



REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Firm For

Development of Nutrition Sensitive Training Module for BIeNGS project through consulting with IPHN, Department of Agriculture Extension, Livestock, and Fisheries

To: Consultant/Firm

Date: March 13, 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for **“Development of Training Module”**.

Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	“Development of Training Module”
RFP Reference:	WVB-SCM-RFP-0014-06/19
Submission of Proposal:	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “WVB-SCM-RFP-0014-06/19: “Development of Training Module””. Shall be mentioned in subject line.</p>
Deadline for the submission of proposals:	Deadline for proposal submission is: <u>On or before 27th March, 2019 within 3.00 P.M</u>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: Ziaul_Islam@wvi.org , Cell: 01755625763
WVB Contact regarding Technical Specification:	Md. Abu Sufian, Project Manager - BIeNGS Project, Phone: 8801716003813, Email: abu_sufian@wvi.org Nusrat Anwar, SBCC Specialist - BIeNGS Project, Phone: 8801719367604, Email: nusrat_anwar@wvi.org
List of Annexures:	Annexure-1: Instructions to Offeror Annexure-2: General and Particular Terms and Conditions Annexure-3: Terms of Reference (ToR) Annexure-4: Vendor’s Primary Information Collection Sheet Annexure-5: CP Behavioral And Security Policy Protocol Annexure-6: Declaration of Conflict of Interest

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>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “WVB-SCM-RFP-0014-06/19: “Development of Training Module. 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"> 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration of Conflict of Interest as per Annexure-6; 3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5; 4) Vendor Information Sheet Annexure-4.
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_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below:</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"> • Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal. • Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) Technical supporting staffs (d) experiences of the consultant with World Vision Bangladesh. • Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients. • Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)
Demonstration of Proposal	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 through email 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 03:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.

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

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

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

Annexure- 3



Terms of Reference

Development of Nutrition Sensitive Training Module for BLeNGS project through consulting with IPHN, Department of Agriculture Extension, Livestock, and Fisheries

**Bangladesh Initiative to Enhance Nutrition Security and Governance (BLeNGS)
Project
(A project funded by European Union)**

Version Date: 11 March 2019

World Vision Bangladesh

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I. Basic information of the project	
Project Name	Bangladesh Initiatives to Enhance Nutrition Security and Governance (BIENGS) Project
Project Number	B210391
Country and District(s)	Country : Bangladesh, Districts : Jamalpur and Sherpur
Start and End Date of Project	Start Date : 01 September 2018 End Date : 31 March 2023
Proposed Start Date of the assignment	15 April 2019
Expected End Date of the assignment	14 May 2019
Total Project Budget	€ 9.65 million
Source of Funding	European Union

Targeted Beneficiaries (Direct)	
PLW:	50,732
Adolescent Girls:	44,735
Children U5:	93,087
Extreme Poor Farmers:	10,000
Non-Poor Farmers:	10000
Smallholder Farmer:	24,000
Bio-Fortified Crop Farmer:	60,000
MenCare Group:	5,000

2.		
Prepared by:	BleNGS Project Team	
Version Status:	Draft, Dated on 11 March 2019	
Date Submitted:	11 March 2019	
Approved at National Office by:		Date Approved:
Approved at WVUK by:		Date Approved:

i. Acknowledgements

The Terms of Reference for this review and finalize nutrition sensitive training module was drafted by the BleNGS project team of World Vision Bangladesh.

ii. Affirmation

This Terms of Reference has been produced by BleNGS Project to review existing nutrition sensitive training module to produce a training module for BleNGS Project on the basis of existing module of Government and other secondary sources / documents.

Primary documents reviewed throughout the review process will be considered as the property of the World Vision Bangladesh. Documents must be used only with WVB consent.

iii. Glossary

Abbreviations / Acronyms	:	Elaborations
BIRTAN	:	Bangladesh Institute of Research and Training on Applied Nutrition
BleNGS	:	Bangladesh Initiative to Enhance Nutrition Security and Governance
CBHC	:	Community Based Health Care
CNP	:	Community Nutrition Promoter
CVA	:	Citizen Voice and Action
FAO	:	Food and Agriculture Organization
FGD	:	Focus Group Discussion
IPHN	:	Institute of Public Health and Nutrition
KII	:	Key Informant Interview

MOA-DAE	:	Ministry of Agriculture - Department of Agricultural Extension
NGO	:	Non-Governmental Organization
NPAN2	:	National Plan of Action for Nutrition2
NO	:	National Office
PDQA	:	Program Development and Quality Assurance
PLW	:	Pregnant and Lactating Women
TP	:	Technical Programme
U5	:	Under Five
EU	:	European Union
WASH	:	Water Sanitation and Hygiene
WVB	:	World Vision Bangladesh
WVI	:	World Vision International
WVUK	:	World Vision United Kingdom

3. Summary

World Vision is seeking a consultant, who has proven and tested skills and background on nutrition action, preferably with government sector like IPHN, CBHC, Agriculture extension, livestock and other institutions and departments. This person should have the knowledge on producing policy brief, training material development and a working relationship with government officials.

4. Project Brief

The overall objective of the Action is to improve maternal and child nutrition in six sub-districts in nutritionally vulnerable areas of Jamalpur and Sherpur districts of Bangladesh by promoting multi-sector pro-poor governance models and nutrition interventions. The action responds to significantly above national average health, nutrition and poverty indicators in the sub-districts of Jhenaigati, Sherpur Sadar, Sreebardi, Dewanganj, Jamalpur Sadar and Islampur, whilst also supporting the implementation of key nutrition-specific and nutrition-sensitive policies and plans at the national level. In line with the Call for Proposals, the action seeks to benefit 100% of most nutritionally vulnerable groups, namely children under five (U5) with emphasis on the first 1,000 days, Pregnant and Lactating Women (PLW), adolescent girls and ultra-poor households, fully aligned with Bangladesh's second National Plan of Action for Nutrition (NPAN2) 2016-2025. To achieve this overall objective, the action will adopt a comprehensive systems and multi-stakeholder approach to address the behavioural aspects of positive nutrition practices along with the social factors that influence the adoption and maintenance of those behaviours, whilst engaging in health systems strengthening to ensure effective delivery of quality nutrition interventions within the government system. Through productive and economic empowerment, the action will increase food security, diet diversification and the nutritional status of poor and ultra-poor households and enhance resilience to reduce their vulnerabilities to climate and other shocks.

5. Project Goal and Outcomes

The specific objectives (outcomes) of the action are as follows:

Impact	Improved nutrition status of children and mothers in nutritionally vulnerable areas of Jamalpur & Sherpur Districts by March 2023 by promoting multi-sector, pro-poor governance models.
Outcome1 (NUTRITION-SENSITIVE BEHAVIOURS)	Improved nutrition and hygiene practice amongst caregivers of children under five (U5), pregnant and lactating women (PLW), and adolescent girls through promotion by multi-sector local actors.
Outcome2 (NUTRITION SERVICES)	Increased quality and utilization of nutrition (-sensitive) services through pro-poor governance and capacity development.
Outcome3 (CONSUMPTION, PRODUCTION & INCOME)	Improved household food consumption, through improved household food production, increased income, and equitable participation in household decision making and nutrition sensitive value chains.
Outcome4 (COORDINATION)	Improved efficiency and effectiveness of nutrition (-sensitive) activities through enhanced multi- sector coordination of local public and private nutrition stakeholders and locally informed nutrition advocacy.

6. Purpose of the review

This module will come up with existing nutrition sensitive training module and integrate into Government's Health, Agriculture, Livestock, and Fisheries Extension trainings and education programmes.

7. Review Objectives

The main objectives of the review are:

- i. Identify appropriate training modules and topics on nutrition sensitive program implementation for BleNGS project through reviewing existing training modules.
- ii. Develop a Nutrition Sensitive Training Module for BleNGS Project Staff, Community Nutrition Promoters and Community Facilitators so that they can use it to improve nutrition knowledge within the communities in which they work.

The consultancy will include development of the module, as well as guiding field-testing and discussion and review by the Government relevant stakeholders before finalization. The module will cover main nutrition topics (e.g. basic nutrition, balanced diet, malnutrition, maternal nutrition, IYCF, GMP, dietary diversity, nutrition sensitive interventions like Agriculture, home gardening, bio-fortification, social safety net, health system strengthening, women empowerment etc.)

The module will include:

- Basic nutrition related technical information.
- Key messages for each nutrition topic, including how to integrate nutrition into other sectors.
- Nutrition sensitive agriculture message.
- Guidelines for communicating nutrition messages.

- Simple participatory activities that field staff can conduct in their communities (outlined step-by-step).

8. Scope of Work:

In close collaboration with the technical team and BleNGS staffs, the consultant will:

- Review background material related to the BleNGS project, the nutrition situation in Bangladesh and existing nutrition manuals/modules used in this and other contexts.
 - a) Conduct workshop as per need with IPHN, government agriculture, livestock, and fisheries extension to develop and finalize a nutrition-sensitive training module.
 - b) Sharing draft module in this workshop and seek feedback and comments.
- Conduct short qualitative research on how adults learn in Bangladesh, specifically in rural areas.
- Write content for the manual with technical input from the Technical Team of World Vision Bangladesh, both in national and project offices.
- Develop and/or adapt participatory exercises for each topic/chapter.
- Create a user-friendly format/outline.
- Guide pilot testing of materials in selected communities.
- Share and take inputs from Institute of Public Health and Nutrition, Department of Agriculture extension and other relevant department
- Revise materials based on comments.
- Facilitate workshop with relevant government stakeholders before finalizing the module.
- Finalize module (with input from Technical Assistance Group and staff).

9. Methodology of the Review

The consultant will use existing nutrition sensitive training module, consult with IPHN, Government Agriculture, Livestock, and Fisheries Extension Departments to produce the training module. In addition to the primary material shared, the consultant will be expected to develop supplementary training material to fill some of the information gaps in the source material (facilitator's guide, session plan, case studies, etc.). Review and synthesize available relevant existing modules. KII / FGD with relevant stakeholder (MOA-DAE, BIRTAN, Livestock, Health-IPHN, CBHC), NGOs, FAO. Finally, the consultant will be expected to submit draft sessions for review on a rolling basis so that feedback can be provided on an ongoing basis.

10. Time Period and Security Context of Location

The consultant is expected to complete this work between April and May 2019. The total time period required is expected to be not more than 30 working days.

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

The current security context of the project country and locations is medium where terrorism, social and economic security situation is quite and calm.

11. Qualification of the Consultant

The consultant should have following education skills and experience:

- Advanced university degree in health, public health, nutrition, agriculture or other relevant subject.
- Experiences in developing training module.
- Experience in conducting nutrition related training.
- Developing adult education materials for developing country contexts (health, nutrition sensitive interventions or other related topics desirable).
- Skills in conducting qualitative research / FGDs.
- Knowledge of the local context desirable.

12. Activity, Deliverables and Due Dates

Following Table contains activities to be done under this TOR, responsible person / organization and due dates of accomplishment. However, activities and dates may be revised in consultation with the selected consultant if required.

Activities	Responsibility	Due date
Agreement sign off between WVB and Consultant/Consulting Firm	Consultant	
Provide available necessary documents to consultant	WVB	
Conduct workshop as per need with IPHN, government agriculture, livestock, and fisheries extension to develop and finalize a nutrition-sensitive training module. Sharing draft module in this workshop for seek feedback and comments.	Consultant	
Share draft document review and nutrition sensitive training module development as well as qualitative study plan, methodology, tools etc.	Consultant	
Review draft document, review qualitative study and module development plan, methodology, tools etc. and provide feedback	WVB	
Share final document review and nutrition sensitive training module development as well as qualitative study plan, methodology, tools etc.	Consultant	
Conduct existing documents review	Consultant	
Conduct qualitative study to facilitate module development	Consultant	
Submit draft module	Consultant	
Share draft module with WVUK, WVAUS and EU	WVB	
Review draft module and provide feedback	WVB	
Incorporate feedback and conduct a module sharing session with concerned people	Consultant	

Incorporate feedback received from the module sharing session, finalize the module and submit	Consultant	
Submit 1st complete draft nutrition sensitive training module	Consultant	
Conduct dissemination workshop (PowerPoint presentation of the training module)	Consultant	
Submit 2nd complete draft nutrition sensitive training module, incorporating initial feedback	Consultant	
Submit Final version of the nutrition sensitive training module, incorporating second round of feedback:	Consultant	

Final Deliverables:

Selected consultant will have to deliver followings within the stipulated timeframe:

- Final Version of Nutrition Sensitive Training Module submitted in both English and Bangla version (Hard Copy and Soft Copy).
- Soft copy of tools, data and transcripts of the qualitative study.

13. Anticipated Limitations

- *Season/Time of year.*
- *Unstable political situation.*
- *Government cooperation.*

14. Logistics

The consultant will bear all costs associated with accommodations, transportation, food and review logistics.

15. Budget

Consultancy budget is funded through the project under budget code 06.01.01.01.01 which has already been approved. The budget will cover all associated costs of review process and sharing learning with EU and WVUK. Budget will cover the costs of travel, and accommodation and consultancy fee of the assignment.

15.1 Tax and VAT arrangements

WVVB will deduct Tax and VAT from the consultancy fees following the prevailing government rates.

15.2 Payment modality:

- 1st instalment (30% of agreed payment): After signing of the contract.
- 2nd instalment (40% of agreed payment): After submission of the draft report.
- Final instalment (30% of agreed payment): After acceptance of the final report (Final report will be finalized after sharing meeting).

16. Standards of Ethics and Child Protection

The lead consultant/reviewer 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 principles. The lead consultant/reviewer must ensure all members of the evaluation team has been oriented in the ethical considerations employed in the review process. Ethical principles will include the following:

- Voluntarism, confidentiality and anonymity of participants: All participation in review must be voluntary, will not create harm to participants during or after the data gathering, and their anonymity and confidentiality will be protected.
- Do No Harm: Consultant and teams 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/fairly.

Child Protection:

If children (under the age of 18) 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 evaluator must familiarize him or herself with the following ethical and protection guides (to be supplied to the selected lead evaluator):

- WVI Child Protection Code of Conduct
- EU Guidelines for Child Protection
- WVI Guideline of Ethical Principles

18. Documents to be made available

- Project documents: Project Proposal, log-frame and M&E Plan
- WVI Guideline of ethical principles
- EU Guidelines for Child Protection guideline

19. Appendices

Additional Information document associated with Terms of References (ToR) for existing nutrition sensitive training module of BleNGS Project embedded herewith.

Additional information associated with Terms of References (ToR) of Review Existing Nutrition Sensitive Training Module for BIeNGS Project

Methodology of the Study

The consultant will use existing nutrition sensitive training module and consult with IPHN, Government Agriculture, Livestock, and Fisheries Extension Departments, to produce the training module. In addition to the primary material shared, the consultant will be expected to develop supplementary training material to fill some of the information gaps in the source material (facilitator's guide, session plan, case studies, etc.). Review and synthesize available relevant existing modules. Finally, the consultant will be expected to submit the draft work regularly to WVB review team for continuous review and feedback.

Qualitative data: The consultant should use qualitative methods, such as Focus Group Discussions (FGD), Key Informant Interviews (KII), as well as participatory exercises and observation.

Secondary literature review: The consultant will be in contact with personnel who will share key documents and required literature, but may also use any other official documents, national or international. Consultant can use below attached link to see all available documents related with scope of work:

<https://www.k4health.org/>

Triangulation of information gathered during the review is crucial, with reflection on how the findings relate to the secondary documentation. To note, technical proposals with new and innovative frameworks, methods and techniques to measure key nutrition messages, behavioral aspects of positive nutrition practices, Women's Empowerment, Nutrition Consumptions, Climate Action and Disaster Risk Reduction and Behavior Change Communications on nutrition will be given preference.

Expected Deliverables and Timeframe

The required outputs of this consultancy will be as follows:

1. A detail work plan (inception report) describing how the consultant will implement the review within the review framework and timeframe outlined by WVB. This work plan shall be submitted for review and approval by WVB two (2) days after signing the contract and before commencement of the study.
2. The first draft of the report based on the feedback from the presentation of finding, which shall be submitted within seven (7) days after the presentation of findings to stakeholders.
3. Final draft of the module shall be submitted within 4 weeks after signing contact with raw documents.

4. Presentation of findings to and facilitation of joint analysis with WVB, the project's partner organizations and other stakeholders.

General Terms and Conditions

- Confidentiality of information:
 - ✓ All documents and data collected will be treated as confidential and used solely to facilitate analysis.
 - ✓ Consent should be collected prior to interview recording or photographs.
 - ✓ Interviewees will not be quoted in the reports without their permission.
- All soft and hard copy of the assignment will be treated as the property of WVB.
- In any circumstances, consultant shall have no opportunity to alter the timeline and planning of review and submission of first draft and final report.
- The consultant/consulting organization must maintain the standard quality in reviewing and finalizing the training module.
- The consultant shall have the responsibility to rewrite the training module, modification of sections until the satisfaction of quality required by WVB.
- In case of any deviation, WVB shall have the right to terminate the agreement at any point of the project.
- Consultant/consulting organization shall be bound to pay back the full money to WVB given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
- WVB will deduct withholding tax from the consultancy fees, which will be in conformity with the prevailing government rates.
- Consultant should follow WVB's code of conduct, policies (i.e Safeguard policy, Child Protection Policy).

Consultancy Duration

The consultant is expected to complete this work between April and May 2019. The total time period required is expected to be not more than 30 working days. Budget will cover the costs of travel, and accommodation and consultancy fee of the assignment.

Evaluation Process

The selection committee will evaluate both the technical and financial proposal of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this ToR.

Evaluation criteria Area(s)	Weight
Technical – 75	
Understanding the ToR	20

Experience in conducting similar review	20
Appropriateness of methodology in response of the review	20
Management structure and qualifications of key personnel & team composition	15
Financial- 25	25
Total	100

Contact person(s):

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Annexure-4

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

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.

(Signature)

Full Name:

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: