



**REQUEST FOR PROPOSAL  
FOR  
HIRING INTERNATIONAL CONSULTANT FOR**

**“GOVERNMENT ACCOUNTABILITY AND CAPACITY BUILDING”**

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

**RFP Ref No: WVB-NJP-RFP-18/01-003,  
Issued on: Date: 30 January, 2018**

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## Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the International Consultant for  
**“GOVERNMENT ACCOUNTABILITY AND CAPACITY BUILDING”**.

### A. GENERAL

<p><b>Background of the Consultancy:</b></p>	<p>World Vision is a Christian humanitarian organization dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. It is committed to serve and partner with people in need regardless of religion, ethnicity, gender and ability. World Vision has been active in Bangladesh since 1970 and in the decades since, its mandate has focused on maternal and child health and nutrition, education, child protection and community resilience.</p> <p>Inherent within the Nobo Jatra Theory of Change is the recognition that addressing pervasive challenges related to food security, nutrition and resilience requires broader coordination and longer term solutions that can only be achieved by strengthening linkages with relevant state and non-state actors at the national and regional level. Further compounding the situation is a reliance in Bangladesh on a centralized model of governance, in which the most important decisions related to resource allocation are invariably taken at the national level, with limited collaboration across different ministries and sectors.</p>
<p><b>Details Scope and Task of the Consultancy:</b></p>	<p><b>Specific objectives of Nobo Jatra’s Government Accountability and Capacity Building are shown below:</b></p> <ul style="list-style-type: none"> <li>• To promote multi-lateral inter-ministerial collaboration at the national level with focus on resource allocation, based on evidence generated through the project through advocacy and accountability strengthening mechanisms.</li> <li>• To ensure citizen and new civil society engagement in the development and achievement of policy actions and commitments, with critical branches of central Government, namely the Local Government Division (LGED) of the Ministry of Local Government, Rural Development and Cooperatives and; 2) the Department of Disaster Management (DDM) of the Ministry of Disaster Management and Relief (MoDMR) and; 3) the Ministry of Women and Children Affairs (MoWCA).</li> <li>• To promote new capacity, efforts and resources dedicated to key challenges relevant to the design and effective implementation of social safety nets and DRR/resilience through demonstration of Nobo Jatra results and showcase best practices.</li> </ul> <p>Nobo Jatra is thus seeking to engage a short term consultant initially for three months to develop a detailed strategy and implementation plan for</p>

	<p>the Government Accountability and Capacity Building component. A detailed scope of work and specific deliverables for the consultancy is described in the subsequent section.</p>
<b>Procuring Entity</b>	<p>Name of Purchaser: World Vision Bangladesh (WVB)</p> <p>Contact Person : Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: <a href="mailto:Ruhul_Mobin@wvi.org">Ruhul_Mobin@wvi.org</a></p> <p>Type of Service: Consultancy on “<b>Government Accountability and Capacity Building</b>”.</p> <p>RFP Ref: WVB-NJP-RFP-18/01-003, Date: 30 January, 2018</p>
<b>Eligibility Criteria</b>	<p><b>Experience and Eligibility Requirements of the consultant:</b></p> <ul style="list-style-type: none"> <li>• Broad understanding of Government of Bangladesh policy landscape and influencing mechanisms</li> <li>• Sound knowledge and experience of nutrition/health/food security programming and its challenges</li> <li>• Excellent research skills for an INGO</li> <li>• Ability to think strategically and creatively</li> <li>• Excellent ability to meet deadlines</li> <li>• Excellent written and verbal communication skills in English</li> </ul>
<b>Documents Required</b>	<p><b>A. <u>Technical proposal</u></b> 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 <b>evaluation criteria</b>, including:</p> <ul style="list-style-type: none"> <li>• <u>Applicants must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service.</u></li> <li>• <u>Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each.</u></li> <li>• <u>Acknowledge and complete 'Section IV to section VII'.</u></li> <li>• <u>Provide legal establishment / registration (up to date -Trade license, VAT registration, TAX certificate) and any other additional supporting documents (if applicable).</u></li> </ul> <p><b>B. <u>Financial proposal</u></b> 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 &amp; FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
<b>Proposal</b>	<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>
<b>Validity</b>	<p>The offer shall remain valid for 90 days from the closing date of receiving of</p>

	Proposal by WVB.
<b>Language</b>	The language of all correspondence and documents related to the proposal shall be in <b>English</b> .
<b>Proposal currency</b>	All prices shall be quoted in <b>USD</b>
<b>Consultancy Timeframe:</b>	Consultant should specify the timeline in technical proposal and work plan based on deliverables.

<b>Payment Terms</b>	<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 Lump-Sum amount for successful completion of the assignment, this will include accommodation, food, T/A, D/A, logistical support and all other cost relevant. TAX (20%) and VAT (15%) will be deducted from the total amount as per GOB rules. 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**

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

#### **C. SUBMISSION OF PROPOSAL**

<b>Notice for Submission</b>	<p><b>Separate Technical and Financial proposals shall be sent directly through email in <u>PDF format</u> to: <b>wvb_scm@wvi.org</b></b></p> <p><b>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</b></p> <p>RFP reference “<b>WVB-NJP-RFP-18/01-003: Government Accountability and Capacity Building</b>” shall be mentioned in subject line.</p>
<b>Dead Line for Submission</b>	<b>Deadline for proposal submission is: <u>On or before 23rd February, 2018 by 24:00 Dhaka local time (Dhaka time is GMT+6)</u></b>

#### **D. PROPOSAL EVALUATION**

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

<b>Preliminary examination</b>	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>																		
<p><b>Evaluation (Technical &amp; Financial)</b></p>	<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 60%)</p>																		
<p><b>Evaluation Criteria</b></p>	<p>The proposal will be ranked according to combined technical and financial score using the weights.</p> <p><b>a. Technical Evaluation Criteria</b>          Technical Evaluation criteria &amp; allocated points are as follows:</p> <table border="1" data-bbox="459 1144 1444 1624"> <thead> <tr> <th></th> <th>Technical Evaluation Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Experience in developing/working on similar assignments</td> <td>30</td> </tr> <tr> <td>2</td> <td>High level of innovation/creativity demonstrated in proposal</td> <td>20</td> </tr> <tr> <td>3</td> <td>Understanding of assignment, comments and suggestions as outlined in the Terms of Reference</td> <td>30</td> </tr> <tr> <td>4</td> <td>Details and quality of methodology proposed for assignment</td> <td>20</td> </tr> <tr> <td colspan="2"><b>Total Points</b></td> <td><b>100</b></td> </tr> </tbody> </table> <p><b>Pass Mark: 60% points.</b></p> <p>As a part of evaluation process, consultant/s may be interviewed / asked for presentation on submitted proposal by Proposal Evaluation Committee.</p> <p><b>b. Evaluation of Financial Proposal</b>          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.</p> <p><b><u>Interested consultancy Firm/Organization is requested to submit proposals in the light of the TORs and above mentioned evaluation</u></b></p>		Technical Evaluation Criteria	Points	1	Experience in developing/working on similar assignments	30	2	High level of innovation/creativity demonstrated in proposal	20	3	Understanding of assignment, comments and suggestions as outlined in the Terms of Reference	30	4	Details and quality of methodology proposed for assignment	20	<b>Total Points</b>		<b>100</b>
	Technical Evaluation Criteria	Points																	
1	Experience in developing/working on similar assignments	30																	
2	High level of innovation/creativity demonstrated in proposal	20																	
3	Understanding of assignment, comments and suggestions as outlined in the Terms of Reference	30																	
4	Details and quality of methodology proposed for assignment	20																	
<b>Total Points</b>		<b>100</b>																	

**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

(Consultant/s may follow the 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 Technical proposals in English.)

- 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 of this assignment (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 Assignment. 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: Government Accountability and Capacity Building**

**RFP Ref: WVB-NJP-RFP-18/01-003, Date: 30<sup>th</sup> January, 2018**

**Name of the Consultant: \_\_\_\_\_**

<b>SI</b>	<b>Line Item</b>	<b>Cost</b>
<b>I.</b>	Professional Service Fees (Consultant/s)	
<b>II.</b>	Travel and Per Diem	
<b>III.</b>	Supplies and Equipment	
<b>IV.</b>	General Administrative Costs	
<b>V.</b>	Assignment Related Costs	
<b>Total Cost including applicable taxes (Income Tax 20% and VAT 15%) and others costs as per country law</b>		

I 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. Please send email to [ruhul\\_mobin@wvi.org](mailto:ruhul_mobin@wvi.org) for clarification and calculation of TAX & VAT for international consultant (if required)

## Section III. Terms of Reference (TOR)

### Terms of Reference (TOR)

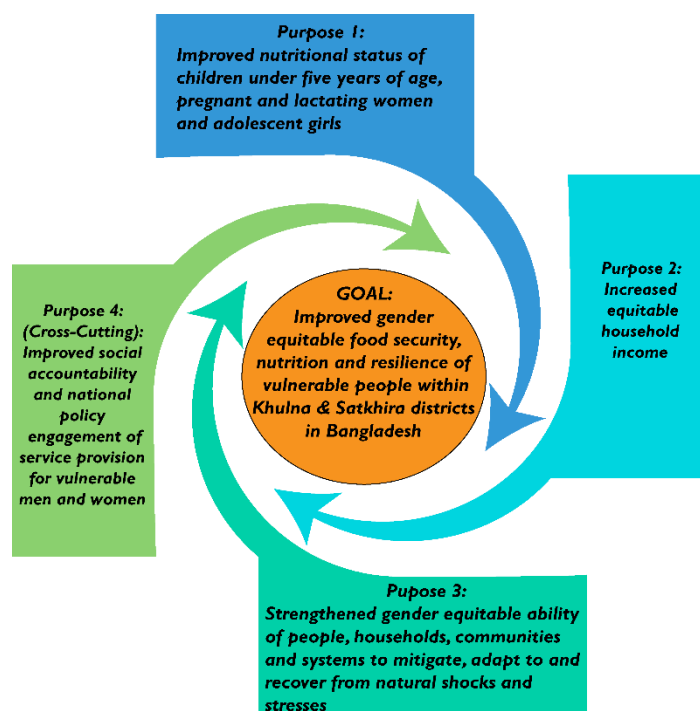
#### For

#### Government Accountability and Capacity Building

#### BACKGROUND

World Vision is a Christian humanitarian organization dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. It is committed to serve and partner with people in need regardless of religion, ethnicity, gender and ability. World Vision has been active in Bangladesh since 1970 and in the decades since, its mandate has focused on maternal and child health and nutrition, education, child protection and community resilience.

In September 2015, World Vision Bangladesh (WVB), together with the World Food Programme (WFP) Winrock International and three local partner NGOs undertook a 5 year USAID Food For Peace Title II Development Food Assistance Project. The project, titled 'Nobo Jatra – new beginning' seeks to improve gender equitable food security, nutrition and resilience in southwest Bangladesh and it integrates interventions in MCHN, WASH, agriculture and alternative livelihoods, DRR, good governance and gender to achieve its objectives. Nobo Jatra is 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 seeks to reach 856,116 direct beneficiaries. *Figure 1 below illustrates the project's goal and purposes.*



## **BACKGROUND AND RATIONALE**

Inherent within the Nobo Jatra Theory of Change is the recognition that addressing pervasive challenges related to food security, nutrition and resilience requires broader coordination and longer term solutions that can only be achieved by strengthening linkages with relevant state and non-state actors at the national and regional level. Further compounding the situation is a reliance in Bangladesh on a centralized model of governance, in which the most important decisions related to resource allocation are invariably taken at the national level, with limited collaboration across different ministries and sectors.

Improving government coordination and effectiveness through the strengthening of accountability mechanisms is therefore a central tenet across Nobo Jatra, effectively serving as a binding theme across all four purposes. Given the holistic and integrated nature of project interventions, a number of line ministries such as the Department of Disaster Management, Local Government Division and Local Government Engineering Division were identified at the project design stage as state actors to work with. Equally other entities such as the Bangladesh Water Development Board, Agriculture, Fisheries, Land, Environment, Planning, and Finance) – all of which are expected to allocate an annual development budget to build and maintain rural community infrastructure - were also distinguished as key stakeholders in the national policy portfolio. The policy engagement at the national level along with civic engagement and good governance initiatives at the local level are therefore critical drivers in achieving and sustaining the topline project goal.

### **Specific objectives of Nobo Jatra’s Government Accountability and Capacity Building are shown below:**

- To promote multi-lateral inter-ministerial collaboration at the national level with focus on resource allocation, based on evidence generated through the project through advocacy and accountability strengthening mechanisms.
- To ensure citizen and new civil society engagement in the development and achievement of policy actions and commitments, with critical branches of central Government, namely the Local Government Division (LGED) of the Ministry of Local Government, Rural Development and Cooperatives and; 2) the Department of Disaster Management (DDM) of the Ministry of Disaster Management and Relief (MoDMR) and; 3) the Ministry of Women and Children Affairs (MoWCA).
- To promote new capacity, efforts and resources dedicated to key challenges relevant to the design and effective implementation of social safety nets and DRR/resilience through demonstration of Nobo Jatra results and showcase best practices.

Nobo Jatra is thus seeking to engage a short term consultant initially for three months to develop a detailed strategy and implementation plan for the Government Accountability and Capacity Building component. A detailed scope of work and specific deliverables for the consultancy is described in the subsequent section.

## SCOPE OF WORK

Overall, the consultant will lay the ground work for the policy engagement including; the existing evidence, identifying the links to make, how to take the local information into formal national conversations and possible methods and strategies for doing this effectively. She/he will be responsible to develop a detailed strategy and operational plan for the Government Accountability and Capacity Building component. This will then go on to inform activities undertaken by the team who come on board for the component such as the development of a national advocacy strategy.

The consultant will be required to undertake an initial analysis of document and field research to determine particular policy advocacy and implementation issues (including challenges, gaps and opportunities) to focus on. For example, reviewing the World Vision Global strategy, aligning strengths with areas that World Vision Bangladesh wants to build Government relations and then going on to evaluate the Nobo Jatra existing evidence and results on citizen engagement (score cards, government commitments, identifying commitments that seem possible based on needed scale up, political will and political capacity) to enable well-informed recommendations about which policy solution to advocate for. Equally, the consultant must understand and utilize international influencing strategies (including the SDGS and donor guidelines), where appropriate.

The problem identification for policy development must be specific to the issue and build a root cause analysis, impacts of the problem and rely on field level evidence, the experiences of various stakeholders, and experts in the field. This will build the base and provide a strong framework for the Senior Research and Policy Analyst to then undertake a more extensive and rigorous analysis of the Government of Bangladesh policy landscape and align potential policy issues with the existing Nobo Jatra data/evidence base.

The consultant must also undertake a critical analysis of stakeholders and decision makers related to each policy issue identified including an assessment of the political context, current legislative and regulatory environments and state of play for government action.

## METHODS

The following methods are initially proposed, however the consultant is expected to determine the specific methodology:

- Review of document research including journal articles, books and dissertations; publications and reports of interest groups, think tanks, advocacy organizations, aid agencies and independent consultants; Government publications and research documents; and the mainstream press; and
- Review of field research including: Nobo Jatra data and statistical sources, census information, health and welfare statistics; and field research, including interviews, surveys, or questionnaires.

- Interviews and KIs with select World Vision Bangladesh and Nobo Jatra senior leadership and technical teams, senior representatives from 1) Local Government Division (LGED) of the Ministry of Local Government, Rural Development and Cooperatives and; 2) the Department of Disaster Management (DDM) of the Ministry of Disaster Management and Relief (MoDMR) and; 3) the Ministry of Women and Children Affairs (MoWCA) and leading think tanks such as the Centre for Policy Dialogue, BRAC Institute of Governance and Development, Bangladesh Institute of Development Studies.<sup>1</sup>
- Focused discussions with the Good Governance and Social Accountability teams including the Senior Technical Advisor, Technical Manager and consultant engaged to undertake the formative research on social accountability.

## DELIVERABLES

Working closely with senior leadership within Nobo Jatra, the consultant is required to submit the following key deliverables:

- A proposal outlining specific activities in accordance with the scope of work and methodology including timelines.
- A detailed strategy and operational plan for the Government Accountability and Capacity Building component including:
  - A content outline for the strategy to be shared at the preparatory phase
  - A mapping of existing document and field research to determine particular policy advocacy and implementation issues including challenges, gaps and opportunities to focus on.
  - Recommendation of particular policy issues to focus on that are synchronized with Nobo Jatra focus areas and implementation cycle (developed in close consultation with Nobo Jatra technical teams)
  - Identifying areas in which to generate new or leverage existing evidence to inform or address policy issues.
  - Analysis of stakeholders and decision makers (ministry, agency, legislature, sector or municipality) ultimately responsible for making policy decisions on the policy areas identified.
  - Identifying coalition partners for each policy area prioritized (like minded organizations working on similar policy advocacy themes)
  - Influencing strategy for each policy area identified.
  - Analysis of planned activities (national level workshops, study tours) to be undertaken to ascertain if they are still relevant or identify new activities that would better meet objectives (exposure visits etc.).
  - An operational plan to deliver activities planned including timelines, recommendations on human resources required.
- A presentation on the strategy and operational plan to senior leadership from World Vision Bangladesh, Nobo Jatra including technical teams.

<sup>1</sup> Additional sources will also be identified pursuant to a through stakeholder analysis of each policy area.

## PROPOSAL AND WORKPLAN

The consultant will be responsible for the development and submission of a proposal tailored specifically to the scope of work and deliverables outlined in this ToR for appropriate review and approval from Nobo Jatra and WVB.

Activity	Timeline for Deliverables
Submission of proposal consultant for review by WVB	To be mentioned by consultant
Meeting with WVB to understand recommendations and feedback on proposal and submission of revised final proposal	
Desk review of documents and field research and submission of write up	
Submission of first draft of strategy and implementation plan	
Incorporation of feedback and recommendations from Nobo Jatra/WVB/USAID and final submission	

## SKILLS and QUALIFICATIONS

- Broad understanding of Government of Bangladesh policy landscape and influencing mechanisms
- Sound knowledge and experience of nutrition/health/food security programming and its challenges
- Excellent research skills for an INGO
- Ability to think strategically and creatively
- Excellent ability to meet deadlines
- Excellent written and verbal communication skills in English

## ETHICAL CONCERNS

The assignment should comply with USAID and WVI Norms and Standards. Consultant/s should abide by the terms and conditions mention in the TOR and the subsequent Request for proposals (RFP). It is important that the consultant/s does not have any links to project management, or any other conflict of interest that would interfere with the independence of the assignment. WVB will hold exclusive intellectual property and copyrights to all design and other work products developed as part of this contract.



## 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.**

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**Signature**

Name:

ID No:

Department/ADP/Project:

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**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.

<b>Name of Entity/ Corporation/NGO</b>	<b>Office or Interest in Organization</b>	<b>Approximate annual Dollar Value of Business involved with World Vision</b>
_____		
_____		
_____		

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:.

<b>Type of benefits received</b>	<b>Received by</b>	<b>Relationship</b>
_____		
_____		

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.

<b>Name of Entity in Which Such Interest Held</b>	<b>Person(s) by Whom Such Interest Held</b>	<b>Nature and Amount of Each Financial Interest, Remuneration or Income</b>
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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.

<b>Name of Source</b>	<b>Item</b>	<b>Approximate Value</b>
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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.

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

<b>Name of Govt. Agency</b>	<b>Position Held</b>	<b>Length of service in years</b>
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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.

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**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