



REQUEST FOR PROPOSAL
FOR
HIRING LOCAL/INTERNATIONAL CONSULTING FIRM/ORGANIZATION TO
CONDUCT

**“TECHNICAL SUPPORT FOR THE DESIGN OF ROUTINE MONITORING,
ANNUAL BENEFICIARY SURVEY, ANNUAL SURVEY AND
STRENGTHENING NOBO JATRA’S M&E SYSTEM”**

Name of the Purchaser	World Vision Bangladesh Abedin Tower, Level-2, 35 Kemal Ataturk Avenue, Dhaka - 1213, Bangladesh
Contact Person	Md. Ruhul Mobin, Supply Chain Manager, NJP
Email	Ruhul_Mobin@wvi.org

RFP Ref No: WVB-NJP-RFP-17/08-012,
Issued on: Date: 30 August, 2017

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Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consulting firm/organization of the services to conduct “Technical Support for the Design of Routine Monitoring, Annual Beneficiary Survey, Annual Survey and Strengthening Nobo Jatra’s M&E System”.

A. GENERAL

Background of the Consultancy:	<p>‘Nobo Jatra-New Beginning’ is a five-year USAID Food for Peace Title II Development Food Assistance Project that seeks to improve gender equitable food security, nutrition and resilience in southwest Bangladesh. World Vision Bangladesh, together with the World Food Programme and Winrock International and 3 local partner NGOS, undertook the program in September 2015, integrating interventions in MCHN, WASH, agriculture and alternative livelihoods, DRR, good governance and social accountability and gender to achieve its objectives. Nobo Jatra is being jointly implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh in four upazilas under two districts – Dacope and Koyra upazilas in Khulna and Shyamnagar and Kaliganj upazilas in Satkhira – and it aims to reach 856,116 direct beneficiaries.</p>
Details Scope and Task of the Consultancy:	<p>Please visit ToR for more information.</p> <p>World Vision is seeking a contractual agreement with an international M&E consulting firm/organization/individual expert to provide technical support and assistance in reviewing the project Theory of Change, design, development and implementation of key M&E tools, techniques, strategies and activities to be implemented through the life of the project.</p> <p>Specific Objectives:</p> <ol style="list-style-type: none"> 1. Development of sampling methodology, survey protocol, tools/instrument of Beneficiary Based Sample Survey (BBSS) and undertake analysis (this survey is planned in August/September of 2017, 2018 and 2019) 2. Development of sampling methodology, survey protocol, tools/instrument and reporting system for the Cash Grant Utilization monitoring. 3. Development of methodology, survey protocol, instrument and reporting system of annual capacity assessment of different committees, groups (VDCs, UDMCs, WATSAN Committee, Child Protection Committee etc.) and local service providers (LSPs) from both private and public organizations. 4. Provide technical support to design, develop and strengthen Nobo Jatra’s Routine Monitoring system including methodology and data collection tool development; 5. Provide support to define Resilience Indicators. This would

	<p>include working with FFP to establish a clear definition and PIRS for computing appropriate resilience indicators using the information in the resilience module of the baseline and endline surveys, and to develop appropriate indicators and accompanying tools to measure resilience indicators in annual monitoring surveys.</p> <p><i>Extend support to review, edit and enhance the quality of key project M&E documents, such as the M&E Plan narrative, ToC graphics narrative, PIRS, monitoring and learning documents etc.</i></p>
Procuring Entity	<p>Name of Purchaser: WWorld Vision Bangladesh (WVB)</p> <p>Contact Person : Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: Ruhul_Mobin@wvi.org</p> <p>Type of Service: Consultancy on “Technical Support for the Design of Routine Monitoring, Annual Beneficiary Survey, Annual Survey and Strengthening Nobo Jatra’s M&E System”.</p> <p>RFP Ref: WVB-NJP-RFP-17/08-012, Date: 30 August, 2017</p>
Eligibility Criteria	<p>Experience and Eligibility Requirements of the consultancy firm/Organization:</p> <ul style="list-style-type: none"> Local firm with international affiliation /International firm with local affiliation having relevant experience as indicated in TOR should apply.
<u>Documents Required</u>	<p>A. <u>Technical proposal</u> should set out all the issues stated in Section. II (I. Technical proposal submission format) and Section. III (Terms of Reference) Scope of work'. Must provide details information in Technical Proposal in light of evaluation criteria, including:</p> <ul style="list-style-type: none"> <u>Applicants must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service.</u> <u>Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each.</u> <u>Acknowledge and complete ‘Section IV to section VII’.</u> <u>Provide legal establishment / registration (up to date -Trade license, VAT registration, TAX certificate) and any other additional supporting documents (if applicable).</u> <p>B. <u>Financial proposal</u> should set out details breakdown following Section. II (2.Financial Proposal Submission Format) and must provide details Financial proposal separately.</p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
Proposal	<p>Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The consultant/s is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents (Technical and Financial proposal) will be at the consultant/s risk and may affect the evaluation of the Proposal. Sending only CV without details Technical and Financial proposal will not be considered as complete proposal.</p>
Validity	<p>The offer shall remain valid for 90 days from the closing date of receiving of</p>

	Proposal by WVB.
Language	The language of all correspondence and documents related to the proposal shall be in English .
Proposal currency	All prices shall be quoted in BDT or USD (in case of Int'l consultant/s).
Consultancy Timeframe:	As set out in TOR

Payment Terms	<p>Payment shall be made through Account Payee Cheque or Straight to Bank (S2B)/ online transfer after successful completion of services and all deliverables as required and approved by the WVB representatives.</p> <p>The Consultant(s)/Firm will be paid the agreed upon amount for successful completion of the assignment, this will include accommodation, food, T/A, D/A, logistical support and all other cost relevant. VAT/TAX will be deducted from as per GOB rules from the total amount. Payment will be made either in installments or after successful completion of the assignment (as per your proposal and agreed upon).</p>
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B. THE RFP DOCUMENTS

Procurement Queries	Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: Ruhul_Mobin@wvi.org
Technical Queries	Interested consultancy Firm/Organization may send e-mail for technical queries before submission of proposal to e-mail address: md_rafiqul_islam@wvi.org

C. SUBMISSION OF PROPOSAL

Notice for Submission	<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-NJP-RFP-17/08-012: M&E Technical Assistance - Nobo Jatra Project” shall be mentioned in subject line.</p>
Dead Line for Submission	Deadline for proposal submission is: <u>On or before 22th September, 2017</u>

D. PROPOSAL EVALUATION

The Proposal Evaluation shall be carried out applying quality and cost based selection (QCBS) procedure based on the following criteria:

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.
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	<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 proposer 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 proposed by correction of the non-conformity.</p>														
Evaluation (Technical & Financial)	<p>1) Proposal evaluation committee (PEC) or Procurement committee (PC) set out by WVB, will review the technical as well as financial proposal as per Eligibility/Qualification and Technical criteria (mentioned below).</p> <p>2) Technical proposal will carry 70% weight; and financial proposal will carry 30% weight (Technical Pass Mark is 65%)</p>														
Evaluation Criteria	<p>The proposal will be ranked according to combined technical and financial score using the weights.</p> <p>a. Technical Evaluation Criteria Technical Evaluation criteria & allocated points are as follows:</p> <table border="1"> <thead> <tr> <th>CRITERIA</th><th>POINTS</th></tr> </thead> <tbody> <tr> <td>Proposed Methodology for Carrying Out The Tasks</td><td>10</td></tr> <tr> <td> <ul style="list-style-type: none"> - Understanding on FFP/USAID program its M&E and reporting requirements - Knowledge of the conceptual framework of food security - Experience of evaluating FFP/USAID's food security programming </td><td>20</td></tr> <tr> <td>Experience on design Resilience Measurement tools and methodology</td><td>15</td></tr> <tr> <td> <ul style="list-style-type: none"> - Expertise in developing sampling method according to USAID requirement , applying standard processes - Experience in designing and managing large scale socio-economic and agriculture and nutrition, surveys for Title II development food assistance programs or similar scope and scale in Bangladesh </td><td>30</td></tr> <tr> <td>Quality of Professional Staff</td><td>25</td></tr> <tr> <td>Total</td><td>100</td></tr> </tbody> </table>	CRITERIA	POINTS	Proposed Methodology for Carrying Out The Tasks	10	<ul style="list-style-type: none"> - Understanding on FFP/USAID program its M&E and reporting requirements - Knowledge of the conceptual framework of food security - Experience of evaluating FFP/USAID's food security programming 	20	Experience on design Resilience Measurement tools and methodology	15	<ul style="list-style-type: none"> - Expertise in developing sampling method according to USAID requirement , applying standard processes - Experience in designing and managing large scale socio-economic and agriculture and nutrition, surveys for Title II development food assistance programs or similar scope and scale in Bangladesh 	30	Quality of Professional Staff	25	Total	100
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Quality of Professional Staff	25														
Total	100														

Pass Mark: 65% points.

As a part of evaluation process, consultant/s may be interviewed / asked for presentation on submitted proposal by Proposal Evaluation Committee.

b. Evaluation of Financial Proposal

A financial proposal shall include containing Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, overhead costs (if any). Total cost of the financial proposal (after correctness and confirmation of arithmetical error, if any) will be considered for financial evaluation.

Interested consultancy Firm/Organization is requested to submit proposals in the light of the TORs and above mentioned evaluation criteria.

ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.

E. OTHER TERMS AND CONDITIONS

1. All the columns/requirements in this 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 ToR will not be considered.
2. 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.
3. 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.
4. Making a payment to any employee as an inducement or any canvassing to enable you wins this service 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.
5. 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.
6. Proprietor or an authorized representative of the Consultant/s must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
7. The work shall be completed in all respects within the completion date mentioned in the contract.
8. If vendor fails to deliver the ordered service within the scheduled time frame penalty will be imposed @ 0.02% of the total contract value for par day of delay and WVB reserves the right to deduct this amount from the total bill for every day delayed from the expected date of delivery till the actual date of delivery.
9. Any late submission of Proposal after the schedule date and time will be rejected.
10. 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.
11. 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.
12. In all cases, the decision of the World Vision Management will be final.
13. The proposer has to submit duly filled up Vendor's Primary Information Collection Sheet (Section-IV).
14. The proposer has to agree to comply with WV Child protection policy and will have to complete CPP Form (Section-V).
15. The proposer 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 (Section-VI).

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 fulfil all such Terms & Conditions.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf
of the applicant Consultant/s

Date:

Section II. Proposal Submission Format

I. Technical Proposal Submission Format

(Including description of approach, methodology, work plan, etc. for performing the assignment)

(Consultant/s is required to abide by page limits and formats described below. All attached forms must be completed and submitted with the proposals. Consultant/s are also required to submit their Tech proposals in English (Font – Times New Roman, size 12, page margins – 1” on all sides, A4 page).

- a). Assignment Title : Special Studies
- b). Summary of the Assignment (maximum 15 lines)
- c). Justification (maximum 1 pages) for the proposed methodology
- d). Technical Approach and Methodology (maximum 5 pages)
Here you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output.

You should highlight the problems being addressed, indicators that will be measured in the survey and their importance, and explain the technical approach you would adopt to address them.

You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. The methods of sampling, data collection, data analysis, data management should be stated. Both qualitative and quantitative data collection should be undertaken. Attention also needs to be paid on how the lessons learnt to improve the program could be extrapolated.

This chapter should incorporate any modifications to the TOR proposed by you. In case the TOR requires the Consultant/s to provide a quality plan and carry out the assignment according to its provisions, an outline of the quality plan (e.g., its list of contents) should be included in this chapter of the technical proposal including the following methodology:

Approach: Field based in Khulna and Satkhira (For reporting: Dhaka)

Stakeholder consultation, Demonstration, Presentation, Question answer, Handouts, Reports, discussion, upgraded design work through etc.

- e). Detailed Description of Activities (maximum 3 pages) Provide detailed descriptions of key activities mentioned above which are critical for the methodology and approach to be successful.
- f). Assumptions and Risks (maximum 1 page) Describe assumptions which are necessary for the survey to be implemented. Describe any risk/threats which could potentially threaten implementation of the activities and what is or will be done to mitigate these risks.
- g). Monitoring and Evaluation Plan (maximum 2 pages). (In this section describe specific indicators or milestone to be tracked over the life of the Assignment to measure the progress of the survey. The Monitoring and Evaluation Plan should be consistent with the Project Logical Framework).

- h). Work Plan/Logical Framework (maximum 2 pages). Here you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work schedule.
- i). Team composition / Staffing (maximum 3 pages) In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be summarized. In case of association, this chapter will indicate how the duties and responsibilities will be shared. The Consultant/s and staffing will be reflected in the Team Composition and Task Assignments.

2. Financial Proposal Submission Format

Financial Offer: Summary of Cost

Services/Assignment Name: Hiring Local/International Consultancy Firm/Organization for 'Technical Support for the Design of Routine Monitoring, Annual Beneficiary Survey, Annual Survey and Strengthening Nobo Jatra's M&E System'

RFP Ref: WVB-NJP-RFP-17/08-012, Date: 30th August, 2017

Name of the Consultancy Firm/Organization: _____

SI	Line Item	Cost
I.	Professional Service Fees (Consultant/s)	
II.	Travel and Per Diem	
III.	Supplies and Equipment	
IV.	General Administrative Costs	
V.	Assignment Related Costs	
Total Cost including applicable taxes and others costs as per country law		

We understand you are not bound to accept any proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the applicant Consultant/s

Date:

N.B. Please add detailed cost breakdown documents for summary of cost. Above line items are mentioned as example for understanding. Please add separate sheet or more Column & Row for detail information, if necessary.

Section III. Terms of Reference (TOR)

Terms of Reference (TOR)

For

‘Technical Support to ‘Design a Routine Monitoring, Annual Beneficiary Survey, Annual Survey and Strengthen Nobo Jatra’s M&E System’

I. Introduction

This document sets forth the Terms of Reference (ToR) for **Technical Support to ‘Design a Routine Monitoring, Annual Beneficiary Survey, Annual Survey and Strengthen Nobo Jatra’s M&E System** for USAID’s Title II Development Food Assistance Project ‘Nobo Jatra-new beginning’. As a flagship project for World Vision Bangladesh and given the scale and complexity of interventions, the deliverables set forth in this ToR respond to a clear project need to seek expert technical guidance on monitoring & evaluation activities. Building on the gains of a robust internal M&E system, the technical support provided through the deliverables of this ToR would fortify data collection methodologies and associated analysis’ – thereby, strengthening the accuracy of the overall monitoring of the project. Specific objectives and deliverables are highlighted in the subsequent sections of the document.

A. Organization and Program Background

World Vision Bangladesh (WVB), a Christian humanitarian organization, is dedicated to the wellbeing of children, their families and communities to serve and partner with people in need regardless of religion, ethnicity, gender and ability.

‘Nobo Jatra-New Beginning’ is a five-year USAID Food for Peace Title II Development Food Assistance Project that seeks to improve gender equitable food security, nutrition and resilience in southwest Bangladesh. World Vision Bangladesh, together with the World Food Programme and Winrock International and 3 local partner NGOs, undertook the program in September 2015, integrating interventions in MCHN, WASH, agriculture and alternative livelihoods, DRR, good governance and social accountability and gender to achieve its objectives. Nobo Jatra is being jointly implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh in four upazilas under two districts – Dacope and Koyra upazilas in Khulna and Shyamnagar and Kaliganj upazilas in Satkhira – and it aims to reach 856,116 direct beneficiaries.

B. Assignment Specific Background

Nobo Jatra has obtained approval of its comprehensive Monitoring and Evaluation (M&E) system that broadly comprises census surveys, annual monitoring, routine monitoring, MIS and GIS to manage key data/information that is necessary for program planning, management, reporting, quality assurance, performance measurement and decision-making. It incorporates a Household Census for demographic profiling and unique ID creation for household members, Master Beneficiary List (MBL), and Beneficiary

Tracking System (BTS). Data collection, including surveys, is planned to be conducted quarterly, semi-annually and annually depending on the nature of the data requirements through Household Sample and Census Survey Instruments. A Post Distribution Monitoring mechanism will be designed and included to monitor the program's cash transfer component; utilization of cash, confirmation of appropriate targeting and understanding client satisfaction.

Noba Jatra's M&E system encompasses the project LogFrame and Theory of Change. The system and methodology is more adaptive in function, focusing on data utilization and quality (built-in intelligent control mechanics). The M&E plan complies with USAID/FFP's essential M&E requirements on Open Data Policy and emerging requirements. The M&E plan is linked with the use of advanced ICT technology, such as smartphones or tablets for field data collection, management & analysis, ensuring coherent flow of data and turning data into information. This involved the application of advanced diagnostic tools, dynamic analytics and mixing of quantitative, qualitative and participatory methods to measure the project's results in agriculture and livelihoods, health and nutrition, women empowerment, resilience and governance related initiatives.

Nobo Jatra is using a web-based online application using tablets to capture data and information related to households and participants involved in multiple components and interventions, such as service provision, training and transfers. The need for a more customized and tailored automated system of information management is critical in a project of this magnitude. There are three main protocols for data communication: 1) USAID's Open Data Policy, 2) project agreement standard/compliance, and 3) Data Quality Assessment, which ensures that data is open to all users and maintains compliance with USAID policy and data quality standards.

Nobo Jatra intends to conduct a Beneficiary Based Sample Survey (BBSS) as a project monitoring tool to help ensure that the roll out of implementation aligns with approved plans and that project interventions remain on track to achieve Nobo Jatra's intended outcomes and targets in the direct beneficiary population. The results of this monitoring exercise will be used to inform management, operational and programmatic decisions on project strategies and to course correct should the monitoring data show that activities are not on track.

Considering the complexities involved in conducting a thorough and accurate BBSS, a clear project need has been identified in terms of seeking expert guidance on the four Feed the Future indicators. The associated data collection tools and techniques, as well as the analysis and reporting of these four indicators, is intricate and the project would clearly stand to gain from seeking external technical expertise to help strengthen the various mechanisms to report against them. Specifically, Nobo Jatra would benefit from clear technical guidance on survey data collection methodologies and associated analysis using different weighting based on the sampling method applied in support of these four agriculture-related annual monitoring indicators. The objectives and deliverables of this ToR seeks to respond to this need through engaging an external technical expert to provide detailed guidance on how to plan and design BBSS to support data collection for the four selected Feed the Future indicators.

2. Purpose and Objectives

World Vision is seeking a contractual agreement with an international M&E consulting firm/organization/individual expert to provide technical support and assistance in reviewing the project Theory of Change, design, development and implementation of key M&E tools, techniques, strategies and activities to be implemented through the life of the project.

Specific Objectives:

6. Development of sampling methodology, survey protocol, tools/instrument of **Beneficiary Based Sample Survey (BBSS)** and undertake analysis (this survey is planned in August/September of 2017, 2018 and 2019)
7. Development of sampling methodology, survey protocol, tools/instrument and reporting system for the **Cash Grant Utilization** monitoring.
8. Development of methodology, survey protocol, instrument and reporting system of **annual capacity assessment** of different committees, groups (VDCs, UDMCs, WATSAN Committee, Child Protection Committee etc.) and local service providers (LSPs) from both private and public organizations.
9. Provide technical support to design, develop and strengthen Nobo Jatra's **Routine Monitoring** system including methodology and data collection tool development;
10. Provide support to define **Resilience Indicators**. This would include working with FFP to establish a clear definition and PIRS for computing appropriate resilience indicators using the information in the resilience module of the baseline and endline surveys, and to develop appropriate indicators and accompanying tools to measure resilience indicators in annual monitoring surveys.
11. Extend support to review, edit and enhance the quality of key project M&E documents, such as the M&E Plan narrative, ToC graphics narrative, PIRS, monitoring and learning documents etc.

3. Expected Deliverables and Frequency

Deliverable	Delivery Frequency
Review of Beneficiary Based Sample Survey (BBSS) sampling methodology, survey protocol, tools/instrument and assist data analysis for reporting in SAPQ and IPTT of ARR. [BBSS will be conducted by third party local survey firm which is not part of this assignment]	BBSS is planned in August/September of the year of 2017, 2018 and 2019
Development of sampling methodology, protocols and reporting system of Cash Grant Utilization Monitoring (Post Distribution Monitoring)	July/August of 2017, revisions on March/April 2018
Review and validate the draft tools and develop methodology of annual capacity assessment indicators	August/September of 2017
Develop an abbreviated version of Resilience Measurement tools and methodology.	August/September of 2017
Routine monitoring system including methodology, tool and guideline developed and orient key staff	Throughout the assignment.
Support in revising and updating M&E plan, including PIRS and IPTT	Throughout the assignment.

OWNERSHIP: World Vision will be the absolute owner of the developed tools & documents and will have copyright ownership. The contractor shall not replicate or reproduce or use any tools & documents developed or datasets used for this assignment without the prior consent of World Vision.

4. Contract Timeframe

Timeframe of the contract will be up to September, 2020. We would estimate that the **level of effort** to provide this support would be approximately 60 days per year over three years. The number of consultancy days are estimated and will be determined through agreement of both parties through the full execution of a Change Order and billed according to time spent, with the option of additional days if needed and approved.

5. Evaluation of Financial Proposal

Interested parties are requested to submit a proposed timeline and full financial proposal in response to this TOR, including: Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, Miscellaneous, and any Overhead Costs. Total cost of the financial proposal will be considered.

6. Payment terms and conditions

The firm will be paid the agreed upon amount for successful completion of the assignment, this will include travel costs associated with accommodation, food, T/A, D/A, logistical support and all other cost relevant. Payment will be made either in installments or after successful completion of the assignment (as agreed upon).

7. Contact Persons

Md. Rafiqul Islam, M&E Manager, Nobo Jatra Program
World Vision Bangladesh 35, Abedin Tower, Kamal Atarurk Avenue,
Banani, Dhaka-1213

Section IV. Vendor's Primary Information Collection Sheet

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

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

Information Submitted by

Date:

CP Behavioral and Security Policy Protocol-FY-2016

**To be signed by Staff/Interns/volunteers/Contractors/Board members/Consultants of WV Bangladesh
(During accepting the offer)**

All WV staffs, volunteers, interns, donors, visitors-outside from World Vision Offices, partners and independent consultants, contractors, acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and also committed to abide by this. Any violation of the provisions of this document will be ground for taking any disciplinary or legal action by WVB authority to the person as appropriate.

My Commitment: I am aware of the pertinent sections of World Vision Bangladesh Child Protection and Security Policy, procedures & protocols and I commit that;

1. I will behave with children with due respect to their rights, respective perception and language.
2. I will always be appropriate and culturally sensitive during all interactions with children in particular.
3. I will not stay alone with any child, whether in the child's house or elsewhere.
4. I will always comply with two adult rule during conducting WVB work where two or more adults will be visible, supervise and be present at all time when children are involved.
5. I will only photograph project children when they are appropriately dressed, and I will respect their dignity and right to privacy at all times.
6. I will take consent from parents/legal guardians/children themselves before taking photograph and will keep record of the consent in the file.
7. I will not use verbal conduct such as derogatory comments, pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child.
8. I will not hold, fondle, hug, kiss, or touch the children in any inappropriate or culturally offensive way.
9. For any confirmed instance of abuse or exploitation or inappropriate behavior towards children in general I realize that I will be subject to appropriate action by appropriate authority of WVB and LEA members of Bangladesh where necessary in addition to disciplinary action and leave myself open to any consequent decision that such behavior from my side will result in.
10. I will comply with any investigation (external and internal) of the violation of the WVB Child Protection Policy and Standards and committed to make available of information or any document necessary for the completion of the investigation.
11. I will be intentional in caring to the needs and in protecting the rights of the children during my tenure of service with World Vision.

CP Behavioral and Security Policy Protocol-FY-2016

12. 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.
13. 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.
14. I will not hire children below 18 years of age in any form of child labor, in particular will not hire as house made/help. (Child labour is work that is mentally, physically, socially or morally dangerous and harmful to development of children, or that interferes with their schooling. See ILO Convention 182 and 138 for further explanation of child labour.)
15. I will not behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of legal age of consent in the country.
16. I will not condone or participate in behaviour with a child which is illegal, unsafe or abusive; including harmful traditional practices such as early marriage, dowry, and spiritual or ritualistic abuse.
17. I will not hit, mentally torture or use other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
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.

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

Signature

Name:

ID No:

Department/ADP/Project:

Date

Designation:

Section VI. Declaration Of Conflict of Interest

Conflict of Interest – Disclosure letter (FY '16)

The National Director
World Vision Bangladesh

Having read the World Vision Bangladesh Conflict of Interest Policy, and examined my relationships with other organizations and persons 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 seven 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 have (or a relative of mine has) a financial interest in, or receive(s) income from, or am/is otherwise affiliated or involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings (e.g. a vendor, a partner organization, etc.). (This would include such things as serving as a director, agent or employee of, owning shares in, or being a consultant to, such an organization, or being business partners with an individual who contracts with World Vision or any of its office.

**Name of Entity/
Corporation/NGO**

**Office or Interest
in Organization**

**Approximate annual
Dollar Value of
Business involved
with World Vision**

2. Yes/No I am (or a relative of mine is) received, during the past 12 months, a gift or loan or other direct or indirect financial benefit from an organization or person as described in #1 above and Note Below:.

Type of benefits received

Received by

Relationship

Note: Being affiliated or involved with an organization, as referred to in items 1 and 2 above, includes such things as (but is not limited to): serving as a director, officer, trustee, partner, employee or agent of an organization which contracts (or whose parent or subsidiary contracts) to provide goods or services to World Vision, or which is another not-for-profit organization; being a holder of 10 percent or more of the voting power of such a corporation, parent or subsidiary; acting as a consultant to (i) an entity which either receives funds from or contributes money to World Vision, or (ii) another not-for-profit organization; or having any other direct or indirect relationship or business affiliation with an individual or entity which (i) has business dealings with World Vision or to which World Vision provides funds or other material benefit, or (ii) is engaged in not-for-profit activity.

ID No: _____ Name: _____ Location: _____ Signature: _____

3. Yes/No I have (or a relative of mine has) a financial interest in, or receive(s) remuneration or income from, or I am involved in a dispute with, World Vision or an entity with which World Vision has ministry or financial dealings.

Name of Entity in Which Such Interest Held	Person(s) by Whom Such Interest Held	Nature and Amount of Each Financial Interest, Remuneration or Income
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4. Yes/No I (or a relative of mine) received, during the past twelve months, a gift or loan or other direct or indirect financial benefit from a source with which World Vision has ministry or financial dealings.

Name of Source	Item	Approximate Value
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5. Yes/No The following staff employed by World Vision Bangladesh/ other World Vision entities are related to me. This is a complete list of individuals related to me who are employed by World Vision Bangladesh/ other World Vision entities.

Name of Related Employee & Relationship	Position Title	Location
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6. Yes/No I hold a position in the government of my country:

Name of Govt. Agency	Position Held	Length of service in years
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7. 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 1-7 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

ID No: _____ Name: _____ Location: _____ Signature: _____

Section VII. SWORN Statement

World Vision

Bangladesh

Abedin Tower (2nd Floor)
35, Kemal Ataturk Avenue
Banani, Dhaka-1213
P.O. Box 9071
Tel : 9821004-11
Fax : (8802) 8815180

SWORN STATEMENT - FY-2016

(to be signed by staff, volunteers, facilitators, interns, consultants during interview)

1. Personal Data :

ID NO:

First Name:

Middle Name:

Last/Family Name:

Present Address:

Permanent Address:

2. I declare under oath that:

I have not violated or been convicted for violation of children's protection rights, including:

<input type="checkbox"/> Physical mistreatment	<input type="checkbox"/> Kidnapping
<input type="checkbox"/> Psychological abuse	<input type="checkbox"/> Murder
<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Assault
<input type="checkbox"/> Abandonment	<input type="checkbox"/> Labor exploitation
<input type="checkbox"/> Abduction	<input type="checkbox"/> Any other forms of violence against children
<input type="checkbox"/> Abduction or human trafficking	

I further declare that the information given above is true, and in sign of conformity I sign the present Sworn Statement.

Name of Staff /Volunteer/
Facilitator/Intern/Consultant

Signature

Date