graduate 2,880 ultra-poor households out of poverty through a carefully sequenced ultra-poor graduation approach. Challenges related to economic development, food security, financial inclusion, social empowerment and child safety faced by the target communities will be addressed by utilizing a four pronged approach of the ultra-poor graduation model, complemented with disaster risk reduction (DRR) interventions and capacity building on child protection. Interventions under all four streams are aimed at achieving the following outcomes: i) increased household income amongst ultra-poor households, ii) improved food security and nutrition of ultra-poor households, iii) improved financial inclusion for ultra-poor households and iv) improved social empowerment and gender inclusion of the ultra-poor households. The project will pilot a gender-inclusive Ultra-Poor Graduation approach in fragile context, where the rapid arrival of Rohingya refugees has further exacerbated existing vulnerabilities amongst the host community who were already living in poverty.

Adopting the ultra-poor graduation model, the project will follow a carefully sequenced combination of activities for 24 months to enable ultra-poor households to move out of poverty. 2880 ultra-poor households will be enrolled and participate in the project in two cohorts, one year apart from each other. The progress of the participating households will be tracked on certain criteria throughout the implementation. At the end of the project, those ultra-poor households will have: sustainable income

sources; increased their productive assets; enhanced food security, financial inclusion and social empowerment. This means that the graduated household will have at least two sources of income, access to three meals a day, saving habit, eligible children attending school, no child marriage, family planning methods being used by eligible couples, using sanitary latrine and safe drinking water with a proper orientation on hygiene.

For further details on the project, the G-POP Project Design Document (PDD) will be provided to the applicants. The project baseline will assess the current status of the goal, outcomes, intermediate outcomes and output indicators set to assess the performance of the G-POP project. At the same time, it will develop ultra-poor household profiles. These data will then serve as benchmarks to set the goal, outcomes and intermediate outcomes indicator targets, track the progress through monitoring during implementation and assessment of the project's impacts at the end of the implementation. The same tool will be used for baselining and profiling of cohort two just before the start of implementation year 2. The interested candidates can put in a proposal either for: a) one off baseline and profiling activity at the start of Cohort I; b) on-going engagement i.e. baselining cohort I and cohort two and tracking and end line assessments.

### 3. Project Logframe objectives and Indicators

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The objectives of the project are:

**Project Goal:** To 'graduate' ultra-poor households in Ukhiya and Teknaf Sub-Districts in Cox's Bazar out of poverty.

**Outcome 5<sup>2</sup>:** Increased Household income amongst Ultra Poor (UP) households

- **Intermediate Outcomes 5a.** Increased technical skills of ultra-poor households
- **Intermediate Outcomes 5b.** Increased access to productive assets
- **Intermediate Outcomes 5c.** Increased alternative income sources
- **Intermediate Outcomes 5d.** Increased disaster preparedness and resilience

**Outcome 6:** Improved food security and nutrition of UP households

- **Intermediate Outcomes 6a.** Increased access and availability of nutritious food
- **Intermediate Outcomes 6b.** Improved knowledge and skills on nutritious food, sanitation and hygiene
- **Intermediate Outcomes 6c.** Increased access to social protection services

**Outcome 7:** Improved financial inclusion for UP households

- **Intermediate Outcomes 7a.** Increased access to savings
- **Intermediate Outcomes 7b.** Improved knowledge and skills on financial literacy
- **Intermediate Outcomes 7c.** Increased access to financial services

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<sup>2</sup> In the Project logframe, outcomes # 1-4 is considered for administrative and management related outcomes and program outcomes are starting from #5



**Outcome 8:** Improved social and gender inclusion of UP households

- **Intermediate Outcomes 8a.** Increased soft skills leadership
- **Intermediate Outcomes 8b.** Increased gender equitable relations at the household level
- **Intermediate Outcomes 8c.** Improved community knowledge on child rights (child labour and child marriage)

Outcome and output indicators: **Attachment A**



## 4. Purpose of Baseline, Household profiling and Tracking Survey

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This study is a normative **Baseline, Household profiling and Tracking Survey**, primarily intended to establish a robust account of the current situation in the target communities in relation to the project objectives and indicators and to develop household profile of targeted households using an Open Data Kit (ODK) tools. These data will be used to re-test the project assumptions, refine project implementation priorities and establish baseline measures, and final targets to monitor progress throughout the project lifecycle. Another objective is to develop all households profiling (2,880 households) using ODK tools to reduce the project overall evaluation cost. Please note, this call for expression of interest is unique as implementation will take place in cohorts and there will be an annual tracking survey and end of project survey. Therefore, the interested candidates should look at the methodology carefully and then submit a proposal.

## 5. Baseline, Household Profile and tracking survey objectives

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The principle objectives of the baseline, household profiling and tracking survey are:

1. *Generate baseline data to measure project progress against outcomes and intermediate outcomes.*
2. *Develop household profile using ODK tools to provide a detailed assessment of the status of all ultra-poor households of G-POP project on graduation criteria before significant project interventions have taken place and monitor changes over time.*
3. *Establish baseline values to monitor gender inclusion, disability inclusion and environmental protection*
4. Utilising the baseline values to setting the targets for outcome and intermediate outcomes/sub-outcome levels
5. Develop a tracking system and train the field staff on its use, collection and use of data to assess progress

## 6. Guiding Questions for Baseline, Household Profiling and Tracking Survey

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### 6.1 Guiding Questions:

1. What is the current status of community and other stakeholder practices in relation to project goal, outcome and intermediate level outcomes indicators?
2. To what extent do the project objectives address perceived and evidenced community vulnerabilities in the project intended interventions sectors?
3. Do the baseline findings indicate need to rearrange project priorities, implementation approaches or timing?
4. Based on context assessments and other assessments, are the appropriate gender, disability and environmental indicators present in the project design?
5. Based on context assessments and other assessments, what baseline values should be used for gender, disability and environmental indicators?
6. How are the households progressing on graduation criteria? (development of tracking system)

### 6.2 Methodology:

The Consultant/ consulting firm is expected to provide detailed and suitable proposal considering the following **Evaluation Design of G-POP Project**

#### Evaluation Design of G-POP Project:

**Background:** The G-POP Project is a five-year initiative to be implemented between July 2018- June 2023 in 132 villages in Cox Bazar in Bangladesh, reaching 2,880 households. The project will be employing Graduation Approach (GA) to help ultra-poor household out of poverty and into mainstream development. The project will be implemented in two cohorts (1<sup>st</sup> cohort: 1440 and 2<sup>nd</sup> cohort: 1440), second cohort starting a year after the first one.

The project needs to be evaluated for two main reasons: a) all ANCP funded projects needs to be evaluated; b) World Vision Bangladesh (WVB) and World Vision Australia (WVA) are employing ultra-poor graduation approach with a special focus on women's empowerment for the first time and therefore this is important to assess the effectiveness of the approach and learn lessons for future programming.

**Evaluation design and justification:** We need to keep in mind that proposed program implementation approach of reaching target group in two cohorts, starting 12 months apart, will have implications both for evaluation design and costs. Given the nature of the project where all participants need to be monitored on on-going basis to track their progress out of poverty, any sample-based evaluation design might not be the best option for this project. It can be argued that we can track household progress on graduation criteria through on-going monitoring and simultaneously undertake a sample-based pre-post (with or without a comparison group) assessment of the results/impacts. However, a simple pre-post evaluation will not be adequate for attribution. The next possible choice could have been having a comparison group. Such an approach will raise questions of ethical appropriateness i.e. studying ultra-poor household without doing anything to improve their situation. In addition, the programme implementation approach i.e. starting with target households in two cohorts, will require two comparison groups, one for

each cohort. This will result into higher evaluation costs. Considering all these constraints, a “**Panel Study**” designs is proposed.

**Panel Study:** According to Oxford Bibliographies (2018) Panel studies are ‘a particular design of longitudinal study in which the unit of analysis is followed at specified intervals over a long period, often many years. The key feature of panel studies is that they collect repeated measures from the same sample at different points in time’. While the Graduation Approach (GA) requires collection of data on graduation criteria on regular intervals, we can leverage this opportunity and combine it with evaluation activity. For evaluation using a panel study, data will be collected periodically from ALL program participants.

1. An external consultant will be hired to prepare questionnaire, train Community Facilitators, analyse data and write the report and develop all households profile.
2. An Open Data Kit (ODK) based questionnaire will be developed and the Community Facilitators will collect data from their respective groups and upload to the server. This will reduce the overall evaluation costs.
3. Baseline and household profile for both groups will be conducted just before the start of the activity
4. Annual assessment will be conducted for both groups. The Community Facilitators will collect data and the consultant/consulting firm will analyse and write a report

In line with the proposed implementation plan, the data collection will look like as depicted in Table # 1.

Table 1: Data collection schedule if the second group starts after 12 months

Month	1	6	12	18	24	30	36	42	48
Group/Cohort 1 Assessments									
Group/Cohort 2 Assessments									

This will give us the equal number of observations for both groups and goal level indicators will be used only for the first and the fourth observations. Besides, the assessment at the 24 months marked will be used as midline to fulfil grant requirement. This approach also leaves ample time for the project team to follow up on programme participants still needing further support.

Quantitative data collection will be combined with qualitative data collection in two ways:

- a) data collection on regular intervals using Most significant change stories
- b) using focused group discussions at the baseline and the endline (if needed)

Therefore, the consultant is expected to provide a detailed and suitable baseline methodology in line with the above-mentioned monitoring and evaluation design of the project and baseline objectives and questions.

Following is the list of tasks to be completed and should be reflected in the proposal and the budget

- Develop a baseline (and Evaluation) Plan (including time required for various activities)
- Develop ODK based questionnaire and pilot test
- Train WVB staff on data collection and uploading using ODK
- Analyse quantitative and qualitative data

- Write baseline report for cohort # 1 and after 12 months, write baseline report for cohort two once Community Facilitators have collected data. Also prepare a summary of progress on indicators for Cohort 1 at the end of year one using round 2 data (desk based work)
- At two years mark, write the midline report using data for both groups (desk based) and some qualitative data collection if needed
- At 36 months mark, write report for both groups (desk based work)
- At 48 months, write an end of project assessment report. Or else, we can combine the two i.e. 36 months mark and 48 month mark and can do an assessment after 3.5 years.

## 7. Baseline, Household Profiling and Tracking Survey Leaders

Core Evaluation Team			
Name	Role & Expertise	Stage of Design	Specific duties
<b>Lead of Baseline and Household Profile</b>			
Independent consultant  <i>(To be selected from competitive market following SCM process of WVB)</i>	Independent consultant/consulting firm specialises in collecting data using tablets and developing profile using ODK tools. The consultant should also be familiar with ultra-poor graduation programming (that covers livelihoods, Food security, Financial inclusion, Social empowerment, Women Economic Empowerment etc) Panel studies, qualitative and qualitative data collection, analysis, report writing. Have previous experience in baseline/evaluating DFAT-ANCP funded project. The minimum qualification is a Post graduate degree in relevant discipline and applicants with a PhD degree will be given preference. The firm must have data analysis expertise/statistician	Perform at all stages of Baseline and household profiling process and Household Tracking as well as for the subsequent stages of the evaluation.	<ul style="list-style-type: none"> <li>• Review project documents.</li> <li>• Lead development of a detailed baseline and household profile plan considering ODK tools.</li> <li>• Develop qualitative and quantitative data collection tools and households profiling tools.</li> <li>• Develop households profile using ODK tools and train project staff and Community Facilitators On the use of tool and the data</li> <li>• Ensure overall quality of the survey through the cycle;</li> <li>• Conduct training of enumerators and implement data quality checks.</li> <li>• Oversee and support data collection, especially qualitative activities.</li> <li>• Lead qualitative data collection with key stakeholders.</li> <li>• Complete data analysis with respect to key evaluation questions.</li> <li>• Draft and finalise the reports</li> </ul>
<b>World Vision assistant evaluators</b>			

Core Evaluation Team			
Name	Role & Expertise	Stage of Design	Specific duties
<p>2. NAME: WV Bangladesh DME evaluation planner:</p> <ul style="list-style-type: none"> <li>Andrew Binod Hira, Regional DME Coordinator, CER</li> <li>Smritee. Ranjan Dhamai, National DME Coordinator – Grants, PNS &amp; Campaign, NO and</li> <li>Benzene Chakma, M&amp;E Manager, G-POP Project</li> </ul>	Key Baseline and Household Profiling – DME Technical support	Perform at all stages of Baseline and household profile process	<ul style="list-style-type: none"> <li>Write ToR, in consultation with WV Australia.</li> <li>Technical analysis for independent consultant selection and share with WV Australia.</li> <li>Provide assistance to consulting firm for developing inception plan with the assistance of WV Australia and share final plan and tools with WV Australia.</li> <li>Support to organise data collection logistics to consulting firm.</li> <li>Lead delegated aspects of data collection.</li> <li>Track progress of baseline data collection and household profiling.</li> <li>Report review and provide feedback</li> <li>Share report with WVA</li> </ul>

Team Advisors			
WV stakeholders/advisors			
Name	Role	Stage of Design	Specific duties
Buli Hagidok	Regional Field Director CER, World Vision Bangladesh	Support all stages of the Baseline and household profile process (most likely, from Dhaka) and subsequent stages of evaluation.	Assist to develop baseline plan Support with resources e.g. regional staff Need-based approval (e.g. SPP, Payment, etc) as Regional Director's level of authority. Provide constructive feedback for improvement and DFAT compliance. Follow up of progress
Rajesh Pasupuleti	ANCP Grant manager, World Vision Australia	Support all stages of the Baseline and household profile process (most likely, from Australia)	Budget approval Assist in development of baseline plan Review report drafts, and provide constructive feedback for improvement and DFAT compliance. Management support and approval
Sumera Jabeen,	Senior Advisor-Evidence and Learning Team, World Vision Australia	Support all stages of the baseline and household profiling process (most likely, from Australia)	Provide advice regarding approach to baseline. Review the baseline and household profiling ToR, in consultation with WV Bangladesh.

			<p>Be consulted when selecting the lead consultant/evaluator.</p> <p>Review baseline and household profiling plan and data collection tools including ODK system.</p> <p>Additional quality assurance on data collection process.</p> <p>Guide consultant in data analysis and reporting.</p> <p>Review and agreed final report.</p>
Ellie Wong	Senior Economic Development Advisor – Women’s Economic Empowerment SEED Team, World Vision Australia	Support all stages of the baseline and household profiling process (most likely, from Australia)	<p>Provide advice regarding approach to baseline.</p> <p>Review the baseline and household profiling ToR</p> <p>Be consulted when selecting the lead consultant/evaluator.</p> <p>Review baseline and household profiling plan and tools from a WEE perspective.</p> <p>Additional quality assurance on data collection process from a WEE perspective</p> <p>Guide consultant in data analysis and reporting from a WEE perspective</p> <p>Review and agreed final report.</p>
Abdul Karim Howlader	Deputy Director-MEAL, World Vision Bangladesh	Support all stages of the baseline and household profiling process	<p>Support development of ToR</p> <p>Feedback and Agreement of ToR</p> <p>Support evaluation of firm and selection</p> <p>Assist to develop baseline plan</p> <p>Technical advice on baseline approach</p> <p>Follow up of progress</p> <p>Report review and provide feedback for improvement.</p>
Md. Kamruzzaman	Manager, Grants Management, World Vision Bangladesh	Support all stages of the baseline and household profiling process	<p>Assist in development of ToR and baseline plan</p> <p>Grant need-based approvals</p> <p>Provide constructive feedback for improvement and DFAT compliance.</p> <p>Follow up of progress</p> <p>Budget negotiation</p> <p>Review report and disseminate</p>
Zillur Rahman	Project Manager, G-POP Project, World Vision Bangladesh	Support all stages of the baseline and household profiling process	<p>Budget negotiation</p> <p>Assist preparation of ToR and plan</p> <p>Follow up progress</p> <p>Review report and disseminate</p>
Shourov Innocent Ghosh	Finance & Admin Manager, G-POP Project, World Vision Bangladesh	Pre-Baseline, mid and end of baseline	<p>Assess financial management capacity</p> <p>Orient the hired firm/consultant on WVB’s payment process</p> <p>Proposal budget line review</p> <p>process payment as per agreement,</p>
Kallol Sarker	ICT Coordinator NOC Team Leader	Pre-baseline, mid and end of baseline	<p>Technical feedback on tablet,</p>

	NO, World Vision Bangladesh		Technical proposal review for ODK tools justification, Connectivity, Online data management Assist in selection of consultant/ firm
Milton Munshi	Supply Chain Coordinator, CER, World Vision Bangladesh	Pre-baseline	Publish circular Proposal shortlisting Arrange presentation session for evaluating consultants. Final selection

## 8. Travel expectations of lead evaluator and security context of location

The lead consultant is expected to be available to spend time in the field and lead the activities. The consultant is expected to propose the number of days required in the field in their technical proposal. Data collection preparation, collection and debrief within the month of March-May 2019 (subject to refinement at contract stage) are the important stages where consultants are expected to be present in country.

The travel and accommodations and any others associated expenses of the lead evaluator to be borne by the consultancy firm during data collection period as well as any others travel expenses for the purpose of baseline survey and household profiling.

The consultant will be responsible for his or her own insurances, vaccinations, health, and security preparedness.

The current security context of the project country and locations is generally stable in the eight union of Ukhiya and Teknaf Upazila and other neighbouring area. Humanitarian agencies and organization are freely can operate and deliver a wide range of program with few acceptable restriction from government and others actors due to Rohingya refugee crisis in the area.

## 9. Proposed Baseline, Household profiling and Tracking survey Products and Milestone Dates

The following proposed dates will be subject to negotiation and revision, with the chosen candidate.

The baseline report and households profile using ODK tools of project participants is the most important product of this baseline and household profile process. The consultant is expected to present a final, comprehensive and clearly structured baseline report using WV standard LEAP guidelines (necessary number of hard copy), Data sets (quantitative and qualitative with syntax and an audit trail respectively) and ODK based household profile with user manual translated in Bangla. She/he will disseminate baseline findings to WV staff and partners through a presentation.

Interested candidates can either propose a one off engagement i.e. only for the baseline and profiling exercise, or can propose ongoing engagement for the whole duration of the project.

The consultant/firm will deliver the following products as summarized below:

Products		Due date:
<p><b>1. Technical and Financial Proposal</b> considering Android based <b>Open Data Kit (ODK)</b> tools by consultancy, which will be the priority documents to select firm to conduct <b>Baseline, Household Profiling and Tracking survey</b>.</p>		<p>Competitive firm in the market will submit based on advertisement by the SCM department of WVB            [Expected date: 05 March 2019]</p>
<p><b>2. Inception plan</b> consisting of following documents (a specific template will be provided by WV Bangladesh) for baseline survey and household profile of the project participants which will be approved by World Vision Bangladesh and WV Australia technical team.</p> <ul style="list-style-type: none"> <li>- Baseline methodology</li> <li>- Household profiling methodology</li> <li>- Data quality assurance mechanism</li> <li>- Timeframe/work plan (sequencing of baseline and household profile activities and data collection) expected form consultant to consider</li> </ul>		<p>To be agreed with consultant during inception meeting after hiring.</p>
<p><b>3. Baseline, household profiling and tracking survey tools</b> for quantitative and qualitative data collection and development of project participant households' profile. Tools will be approved by World Vision Bangladesh and WV Australia technical team.</p> <p>(e.g. Structured questionnaire, FGD tools and guidelines, KII tools and guidelines, PRA exercises if any, and ODK tool and user manual etc).</p>		<p>To be agreed with consultant during inception meeting after hiring.</p>
<p><b>4. Draft baseline report for 1st cohort and household profile-</b> it will be circulated to all stakeholders by the project team to enlist their feedback. The report will be prepared using LEAP formats, which will be supplied to the consultant by WV Bangladesh and households profile will be developed using ODK system. A table clearly indicating baseline values against the indicators should be part of the report. The report must be comprehensive and clearly structured (in simple English), with appropriate tables and graphs. The report must be of high standard with statistical rigor while making the information accessible to multiple target audiences. All sources of data, calculations used to arrive at findings, and indicator definitions shall be clearly acknowledged, so that the measurements can be replicated in other monitoring and baseline activities. Any assumptions should be made explicit and have appropriate documents attached as attachments.</p>		<p>To be agreed with consultant during inception meeting after hiring.</p>
<p><b>5. Final Baseline report 1<sup>st</sup> cohort and household profile,</b> which will incorporate feedback from all stakeholders and electronic data set (MS Word and PDF Formats). 5 hard copies and a soft copy of report is expected from the consultant</p> <ul style="list-style-type: none"> <li>- One page/as needed 3-5 page summary sheet on baseline key findings</li> <li>- Cleaned data set (quantitative and qualitative), syntax for all statistical analysis properly labelled and an audit trail of qualitative data analysis and summary of analysed data in table forms.</li> <li>- ODK based household profile</li> </ul>		<p>To be agreed with consultant during inception meeting after hiring            [Expected date: 30 May 2019]</p>
<p><b>6. Power Point Presentation</b> of the baseline report and household profile to key stakeholders as decided by the Project Manager.</p>		



Products		Due date:
<p><b>7. ToT Training Module and User Manual (Bangla) on ODK based household tracking tool and data analysis</b> – this training module will be used for capacity building of local staff and Community Facilitators who will collect data periodically using an Android app based tablet. Expected from consultant a 3 days capacity building training for core staff on ODK.</p>		<p>To be agreed with consultant during inception meeting after hiring  [Expected date: 30 May 2019]</p>
<p><b>8. Training for WV &amp; Partner staff on data collection</b> - Periodic data will be collected by the Community Facilitators using ODK tools after they have been training. So that consultant get data for preparing annual report/periodical report to meet donor requirement</p>		<p>To be agreed with consultant during inception meeting after hiring</p>
<p><b>9. Produce periodic, mid evaluation and end evaluation report –</b>  Once ODK data was collected by Community Facilitator (CF) by the partner staff, the consulting firm will deliver the following product</p> <p>9.1 After 12 months, write baseline report for cohort two, once CF has collected data. Also prepare a summary of progress on indicators for Cohort 1 (desk based work)</p> <p>9.2 At two years mark in the above evaluation design, write the midline report using data for both groups (cohort 1 + cohort 2 equals to 2880) (desk Based) and some qualitative data collection if needed</p> <p>9.3 At 36 months mark, write report for both groups (desk based work)</p> <p>9.4 At 48 months, write an end of project assessment/evaluation report. Or else, we can combine the two i.e. 36 months mark and 48 month mark and can do an assessment after 3.5 years.</p>		<p>To be agreed with consultant during inception meeting after hiring</p>

**Minimum requirements of final report but not limited to the following:**

The baseline report must demonstrate that the consultant considered the following tenets:

- ✓ Ensure prescribed reporting format (WV will provide) and reports must ensure within timeline mentioned above
- ✓ Ensure useful exploration and analysis of the extent to which the project design addresses strategic cross cutting themes, in particular gender and disability (Ref design documents)
- ✓ Present all quantitative data disaggregated by women, men, boys, girls, disability and by age where appropriate as part of the analysis
- ✓ Ensure that children and those with disability are meaningfully consulted/engaged (or even participate in some way) during the baseline and profile development
- ✓ Ensure that report clearly states which ethical standards for human research were used and how

## 10. Development of Baseline Survey Proposal by Interested Consulting Firm

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The interested consulting firm/Consultant will have to produce both technical and financial proposal for baseline survey, household profiling and tracking system based on this ToR and submit the same to the Regional Office of World Vision Bangladesh within stipulated timeframe.

- **Technical proposal** that should demonstrate the firm's experience, knowledge and understanding of the ultra-poor graduation program approach and detailed plan against the proposed evaluation methodology.
  
- The firms should submit the detail curriculum vitae of core team members, any relevant certification of the consultants and key personnel that favour the firm in selection. The applicant also needs to give an indication of time availability (start date) and provide contact references of two referees. World Vision may wish to see substantive pieces of work and conduct reference check.
  
- **Financial proposal**
  - Year to year budget should be estimated
  - Head-wise cost-estimate
  - Salary/honorarium of professional/experts and other support staff including social costs (VAT, tax etc.);
  - Cost of ODK based questionnaire development, data collection, training ;
  - Cost of stationeries and report production of draft and final in 5(five) copies.

### Evaluation Criteria for the Firm

Among the submitted proposals only the technical proposals will be opened first at the time of evaluation. The financial proposals will remain sealed 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 (45 points)** i.e. (a) Understanding the objectives, (b) Quality of methodology, (c) Innovativeness, (d) Work programme, (e) Comments on TOR and (f) Presentation of proposal.
  
- **Quality of firm, its logistics and human resources (55 points)** i.e. (a) Experience of firm and similar and different types of studies conducted for national and international agencies, (b) Experience of the Consultants (including the sectoral experts), (c) Technical supporting staffs and logistics facilities, (d) Have Publications in national or international journal/s

## 11. Anticipated Limitations

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Need to consider the following anticipated limitations in the context:

- a. Season/Time of year: The survey will be conducted in March to May, so due to heavy rainfall that may hamper overall survey.
- b. Political situation: Rohingya refugee crisis in the area is present and any unexpected political situation may hamper the baseline and profile work
- c. Electricity supply: in the project area might be irregular power supply during the assessment.
- d. Logistics: All cost associated with accommodations, transportation, food and survey logistics to be borne by consultant.
- e. Limited involvement of local leaders throughout the baseline process due to unforeseen urgent assignments could affect the baseline. (e.g., political activities such as campaign for referendum voting, activities organized by the local government or other partners with in the community may disrupt the exercise.)

The consultant and the team are expected to make the necessary contingency plans in order to minimize as many of these limitations as possible.

## 12. Budget

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The baseline is funded through the project budget under logframe code UK05.02.07, which has already been approved. The budget will cover all associated costs of the baseline and household profile, including the consultants' fee, travel and accommodation, field transport and baseline supplies, tablet and others supplies for household profile. Expected to consultant include all necessary expense in their financial proposal.

### 11.1 TAX and VAT arrangements:

WVB will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

### Mode of Payment:

All payment would be bank transfer using **Straight to Bank (S2B)** process and VAT/TAX should be deducted as per govt. policy and according to the agreement signed in between the consulting Firm and WVB (Supply Chain Management). The payment milestone (e.g. Year 1- 38%, Year 2- 5%, Year 3 – 15%, Year 4 – 5% and Year 5 – 37%) is approximate calculation and it may change depending on the proposal and budget.

## 11.2 Payment milestones, Instalments and Product:

Year	Payments milestone to firm	Total number of Instalment
<b>Year 1: July'18 – June'19</b>	38% over the total agreed amount (The sum of Year 1-+2+3+4+5)	<p><b>1<sup>st</sup> Instalment:</b> 30% over the amount of first year and given just after agreement sign between two parties</p> <p><b>2<sup>nd</sup> Instalment:</b> 30% over the amount of first year at the submission of the inception plan and draft tools</p> <p><b>3<sup>rd</sup> Instalment:</b> 40% over the first amount of first year and at the reception of the final baseline reports for Cohort 1, ToT training for staff on ODK based data collection and uploading with a manual and cleaned file of respective households (2,880 HHs).</p>
<b>Year 2: July'19 – June'20</b>	5% over the total agreed amount. (The sum of Year 1-+2+3+4+5)	<b>Full payment:</b> 100% of payment over the total amount of year two at the reception of baseline report for Cohort 2 (After 12 months as of evaluation design and as of project life time is at 24 month stage) Also submission of a summary of progress report on indicators for Cohort 1 (desk based work)
<b>Year 3: July'20 – June'21</b>	15% over the total agreed amount. (The sum of Year 1-+2+3+4+5)	<p><b>1<sup>st</sup> Instalment:</b> 40% payment over the total amount of year three and the payment given after reception of work plan for midline assessment, qualitative data collection plan, tools.</p> <p><b>2<sup>nd</sup> Instalment:</b> 60% of payment at the reception midline assessment/evaluation report using data for both group of cohort 1 and cohort 2. At two years mark (24 months as of evaluation design and as of project life time is at 36 month stage, write the midline report using data for both groups (desk based work) and some qualitative data collection if needed</p>
<b>Year 4: July'21 – June'22</b>	5%	<b>Full payment:</b> 100% of payment over the total amount of year 4 at the reception of periodic progress report using both group of cohort 1 and cohort 2 at 36 months mark as of evaluation design and as of project lifetime it is at 48 month stage. Write report for both groups (desk based work) and some qualitative data collection if needed.
<b>Year 5: July'22 – June'23</b>	37%	<p><b>1<sup>st</sup> Instalment:</b> 40% payment over the total amount of year five and the payment given after reception of end evaluation inception plan from firm, draft tools and any others necessary guidelines.</p> <p><b>2<sup>nd</sup> Instalment:</b> 60% payment over the total amount of year five. The payment given at the reception of last progress report/end of project assessment/evaluation report. That is at 48 months as of evaluation design and as of project lifetime it is at 60 month stage. Write an end of project assessment/evaluation report. Or else, we can combine the two i.e. 36 months mark and 48 month mark and can do an assessment after 3.5 years.</p>

## 11.2 Reporting language, time and confidentiality:

### ▪ **Reporting language**

English is mandatory for producing final report. But in case of report sharing with different stakeholders and partners, it should be translated in Bangla. Before presentation, the consulting firm is obliged to submit the report to AP authority for checking validation and appropriateness.

### ▪ **Tentative timeframe for the baseline survey**

The baseline, household profile, tracking might have strict deadline which an extended period (max. 10 days) may be allowed having proper justification and rational from the consulting firm. The consultant/consulting firm need to collect prior approval for extension of the survey period (if time extension is necessary). The timeframe will be started to countdown from the date of contract signed for the work.

### ▪ **Confidentiality and copyright**

The copyright authority only preserves by the World Vision Bangladesh of this survey document. It should maintain confidentiality in using the information and programme documents for the needs of this survey. It is being expected professionalism in every bit of this dealing. World Vision Bangladesh will be the owner of this report and have authority to use information and other necessary message for the development perspective of the organization.

## 13. Standards of Ethics and Child Protection

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The lead evaluator will be responsible for ensuring that data collection and analysis approaches are designed to mitigate child protection risks, and protect participants' privacy and wellbeing by establishing and following credible ethical evaluation principles. The lead evaluator must ensure all members of the evaluation team has been oriented in the ethical considerations employed in the evaluation. Ethical principles will include the following:

**Voluntarism, confidentiality and anonymity of participants:** All participation in interviews must be voluntary, will not create harm to participants during or after the data gathering, and their anonymity and confidentiality will be protected. Voluntary involvement must be assured by a scripted verbal explanation of the survey being conducted. The script must inform respondents that they may choose to not respond to certain questions and may end the survey at any time.

**Do No Harm:** Project and evaluation themes must be screened for topics and questions that may cause distress to some interviewees. Mitigating approaches and referral options must be developed accordingly.

**Integrity:** Data from participants must be presented honestly and proportionately, such as the authoritativeness, extent-shared and intensity of opinions across the target population, and aligning quotes with the evaluative themes intended by the informant. Unexpected or contentious findings should be triangulated with other forms of data to gauge significance.

**Participant perspective:** To the extent possible, given logistical limitations of each context, preliminary findings should be shared with a plenary of project stakeholders to invite their reactions and interpretations. These will be recorded and added to the final report.

**Child Protection:** If children (under the age of 18) are to be interviewed, it will be in the presence of a responsible adult from the child's family, or other implied guardian from the community. Children will not be exposed to questions of a highly personal, sensitive, potentially distressing or embarrassing nature.

If children are to be interviewed, child protection reporting protocols will be established and all staff made aware of when and how to report any issues that arise from data collection.

Evaluation coordinators must have completed and been cleared by a police check within the last two years. All evaluation coordinators and collectors will be required to review, sign, and adhere to a child protection code of conduct.

The lead evaluation must familiarise him or herself with the following ethical and protection guides (to be supplied to the selected lead evaluator):

- WVI Child Protection Code of Conduct
- DFAT Guidelines for Child Protection
- WVI Guideline of Ethical Principles
- Australasian Evaluation Society Guidelines of Ethical Principals
- BOND Tool for Evidence Principles

## 14. Documents to be made available for evaluation preparation

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- WVA Templates for Evaluation Plan and Evaluation Report
- Project design documents: narrative, logframe and M&E Plan
- Project monitoring reports, inc semi-annual progress reports and Indicator tracking table
- Context assessment report
- Any previous external reviews of the project
- BOND Evidence Principles
- Australasian Evaluation Society Ethics Guidelines

## 15. Contact Person:

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Any clarification is required before submitting the proposal regarding to this baseline and household profiling ToR, consultant/firm are requested to contact to the following persons:

**1) Benzene Chakma**

Monitoring and Evaluation Manager  
G-PoP Project, World Vision Bangladesh  
Mobile: +88 01766678530  
E-mail: [BenzeneChakma@wvi.org](mailto:BenzeneChakma@wvi.org)  
Skype: benzenechakma.wvb

**2) Smritee Ranjan Dhamai**

National DME Coordinator – Grants, PNS & Campaign  
National Office, World Vision Bangladesh  
Mobile: +8801730 070713  
E-mail: [dhamai\\_smritee@wvi.org](mailto:dhamai_smritee@wvi.org)  
Skype: S R Dhamai

**Annexure-4**

**VENDOR'S PRIMARY INFORMATION COLLECTION SHEET**

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

Information Submitted by \_\_\_\_\_  
Date:

## Annexure-5

### Child Protection Behavioral and Security Policy Protocol FY-2019

**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.

**I have read, understood and I agree to adhere to the Behavior Protocols of World Vision Bangladesh.**

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**(Signature)**

**Full Name:**

**Name of the Organization/Consulting Firm/Supplier/Vendor:**

**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: