



## REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Farm For

# “Conduct a Study on National Child Rights Situation Analysis (CRSA) in Bangladesh”

To: Consultant/Farm

Date: August 9, 2018

Dear Sir/Madam:

We kindly request you to submit a proposal for “Conducting a Study on National Child Rights Situation Analysis (CRSA) in Bangladesh”

Please be guided by the information attached below with annexures:

### General RFP Guidelines and Instructions:

<b>RFP Name:</b>	Hiring a Consultant to conduct a Study on National Child Rights Situation Analysis (CRSA) in Bangladesh
<b>RFP Reference:</b>	WVB-SCM-RFP-0010-8/18
<b>Submission of Proposal:</b>	<b>Sealed Technical and Financial</b> proposals shall be Submitted to World Vision Bangladesh, Abedin Tower (2nd Floor) 35, Kemal Ataturk Avenue, Banani, Dhaka – 1213 RFP reference “WVB-SCM-RFP-0010-8/18: Hiring Consultant for conducting a Study on National Child Rights Situation Analysis (CRSA) in Bangladesh”, shall be mentioned in subject line.
<b>Deadline for the submission of proposals:</b>	<b>Deadline for proposal submission is: <u>On or before 19<sup>th</sup> August, 2018 within 3.30 BST</u></b>
<b>Procurement Focal Point:</b>	Md. Ziaul Islam, Sourcing Coordinator World Vision Bangladesh Email: <a href="mailto:Ziaul_Islam@wvi.org">Ziaul_Islam@wvi.org</a>
<b>WVB Contact regarding Technical Specification:</b>	Ms. Shabira Sultana Nupur Deputy Director-Advocacy and Justice for Children World Vision Bangladesh Email: <a href="mailto:shabira_sultana@wvi.org">shabira_sultana@wvi.org</a> Cell: <a href="tel:01755626760">01755626760</a>

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
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Regards,

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Md. Ziaul Islam  
Sourcing Coordinator  
World Vision Bangladesh

## INSTRUCTIONS TO OFFEROR

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

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

	<p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.</p>
Evaluation and comparison of proposals	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here:</p> <p><math>F_p</math> = Financial Score of Offeror being evaluated  <math>F_m</math> = Lowest Financial proposal among technically qualified Offerors  <math>F</math> = Financial Proposal of Offeror being evaluated</p>

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

## GENERAL AND PARTICULAR TERMS AND CONDITIONS

### A. General Terms and Conditions

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

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

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

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

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

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



## Terms of Reference

for Hiring a Consultant to conduct a Study on  
National Child Rights Situation Analysis (CRSA) in Bangladesh

### 1. Background

The aim of the national child rights situation analysis report is to look at what has been achieved since the adoption of the UN Convention on the Rights of the Child (UNCRC) in 1989 and to set out the most urgent, critical and transformative child rights issues, which need to be tackled to move away from business as usual and sustainably realize the rights for all children equitably and without discrimination. While celebrating successes and progress over the last 30 years, the report should discuss the child rights climate in the country and set out the child rights issues that have the potential to be ‘game changers’ and, when addressed, make a real impact in children’s lives. Children’s voices, views and recommendations should be a central part of the reports.

Considering that, the Sustainable Development Goals (SDGs) are an important implementation test of the UNCRC, the national report should also consider and discuss the 2030 Agenda on Sustainable Development, the SDGs and the pledge to leave no one behind. They should use a gender lens and be rights-based.

While focusing on the current child rights situation in the country, the report should, where possible, set out how the situation has changed since 1989 and what needs to change moving forward to make a step change in the realization of the UNCRC and the child-focused SDGs by 2030.

Bangladesh was one of the first 22 countries which ratified United Nation Convention on the Rights of the Child within three months of its adaptation by the UN General Assembly in November 1989 which came into force on 2nd September 1990. The World Summit for Children, held at the same month, adopted a Declaration on the survival, Protection, Development and Participation of Children. Bangladesh has developed 3 National Plan of Action for Children and submitted five periodic reports to the UNCRC committee. Bangladesh has also included child rights issues in her 7<sup>th</sup> five year plan and allocated budget.

In the last 25 years, the world has made unprecedented strides towards realizing the right of children to survive and thrive. In spite of good effort, the world community is regularly being experienced with lot of indifferent dealing with children because of weak implementation of policies and laws. To exhibit the situation, there are appreciable initiatives taken by different stakeholders on the assessment of child rights situation regarding concluding observation made by UNCR committee. However, now a days it has been realized that proper monitoring of the Sustainable Development Goals (SDGs) in relation with child rights would challenge Govt. to be more transparent and accountable.

To address the situation stated above, the world’s six leading child-focused agencies (CFAs) – Child Fund Alliance, Plan International, Save the Children, SOS Children’s Villages, Terre des Hommes and World Vision – agreed in 2017 to come together to work in collaborate on the 2030 Sustainable Development Goals and the realization of children’s rights. This collaboration, called ‘Joining Forces’, which centers on two key projects:

1. **Ending Violence Against Children** – a national-level effort, focused on 5 pilot countries<sup>1</sup>, to increase our programme impact in protecting children from violence (SDG 16.2)
2. **Child Rights Now!** – a national and international level advocacy push in up to 20 countries<sup>2</sup> to renew political commitment to children's rights, reflected in SDG implementation and support for the Convention on the Rights of the Child.

The Joining Force in Bangladesh has decided to prepare a National Child Rights Situation Analysis Report with the following scope of work, objectives, Outputs, methods and etc.

## 2. Scope of Study:

The consultant team/Individual will carry out a comprehensive study on Child Rights Situation Analysis in Bangladesh through secondary data review and consultation with children with following scope of works:

1. National Child Right Situation Analysis (CRSA) will describe the progress towards achieving the child rights goals to which it is committed and highlight the obstacles to, and enablers of, their realization. The analysis will be informed by various perspectives, including those of children and young people.
2. Assess the existing processes/initiatives related to SDG implementation and child rights monitoring (UNCRC, Universal Periodic Review, CEDAW, other National, International and regional mechanisms) –It'll be a supplementary reporting
3. Analysis of existing platforms/fora designed for children participation in decision making at local/national level.
4. Identification of upcoming agenda to jointly advocate around SDG and child rights implementation and drafting of an engagement plan in the report.
5. The report will be developed on considering rights-based approach, gender lens and be done in English.
6. To ensure that children are participating and contributing towards this report in a meaningful manner

## 3. Objective of the Study:

- The objective of the National CRSA is to describe how well Bangladesh is progressing towards achieving the SDG goals in relation with child rights convention to which it is committed and highlight the obstacles to, and enablers of, their realization.

## 4. Output:

The output of the assignment shall be a comprehensive report containing the observations, findings, analysis and recommendations. In particular following concerns has to be taken in to consideration and addressed:

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<sup>1</sup> Mexico, El Salvador, Uganda, Indonesia and Philippines.

<sup>2</sup> The provisional list of 20 countries has been established based on a review of existing CFA presence, collaboration and activities on SDG/child rights. These countries are: Bangladesh, Bolivia, Brazil, Cambodia, Canada, Colombia, Guatemala, India, Kenya, Malawi, Mexico, Nepal, Peru, Philippines, Romania, Senegal, Spain, Sweden, Thailand, Uganda and Zambia.

1. Handy report on National Child Right Situation Analysis (CRSA) mentioning methodology used, country facts/statistics, with sources cited situation in relation to rights enshrined in the UN Convention on the Rights of the Child and the SDGs, cross-cutting factors, including gender, and key actors, recommendations;
2. Report covered the area of child rights which have mentioned in this TOR and its beyond;
3. Cause and consequences, implications of child rights in children life in respect to UNCRC and SDG;
4. A comprehensive analysis of all aspects of child rights in the light of social and economic perspective to be articulated;
5. Gender segregated report;
6. Numbers of case study/relevant pictures of child rights to be included;
7. Comprehensive but specific recommendations have been made for each of the important stakeholders to establish child rights in Bangladesh.

## 5. Methods:

The consultant team/individual will use relevant methodological tools to undertake the assignment. Before commencement of the work, the team/individual will prepare a detailed work plan for sharing with joining forces in Bangladesh. It is expected that the team/ individual will use analysis for the prevailing situation of the child rights in Bangladesh and other techniques to assess the impact of child rights situation. The consultant / team is expected to facilitate series of structured interview, meetings and focus group discussions with diversified stakeholders to capture the relevant information. The consultant/team will facilitate four workshops in four divisions. In addition to that one consultation will be done with children in Dhaka. The final draft have to be shared at National level involving multi stakeholder to enrich analysis and authentication.

The consultants need to be review the overall policy framework of GoB to see the relevance with UNCRC, SDG goal and application of policies in real life. The consultant/team will communicate with other development partners (e.g. Unicef, ILO, MoWCA, CRAC'B etc.) to explore their views, impression and experience.

The report should set out the overall situation for child rights in accordance with the UNCRC and analyze how the 2030 Agenda on Sustainable Development and the SDGs help accelerate implementation of the UNCRC. The discussion could be framed by the following questions looking at the current situation, progress since 1989 and what needs to change to realize the UNCRC and the child focused SDGs by 2030:

- What are the political commitments to and leadership on children's rights and the SDGs (or lack thereof)?
- What political, economic, social and cultural factors and attitudes help or hinder the realization of children's rights? What role do the SDGs play in accelerating implementation of the UNCRC (see for example [UNICEF tool analyzing UNCRC/SDG linkages](#))?
- Based on a stakeholder analysis, who influences the child rights agenda (role of government actors at different levels, legislature, private sector, community/traditional/religious leaders,

media, academia, civil society, children etc.) and in what way? Who else should influence the agenda?

- what was the progress since commitments were made through ratification of the CRC, particularly focusing also on reservations if any and if they were lifted.
- What has been achieved in terms of realization and implementation of CRC? We can look at the stats, plus legislation, access to services, investment etc...
- What has changed since the SDGs were adopted and in what way Government are helping to move forward agenda at national level?
- Does the government engage with and respect recommendations by international (UNCRC, UPR, HLPF etc.), regional (SAIEVAC etc.) and national accountability mechanisms (independent national human rights institutions, ombudspersons etc.)? If yes, in what way?
- Does civil society, including children, have the space to speak out and participate in public decision-making? Can civil society promote, monitor and defend child rights without restrictions? If yes, what are the key mechanisms? If not, what needs to change?

How do children participate in public decision-making and private spheres? What are the political, legal, structural, social and cultural opportunities and challenges to children's meaningful participation in private and public spheres? List some examples of successful child participation (if any)

### **Children's involvement in producing the national reports**

One of the stated objectives of *Child Rights Now!* is to increase participation of children in the decision-making processes that affect their lives. Furthermore, the UNCRC and the 2030 Agenda on Sustainable Development affirms children as agents of change and their right to meaningful participation. In view of this, it is important to ensure that children's voices, views and recommendations are part of the elaboration of the national child rights progress report, including the views of the most marginalised and deprived groups of children.

The voices, views and recommendations of children should be visible throughout the report, for example by including specific information and recommendations from children, direct quotes or by including children's own stories. To ensure the essence and spirit of how children expressed themselves be maintained, please do not edit children's voices.

We would recommend that consultant run focus group discussions with children to inform the report. We may involve children in collecting specific data for the report (if we have we can share with consultant). In addition, Consultant could also draw on views and recommendations of children captured and documented during the last year through other reporting's.

The questions discuss with children during focus group discussions should be informed by the specific divisional context. However, below we may outline a few questions that might be useful to explore with the children.

- What do children know about the UNCRC? How do they think the UNCRC has helped to improve their lives and/or how can it help in the future?

- What do children know about the SDGs? How do they think the SDGs can help improve their lives?
- What do children think about children's rights in the country? What is good? What would they like to change and why?
- Who do they think has the power to make change happen?
- What do children think children's role is to influence change in children's lives / their families / their communities/ their country / internationally?
- If the children could provide one piece of advice to the President, Prime Minister or other leaders of the country on how to improve child rights – what would that be?
- If children could change one thing to improve their lives, what would it be?

To prepare for focus group discussions with children, please draw on existing tools and methodologies being used by *Child Rights Now!* Members to consult with children. All engagement with children must adhere to existing *Child Rights Now!* child safeguarding policies and standard developed by the member organization (*Child Rights Now!*) members as well as the [UN Committee on the Rights of the Child standards on child participation](#) (paragraph 134). Please also make sure that you provide feedback to the children on how their information has been used.

If Resource permitting, we would recommend that a child-friendly version of the national report is produced, to enable children to use the recommendations in their advocacy and campaigning.

Consultations with children at the national level will also inform the Global Child Rights Progress Report. In view of this, we would appreciate it if consultant could summarize the views and recommendations from children per question discussed with them, together with relevant direct quotes from children and photos, in a short written report.

## 6. Timeframe, Reporting:

The assignment will be completed within 30 working days after signing of agreement with Joining Forces in Bangladesh. Draft report would be submitted to Joining Forces in Bangladesh allowing 5 days for making comments. Presentation should be made by the consultant/team on the draft report. Final report would be produced to the Joining Forces in Bangladesh not later than five days after the comments on draft copy. Six copies of printed final report in MS Word along with an electronic PDF copy would be submitted by the consultant/team to Joining Forces in Bangladesh.

## 7. Mode of payment:

The payment will be made in three installments:

Installments	Percentage	Timeline
First installment	10	Agreement signed and acceptance of inception report
Second installment	40	After receiving the draft report
Final installment	50	Upon submission of the final report

## 8. Evaluation criteria and scoring Criteria

Criteria	Score
Appropriate work plan to complete the study	40
Relevant competency of team leader and team composition	40
Amount of budget and justification	20

## 9. Submission of proposal:

The proposal will be divided into two parts and should be submitted in two separate folders, i.e. technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

- Detailed methodology of the study;
- Detailed time frame (including dates for submission of first draft, dissemination of findings and final report);
- Account of experience of using appropriate methods;
- CV of the consultant which reflect relevant experience to conduct the study;
- Copy of VAT/Tax registration certificate (for consulting firm);
- Copy of valid TIN certificate and bank account detail.

The financial proposal should include a detailed, item wise cost breakdown for the study. The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organization will deduct VAT and Tax at source according to the GoB rules and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget which is consistent with technical proposal.

A financial proposal with a detailed breakdown of costs for the study;

i. Consultancy fees/costs;

ii. Administrative expenses;

iv. Validity period of quotations.

- Names and contact information of two references who can be contacted regarding relevant experience;
- A copy of a previous reports of a similar nature undertaken on: a) Situation Analysis of Child Rights or State of Child Rights in Bangladesh;
- A Consulting Firm profile (if applicable);
- Closing date for submission of the proposal is end of business day on 19 August 2018.

**10. Penalty clause:**

The Consultant/consulting firm is expected to provide services within time frame as well as submit the final report maintaining the quality as mentioned in the ToR. If for any reason, the consultant/consulting firm fail to deliver services within stipulated time, the consulting firm needs to inform Joining Force in Bangladesh in time with valid and acceptable explanation.

**11. Contact person:**

For any technical issues related to this study, please contact Ms. Shabira Sultana Nupur of World Vision Bangladesh at the email address: [shabira\\_sultana@wvi.org](mailto:shabira_sultana@wvi.org)

**12. Ethical Considerations:**

There will be nothing in the study which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the study. The objectives will be clearly explained to all the respondents of the study before gathering information from them. The evaluators will be abstained from collecting information from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting information. Confidentiality of information/data should be maintained and in the report name of the respondents should not be revealed.

**13. Users of study:**

The intended users of the study are: Joining Force and its member countries and partner. Additional intended audiences may be UN, Global members of the joining Force and their partner including different Ministries of Bangladesh and other Countries.

**14. Secrecy:**

Any information or data entrusted to, or provided to, the consultant in connection with this assignment shall be strictly confidential and cannot be used for any other purpose, except with written consent of Joining Force in Bangladesh. .

**15. Negotiations:**

Once proposals are evaluated, Joining Force in Bangladesh may enter into negotiation with one or more than one consultant/ consulting firm for final selection. If negotiations fail, Joining Force will invite consultants/consulting firms whose proposals received and was the next highest score to negotiate a contract.

**16. Award of contract:**

The selected Consultant/Consulting Firm is expected to commence the assignment within 2 days of signing contract.

**17. Child Safeguarding Policy:**

The consultant/team shall comply with the Child Safeguarding Policy. Any violation /deviation in complying with child Safeguarding policy will not only result-in termination of the agreement but also Joining Force will initiate appropriate action in order to make the damages/losses caused due to non-compliance of Child Safeguarding Policy.

**18. Reference Documents:**

Consultant should explore adequate and relevant references on the context of child rights in Bangladesh.

**19. Law applicable:**

This contract shall be subject to Bangladesh law. Both parties assume that this assignment does not go against the rules and regulations of the Government of Bangladesh.

Joining forces in Bangladesh is now seeking Consultant for preparing a National Child Rights Situation Analysis Report.

Application submission deadline: 19th August 2018 on or before 3.30 P.M.

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**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	
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	

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Information Submitted by  
Date:

## Annexure-5

### **Child Protection Behavioral and Security Policy Protocol FY-2016**

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

#### **Child Protection Behavioral and Security Policy Protocol**

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

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

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

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

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

## **Consequences of Breach**

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

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

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

**Acknowledgement of receipt and undertaking to comply :**

I, (insert name)\_\_\_\_\_ of (insert address)\_\_\_\_\_

hereby agree and confirm that :

- I have received , understand and will abide by WVB's Child Protection Behavior and Security Policy Protocols; and
- (\*)*(where applicable)* In the course of contracted work, I agree that where I have interaction or access to children or child data –
  - (i) I will act in the best interest of children and uphold WVB's Child Protection Behavioral and Security Policy Protocol and other child safeguarding measures as requested AND
  - (ii) if I become aware of any harm or risk to children I will inform WVB immediately

Signed by :

Date:

Name:

Designation:

Department/Project:

### DECLARATION OF CONFLICT OF INTEREST

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

Circle ☐ the appropriate

#### Answer for each

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

Sl.	Name of Organization	Office or Interest in Organization

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

If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_

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

Sl.	Name of WVB Employee	Position held in WVB	Relation

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature with Seal

Date: