



**REQUEST FOR PROPOSAL  
FOR  
HIRING CONSULTING FIRM/ORGANIZATION TO CONDUCT**

**“BENEFICIARY BASED SAMPLE SURVEY” FOR THE NOBO JATRA  
PROJECT**

<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-67111,  
Issued on: Date: 12 August, 2018**

## **CONTENTS**

Section:

- I.** Proposal Data Sheet (PDS)
- II.** Proposal Submission Format
- III.** Terms of Reference (ToR)
- IV.** Vendor's Primary Information Collection Sheet
- V.** CP Behavioral And Security Policy Protocol
- VI.** Declaration of Conflict of Interest
- VII.** SWORN Statement

## Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consulting firm/organization of the services to conduct “Beneficiary Based Sample Survey” for Nobo Jatra Program, World Vision Bangladesh.

### A. GENERAL

**Background  
of the  
Consultancy:**

“Nobo Jatra” is a Bangla expression which means “New Journey”. The Nobo Jatra Project is supported by USAID under its Development Food Security Activities (DFSA)/Food Security (PL-480, Title II). This program is being implemented by World Vision, in partnership with World Food Program (WFP) and Winrock International, in 40 unions of 4 coastal Upazilas (Dacope, Koyra, Shyamnagar and Kaliganj) in Khulna division of Bangladesh. Nobo Jatra is an integrated and gender-sensitive package of interventions across the following program elements: maternal and child health, nutrition, water supply and sanitation, agriculture sector capacity, microenterprise productivity, civic participation and capacity building preparedness and planning. By design of the project, there will be significant overlap of interventions for program participants, and through the implementation of an integrated package of interventions and by leveraging existing programs, Nobo Jatra has intended to maximize resources and extend reach to 856,116 direct participants and 1,243,116 indirect beneficiaries over five years in the program area.

Nobo Jatra has targeted to provide 464,132 women and their partners with SBCC and nutrition education to improve maternal and child feeding practices, essential hygiene and health-seeking behaviors. At the same time, the project will strengthen the capacity of 118 community clinic- and community-based health providers to ensure ongoing access to MCHN services; the growth monitoring program will benefit 26,506 children under age five.

In addition, 23,600 mothers will receive monthly conditional cash transfers to meet immediate food security and nutrition needs. A planned 274,200 people will benefit from improved access to basic drinking water and sanitation facilities.

A graduation initiative will target 14,000 of the most vulnerable people with skills training and asset transfer.

The project will reach 27,000 individual farmers with environmentally sound technical support to increase safety, quality, and diversity of agricultural and livestock productivity; while another 18,000 will benefit from alternative livelihoods opportunities and private sector development.

Disaster risk reduction (DRR) activities will focus on capacity building for disaster management committee at 40 Unions & 4 Upazilas including 622 VDCs, youth groups and Union DMC authorities, and the establishment an acceleration fund to fill identified gaps.

To promote increased gender equity, the project will use the results of a comprehensive gender analysis to ensure consistent and context-specific

	<p>messaging, and will reach at least 8,761 men and women with critical reflection and dialogue on gender norms and masculinities via Male engagement Groups.</p> <p>Finally, integrated capacity building and coordination with local government offices will improve local governance and social accountability in local government authorities and service providers in 40 unions, helping ensure lasting change after the project ends. Civic engagement, good governance and national policy engagement initiatives are expected to positively affect the entire population living in the Southwestern Coastal Bangladesh.</p> <p>Please visit ToR for more information.</p>
<b>Details Scope and Task of the Consultancy:</b>	<p>Nobo Jatra has developed a five-year Monitoring and Evaluation (M&amp;E) plan to track progress and outcome of the project regularly and periodically. Out of total 120 project indicators, thirteen<sup>1</sup> annual monitoring indicators will be measured by conducting a Beneficiary Based Sample Survey (BBSS) annually. These 13 indicators will be monitored each year to generate data for annual reporting and to provide timely information for program management decisions. Nobo Jatra M&amp;E team worked closely with Winrock and World Vision technical specialists to develop a BBSS strategy and tools. In addition, the project is seeking to contract a third-party firm local in Bangladesh to organize, manage, and implement the data collection activities associated with the BBSS. The firm is expected to have extensive experience conducting quantitative surveys. The hired firm will be responsible for identifying and hiring competent interviewers and field supervisors, organizing and participating in an enumerator training, arranging data collection field logistics, overseeing, supervising and quality control of data collection, management and transmission of data from the field, and delivery of a final report and dataset to the NJ M&amp;E team. The firm will also develop the survey field manual and survey protocols with the help from NJ M&amp;E team.</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 “Beneficiary Based Sample Survey” for Nobo Jatra Program, World Vision Bangladesh.</p> <p>RFP Ref: WVB-NJP-RFP-67111, Date: 12 August, 2018</p>
<b>Eligibility Criteria</b>	<p><b>Experience and Eligibility Requirements of the consultancy firm/Organization:</b></p> <ul style="list-style-type: none"> <li>As indicated in TOR</li> </ul>
<b><u>Documents Required</u></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> </ul>

<sup>1</sup> Nobo Jatra is now reviewing its ToC that may cause changes to the number of indicators.

	<ul style="list-style-type: none"> <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. Financial proposal</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>	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.
<b>Validity</b>	The offer shall remain valid for 90 days from the closing date of receiving of 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>BDT</b> or <b>USD</b> (in case of Int'l consultant/s).
<b>Consultancy Timeframe:</b>	45 days in between September-October, 2018

<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 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 agreed upon).</p>
----------------------	---

## 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 consultancy Firm/Organization may send e-mail for technical queries before submission of proposal to e-mail address: <b>md_rafiqul_islam@wvi.org</b>

### C. SUBMISSION OF PROPOSAL

<b>Notice for Submission</b>	<p><b>Separate Technical and Financial</b> proposals shall be sent directly through email in <b>PDF format</b> to: <b>wvb_scm@wvi.org</b> and copy to <b>Ruhul_Mobin@wvi.org</b></p> <p><b>Maximum file size: 9MB. If mail returned due over file size, please split the file and send in separate email.</b></p> <p>RFP reference “WVB-NJP-RFP-67111: <b>Beneficiary Based Sample Survey - Nobo Jatra Project</b>” shall be mentioned in subject line.</p>
<b>Dead Line for Submission</b>	<p><b>Deadline for proposal submission is:</b>  <b><u>On or before 12.00am on 1<sup>st</sup> Sept, 2018</u></b></p>

### 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>	<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 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>				
<b>Evaluation (Technical &amp; Financial)</b>	<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>				
<b>Evaluation Criteria</b>	<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"> <thead> <tr> <th>CRITERIA</th><th>POINTS</th></tr> </thead> <tbody> <tr> <td>Proposed Methodology for Carrying Out The Task</td><td>40</td></tr> </tbody> </table>	CRITERIA	POINTS	Proposed Methodology for Carrying Out The Task	40
CRITERIA	POINTS				
Proposed Methodology for Carrying Out The Task	40				

<b>Relevant Experience:</b> <ul style="list-style-type: none"> <li>Well conversant with FFP/USAID and FANTA requirement</li> <li>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</li> <li>Expertise in handling large volumes of complex data sets and analysis. should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests</li> <li>Expertise in developing sampling method according to FANTA and USAID requirement, applying standard processes</li> </ul>	30
<b>Quality of Professional Staff</b>	30
<b>Total</b>	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 t/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. Attentions also need 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 Consultancy Firm/Organization for **Beneficiary Based Sample Survey for the Nobo Jatra Project**

**RFP Ref:** WVB-NJP-RFP-67111, Date: 12 August, 2018

**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	
<b>Total Cost including applicable taxes and others costs as per country law</b>		

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**

**To conduct Annual Beneficiary Based Sample Survey (BBSS) for the Nobo Jatra Project in Bangladesh**

#### **1 Nobo Jatra Project Overview:**

“Nobo Jatra” is a Bangla expression which means “New Journey”. The Nobo Jatra Project is supported by USAID under its Development Food Security Activities (DFSA)/Food Security (PL-480, Title II). This program is being implemented by World Vision, in partnership with World Food Program (WFP) and Winrock International, in 40 unions of 4 coastal Upazilas (Dacope, Koyra, Shyamnagar and Kaliganj) in Khulna division of Bangladesh. Nobo Jatra is an integrated and gender-sensitive package of interventions across the following program elements: maternal and child health, nutrition, water supply and sanitation, agriculture sector capacity, microenterprise productivity, civic participation and capacity building preparedness and planning. By design of the project, there will be significant overlap of interventions for program participants, and through the implementation of an integrated package of interventions and by leveraging existing programs, Nobo Jatra has intended to maximize resources and extend reach to 856,116 direct participants and 1,243,116 indirect beneficiaries over five years in the program area.

Nobo Jatra has targeted to provide 464,132 women and their partners with SBCC and nutrition education to improve maternal and child feeding practices, essential hygiene and health-seeking behaviors. At the same time, the project will strengthen the capacity of 118 community clinic- and community-based health providers to ensure ongoing access to MCHN services; the growth monitoring program will benefit 26,506 children under age five.

In addition, 23,600 mothers will receive monthly conditional cash transfers to meet immediate food security and nutrition needs. A planned 274,200 people will benefit from improved access to basic drinking water and sanitation facilities.

A graduation initiative will target 14,000 of the most vulnerable people with skills training and asset transfer.

The project will reach 27,000 individual farmers with environmentally sound technical support to increase safety, quality, and diversity of agricultural and livestock productivity; while another 18,000 will benefit from alternative livelihoods opportunities and private sector development.

Disaster risk reduction (DRR) activities will focus on capacity building for disaster management committee at 40 Unions & 4 Upazilas including 622 VDCs, youth groups and Union DMC authorities, and the establishment an acceleration fund to fill identified gaps.

To promote increased gender equity, the project will use the results of a comprehensive gender analysis to ensure consistent and context-specific messaging, and will reach at least 8,761 men and women with critical reflection and dialogue on gender norms and masculinities via Male engagement Groups.

Finally, integrated capacity building and coordination with local government offices will improve local governance and social accountability in local government authorities and service providers in 40 unions, helping ensure lasting change after the project ends. Civic engagement, good

governance and national policy engagement initiatives are expected to positively affect the entire population living in the Southwestern Coastal Bangladesh.

## 2 The Scope of Work:

*Nobo Jatra has developed a five-year Monitoring and Evaluation (M&E) plan to track progress and outcome of the project regularly and periodically. Out of total 120 project indicators, thirteen<sup>2</sup> annual monitoring indicators (*

*Table 1) will be measured by conducting a Beneficiary Based Sample Survey (BBSS) annually. These 13 indicators will be monitored each year to generate data for annual reporting and to provide timely information for program management decisions. Nobo Jatra M&E team worked closely with Winrock and World Vision technical specialists to develop a BBSS strategy and tools. In addition, the project is seeking to contract a third-party firm local in Bangladesh to organize, manage, and implement the data collection activities associated with the BBSS. The firm is expected to have extensive experience conducting quantitative surveys. The hired firm will be responsible for identifying and hiring competent interviewers and field supervisors, organizing and participating in an enumerator training, arranging data collection field logistics, overseeing, supervising and quality control of data collection, management and transmission of data from the field, and delivery of a final report and dataset to the NJ M&E team. The firm will also develop the survey field manual and survey protocols with the help from NJ M&E team.*

**Table 1: List of annual monitoring indicators for Beneficiary Based Sample Survey**

SL #	Indicator Type	Indicators	Sampling frame population for FY2018
1	FFP 16 (RiA)	Value of small-holder incremental sales generated with USG assistance	2,117 VC [627 Bottle Gourd, 708 Bitter Gourd, 382 GIFT Tilapia (Fish-pond), and 400 watermelon]
2	FFP 8 (RiA)	Farmer's gross margin per hectare, per animal, per cage obtained with USG assistance (RiA)	2,117 VC [627 Bottle Gourd, 708 Bitter Gourd, 382 GIFT Tilapia (Fish-pond), and 400 water Melon]
3	FFP 15 (RiA)	Number of hectares under improved technologies or management practices with USG assistance	13,711 (2,117 VC farmers + 11,594 agriculture producer)
4	FFP 9a (RiA)	Number of farmers and others who have applied improved technologies or management practices as a result of USG assistance, by sex	13,711 (2,117 VC farmers + 11594 agriculture producer)
5	Custom 36	Percent of agriculture participants who have used locally available extension services in the last 12 months	13,711 (2,117 VC farmers + 11594 agriculture producer)
6	Custom 39	Percent of respondents that have participated in DRR activities at community level in the last 12 months	121,800 [2,117 VC farmers + 11594 agriculture producer + 10,173 AIGA + 14,000 Graduation + 15,577 MCHN CCT + 43,024 DRR + 25,315 WASH]
7	Custom 22	Percent of men who think that women should be consulted on household budgeting and purchases	121,800 [2,117 VC farmers + 11594 agriculture producer + 10,173 AIGA + 14,000 Graduation + 15,577 MCHN CCT + 43,024 DRR + 25,315 WASH]
8	Custom 23	Percent of men who think that women should be able to access markets, health care services, and other public locations without restrictions or prior consultation	121,800 [2,117 VC farmers + 11594 agriculture producer + 10,173 AIGA + 14,000 Graduation + 15,577 MCHN CCT + 43,024 DRR + 25,315 WASH]
9	Custom 24	Percent of respondents who think men and women should share household	121,800 [2,117 VC farmers + 11594 agriculture producer + 10,173 AIGA + 14,000

<sup>2</sup> Nobo Jatra is now reviewing its ToC that may cause changes to the number of indicators.

SL #	Indicator Type	Indicators	Sampling frame population for FY2018
		tasks, such as cleaning, cooking and taking care of children, by sex	Graduation + 15,577 MCHN CCT + 43,024 DRR + 25,315 WASH]
10	Custom 52	Percent of respondents who believe that identified market-based service providers (WASH & Agriculture) are responsive to community needs, by sex	121,800 [2,117 VC farmers + 11594 agriculture producer + 10,173 AIGA + 14,000 Graduation + 15,577 MCHN CCT + 43,024 DRR + 25,315 WASH]
11	Custom 57	Percent of respondents who believe that identified Union level service providers are responsive to community needs	121,800 [2,117 VC farmers + 11594 agriculture producer + 10,173 AIGA + 14,000 Graduation + 15,577 MCHN CCT + 43,024 DRR + 25,315 WASH]
12	Custom 60	Percent of respondents who are satisfied with local government service provision, by sex	121,800 [2,117 VC farmers + 11594 agriculture producer + 10,173 AIGA + 14,000 Graduation + 15,577 MCHN CCT + 43,024 DRR + 25,315 WASH]
13	Custom 62	Percent of respondents who are in need and report elevating an issue or concern through a VDC or other governance structure in the last 12 months, by sex	121,800 [2,117 VC farmers + 11594 agriculture producer + 10,173 AIGA + 14,000 Graduation + 15,577 MCHN CCT + 43,024 DRR + 25,315 WASH]

The first four (FFP 16, 8, 15 and 9a) of the 13 listed annual monitoring indicators are the critical annual monitoring indicators for Food For Peace reporting and these are same Feed the Future agriculture indicators. Therefore, the Feed the Future BBSS sampling guideline has been used to develop the BBSS sampling strategy for the annual monitoring survey. While the sampling guideline is written for the four FTF agricultural indicators, the guidance on sampling approach and weights will be applied on other non-FTF indicators appropriately.

### 3 Survey Design/Sampling Plan

Certain program outcomes will be monitored each year to generate data for annual reporting and to provide timely information to program managers. Thirteen IPTT indicators are identified for estimating values on an annual basis. Following are the details on the sampling frame, final sample size and sampling methodology for the FY18 annual BBSS.

#### 3.1. BBSS Sampling frame:

Over the life of the program implementation, Nobo Jatra will be working with different community groups and individual households. The main direct beneficiary households (138,384 HHs) are for the Maternal Child Health and Nutrition (MCHN) components. Three other types of direct beneficiaries are WASH (49,605 HHs), Nutrition (pregnant and children 0-23 months; 32,234 HHs) and agriculture and livelihood beneficiaries (27,000 HHs). Targets for FY18 beneficiaries related to the BBSS indicators are given below.

**Table 2: Type of Beneficiary**

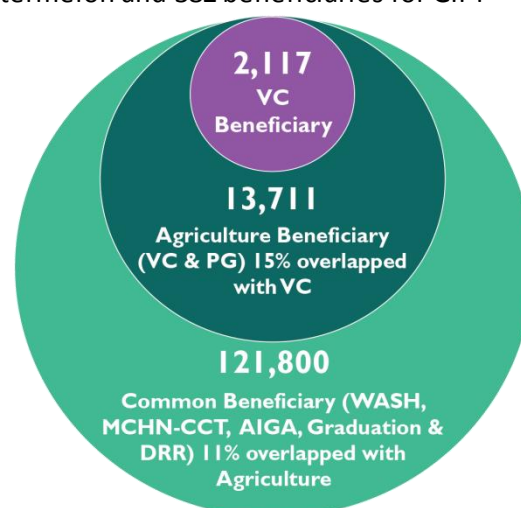
Type of Beneficiary (FY 17)	Number
Value Chain (VC) Beneficiary	2,117
Producer Group (PG) Beneficiary	11,594
Graduation Beneficiary	14,000
Alternative Income Generating Activities (AIGA) Beneficiary	10,173
Conditional Cash Transfer (CCT) for MCHN	15,577
Disaster Risk Reduction (DRR) Training	43,024
Water and Sanitation (WASH) Beneficiaries	25,315
<b>Total</b>	<b>121,800</b>



The project has targeted 37,884 beneficiaries (VC, PG, Graduation and AIGA) in FY 2018 for the agriculture and livelihood component, including 2,117 Value Chain (VC) farmers, 11,594 Producer Groups (PG) farmers, 10,173 Alternative Income Generating Activities (AIGA) and 14,000 Extreme Poverty Graduation Participants. The indicators FFP 16 and FFP 8 needs to be collected exclusively from the value chain beneficiary sampling frame. Other agriculture related indicators are FFP 15, FFP 9a and Custom 36 are applicable for all value chain farmers (2,117) as well as producer group farmers (11,594) who will apply project promoted improved technologies or management practices. Thus, the sampling frame for those three indicators (FFP 15, FFP9a & Custom 36) would be all value chain farmers and producer group farmers (2,117+11,594=13,711) farmers.

There are 4 value chain commodities<sup>3</sup> (Bottle Gourd, Bitter Gourd, Watermelon and GIFT Tilapia-Fish pond) that Nobo Jatra is promoting to the four different groups of value chain farmers. During FY18, Nobo Jatra project worked with 627 beneficiaries for Bottle Gourd, 708 beneficiaries for Bitter Gourd, 400 beneficiaries for Watermelon and 382 beneficiaries for GIFT Tilapia. As the beneficiaries coverage of Watermelon and GIFT Tilapia is less than the minimum recommended sample, all beneficiaries will be included in the BBSS. As per the BBSS sampling guideline, for ensuring reasonable precision for FtF-required disaggregates 525 beneficiaries for each of the bottle gourd and bitter gourd will be randomly selected.

Nobo Jatra project will directly reach 121,800 beneficiaries; 11.26% are agriculture beneficiaries, out of them 15.44% value chain farmers and 84.56% non-value chain farmers. Overall 88.74% non-agriculture beneficiaries, out of them 12.95% from Graduation beneficiaries, 9.41% from Alternative Income Generating Activities beneficiaries, 14.41% from Conditional Cash Transfer of MCHN beneficiaries, 39.80% from DRR beneficiaries and 23.74% from WASH activities beneficiaries.



Given the relative mix of programming activities and indicators selected to monitor program progress through the BBSS, three sample frames: i) value chain beneficiaries, ii) Non-value chain agriculture producer group beneficiaries, and iii) total beneficiaries will be sufficient to capture the information necessary to track all identified 13 indicators. The first sample frame is the sub-set of the second sample frame and the second sample frame is the sub-set of the third sample frame. The overlaps between the three sampling frames are shown in the diagram. Data will be value chain farmers for indicators FFP 16 and FFP 8. Indicators 3-5 (FFP 15, FFP 9a and custom 36) will be collected from the second sampling frame-both value chain and non-value chain agriculture producer group beneficiaries. Indicators 6-13 need to be collected from the all beneficiary households using the third sampling frame-combined all beneficiaries.

### 3.2. Estimation of Sample Size

Nobo Jatra will draw a sample for two of the four value chain commodities; a sample of 525 will be taken for both Bottle & Bittle Gourd. The remaining two commodities do not need a sample as the total coverage is less than 500. Sample beneficiaries will be estimates from two sampling

<sup>3</sup> Nobo Jatra also promoted Duck for value chain, but the farmer experienced huge mortality as well as who have the duck yet to produce any income. Thus we did not include in the BBSS.



frame one is for serial number 3-5 (indicators FFP15, FFP 9a and Custom 36) and the serial number 6-13 in table 1.

A two-stage cluster sampling procedure will be applied to select the sample households. The clusters are made of the project villages and will be selected using the Probability Proportional to the Size (PPS) method. For the purposes of PPS selection, 'size' of the cluster will be the total number of beneficiary households from the two sampling frames (Agriculture and combined all beneficiaries) within that cluster.

**Table 3: For second and third sampling frame following indicators are considered.**

Frame	Indicators
2	FFP 15 (RiA): Number of hectares under improved technologies or management practices with USG assistance
	FFP 9a (RiA): Number of farmers and others who have applied improved technologies or management practices as a result of USG assistance, by sex
3	Indicators 8-13 in the table 1

The Nobo Jatra Project plans to report point estimates of indicators every year to compare the indicator achievement with the set targets over LOA. FANTA guideline for BBSS sampling<sup>4</sup> has been followed to estimate sample size for the indicators.

Following are the formulas and calculations to estimate minimum required sample sizes for indicators given in **Table 3**:

**A. Sampling formula to estimate sample size for the indicators FFP 15 and FFP 9a:**

$$n = \frac{N^2 \times Z^2 \times S^2}{MOE^2}$$

Where,

- Z** = critical value from the normal probability distribution (95% confidence level: 1.96)
- N** = total number of beneficiary in the respective sampling frame
- S** = standard deviation of the distribution of beneficiary data as per FY17 BBSS
- MOE** = margin of error (p \* target value of indicator)

**B. Sampling formula to estimate indicators with percent value (indicators 6 to 13 in Error!**

*Reference source not found. 1):*

$$n = \frac{z_{\alpha}^2 \times p(1-p)}{\epsilon^2}$$

Where,

- Z<sub>α</sub>** = is the critical value for normal probability distribution at 95% confidence level = 1.96
- P** = Proportion of population with desired attribute
- ε** = Maximum desired sampling error = 10% = 0.10

When the initial sample calculated is greater than or equal to 5% of the beneficiary population, a finite population correction factor should be applied:  $FPC = 1/(1+n_1/N)$ , where  $n_1$  is the initial sample size and N is the population size

In accordance with FANTA guidance, a design effect that accounts for cluster sampling, as well as, an estimated non-response factor will be applied to obtain an adjusted final sample size estimate.

<sup>4</sup> Sampling Guide for Beneficiary-Based Surveys for Select Feed the Future Agricultural Annual Monitoring Indicators, Diana Maria Stukel and Gregg Friedman, February 2016

**Table 4: Minimum required sample size estimation for FY 18 BBSS**

Indicator	N	max	min	s	p	MOE		CI	z	n <sub>total</sub>	Ratio of initial sample size to population size (%)	Finite Population Correction needed?	n <sub>initial</sub> /N	Adjusted sample size (1)	Design effect	Adjusted sample size (2)	Non response rate	Sample size	Final sample (rounding)
FFP 9a: Number of farmers and others who have applied improved technologies or management practices as a result of USG assistance																			
FFP 9a:	13711	4	0	0.67	10.0%	17,550	1,755.00	95%	1.96	104	0.8%	No	1.00	104	2	208	10%	229	250
FFP 15 (RiA): Number of hectares under improved technologies or management practices with USG assistance																			
Number of hectare	13711	1	0	0.47	10.0%	13,711	1,371.10	95%	1.96	86	0.6%	yes	0.99	86	2	171	10%	189	200
Indicators 6 to 13 of Table 1																			
N=Total targeted beneficiaries in FY 2018																			121,800
Z $\alpha$ = is the critical value for normal probability distribution at 95% confidence level																			1.96
P = Proportion of population with desired attribute																			0.5
$\epsilon$ = Maximum desired sampling error = 5.5%																			0.055
Initial sample size n1 (n1 is less than 5% of the total number of beneficiary. So the finite population correction factor is not necessary)																			317
Design effect adjusted sample size (317 x 2)																			634
The non response rate is expected to be 10%, therefore the final sample size for those indicators would be 697 ~ 700																			700

For the second frame, a sample size has been calculated for two indicators “Number of Hectares under Improvement Technologies,” and “Number of Farmers and Others Using Improved Technologies” using a variety of parameter values. The resulting sample of 250 and 200 respectively. The target sample size is 250 beneficiary farmers, corresponding to the “Number of Farmers and Others Using Improved Technologies”. Thus the BBS has set out to conduct 250 interviews on randomly selected beneficiaries’ farmers.

For FFP9a: All farmers were applied improved technologies in FY17 where estimate of standard deviation was not available for sample estimates of FY18. Therefore, we used best estimates of indicator (max 4/per beneficiaries-sampling guide page 43). Inserting the population of beneficiaries 13,711 and target value of indicator 17,550 in the formula the final estimate of sample size become 250 (including 10% adjustment).

For FFP15: FY17 estimate of standard deviation was 0.47. Using FY17 standard deviation with population of beneficiaries (13,711) and target value of indicators (13,711), the final sample size become 200 (including 10% adjustment) beneficiaries.

*Table 5: Final Sample size for FY 18 BBSS*

Indicators	Commodity	Population	Sample	Sample excluding overlap	Total sample for different indicators	Remarks
Value Chain (FFP 8 and FFP 16)	Bottle guard	627	525	525	525	No overlap
	Bitter Gourd	708	525	525	525	No overlap
	Gift	382	382	382	382	No overlap
	Watermelon	400	400	400	400	No overlap
Total Value Chain Farmers		2117	1832	1832		
Agriculture (FFP 15, FFP 9a and Custom 36 )	NA	13711	250	211	2043	15.4% overlap with VC
Indicators 6-13 in table 1	NA	121800	700	621	2664	11.3% overlap with agriculture
<b>Total Sample for BBSS FY18</b>					<b>2664</b>	

*The above table shows that the minimum 250 is required to estimate the indicator value of FFP 15, FFP 9a and Custom 36 from the agriculture (VC and producer group) sampling frame. There are 15.4% VC farmers are overlap with the overall agriculture beneficiaries so, 39 samples (15.4% of 250) will come from the VC farmers. The remaining 211 samples will be drawn from the agriculture sampling frame. The total sample size for FFP 15, FFP 9a and Custom 36 would be (1832+211) 2043. Actual samples for agriculture frame is 2043, which is greater than the required 250, sampling weights will be applied to adjust for oversampling from value chain farmers.*

*The minimum required sample size for the indicators 6-13 of Table 1 is 700. 11.3% of beneficiaries are overlapped with the agriculture beneficiary sampling frame. So, 79 (11.3% of 700) samples will already be drawn from 2043 agriculture samples. The remaining 621 sample will be drawn from combined sampling frame for the indicators 6-13 of Table 1. Actual samples for combined frame is 2664, which is greater than the required 700, sampling weights will be applied to adjust for oversampling from agriculture sampling frame. The final sample size for 2018 BBSS is: (1832+211+ 621) 2664.*

### **3.3. Sampling Procedure**

The contractor should follow the process of selecting sample cluster and survey respondent which has been clearly define in 9.4.1 section of FANTA Sampling Guide for Beneficiary-Based Surveys- Diana Maria Stukel Gregg Friedman, February 2016.

The general steps of the sample household selection and data collection process are:

#### ***Selection of Cluster:***

Select 35 clusters from each of the 2 sampling frame<sup>5</sup> (agriculture and combined) from the list of Nobo Jatra project villages where activities of different components are being implemented during FY18, using Probability Proportional to the Size (PPS) procedure.

#### ***Selection of Survey respondent:***

*Survey respondents will be selected before fieldwork is conducted using the method of Fractional interval systematic sampling from a comprehensive list of beneficiaries using one of two variants of an equal probability method. In the first variant, 7 beneficiaries from the selected 35 clusters will be drawn from the sampling frame of agriculture beneficiaries. Similarly, 18 beneficiaries from the selected 35 clusters from sampling frame of combined beneficiaries.*

The FY2018 BBSS sampling frame will be constructed from the Nobo Jatra's online MIS system. The MIS database has been designed to identify households by beneficiary type with unique identifiers both for households and individuals in those households. The Contractor (having support from a statistician and M&E Manager of Nobo Jatra) will prepare the sampling plan and sampling frame. The Contractor will deploy a number of survey teams in line with the field data collection schedule and number of survey locations. Movement from one Upazilla to another should also be considered during the survey planning. The M&E team will monitor the data collection process and conduct a data quality assessment throughout the survey period.

The primary selection unit is the beneficiary. This survey has two sampling frames: agriculture and other combined beneficiaries, the survey team will provide skip logic in the questionnaire

<sup>5</sup> In case of value chain all the villages will be considered as cluster

for each of these groups where specific modules don't apply. Further sufficient training and guidance to enumerators on the morning of surveys is required to ensure that there is clear instruction on the sample frame and modules applicable for each household they will visit.

### **3.4. Sampling Weights & the Treatment of Non-Response**

Sampling weights to be included on the data file. The formulae used to calculate the sampling weights should be included as part of a data dictionary document. The contractor should make sure that standard procedures in developing sampling weights are followed according to FANTA guideline. Note that a household non-response adjustment should be made to the sampling weights as part of the final weighting system and description on how the outliers would be addressed.

## **4. Survey Questionnaire(s)**

### **5.1 SURVEY TOOLS AND SURVEY QUESTIONNAIRE**

A structured questionnaire will be used based on the Beneficiary Based Sample Survey (BBSS) indicators and other Environment Monitoring and Mitigation Plan (EMMP) Indicators and other information required as per World Vision and FFP requirements. The M&E team, with support from a consulting firm, developed the questionnaire for the FY17 BBSS. The contracted firm will work with the Nobo Jatra team for revision/updating of the FY17 questionnaire following the Feed the Future (FtF) and FFP guidelines.

### **5.2 TRANSLATION OF QUESTIONNAIRE**

The questionnaire should be translated into Bangla by the consulting firm. The system should allow the enumerators to use either language at any time on the mobile/tablet data collection device adapting the questionnaire to the local context and if additional questions are to be added. Translating the approved questionnaire instrument and manual from English into Bangla and then retranslating the questionnaire from Bangla to English with a second translator to ensure it is accurately translated in Bangla. Necessary changes to Bangla questionnaire will be made based on the re-translation.

Final Bangla and corresponding English questionnaires and manual will be reviewed and approved by World Vision. The final version of the questionnaire will also be shared with FFP for their input.

### **5.3 PRE-TESTING AND FINALIZATION OF QUESTIONNAIRE**

After receiving requisite approvals, the questionnaire will be tested in the field by the surveyor with the oversight of Nobo Jatra M&E staff to ensure that the questionnaire is refined and adequately contextualized.

## **6. Data Collection and Entry**

Electronic data capture devices or tablets will be used as part of data collection, complemented with both online and offline android apps. Interviewers will also be provided with paper forms to use in case of malfunction of devices. The use of mobile devices and an electronic questionnaire improves data quality by allowing data validation rules and consistency checks to be integrated as part of data collection. Mobile devices reduce data entry burden as data are entered at the interviewer level and records are uploaded to a cloud server using the built-in internet connectivity of the devices. Daily data uploading to the cloud server will ensure regular data backup. This will also allow the data analysis team to review data consistency frequently and ensure the data are ready for analysis almost immediately after the completion of data collection for all beneficiaries.

## **7. Data Quality Control**

There will be four data collection teams where each team is comprised with five enumerators and one supervisor from the contracted national research firm. The team supervisors are mainly responsible for monitoring data collection and quality control. These field supervisors will review data from the mobile device daily to ensure data quality. The supervisors will also utilize additional data quality monitoring controls. One such control will be the re-interviewing of one household per day using tablets, based on a condensed survey limited to a subset of critical questions. Supervisors will verify that non-response households are unavailable, or truly opted out of participation.

Field supervisors will regularly collect all mobile devices from the interviewers and review all the interview records, question by question. Cross-referencing of re-interview records with the original records collected by the enumerators will happen at this time. If necessary, the M&E field staff will edit the original data records and re-train interviewers. Finally, field supervisors will upload finalized data to the cloud server through a secure transmission.

The Nobo Jatra central M&E team, with support from external technical consultant, will also remotely monitor data consistency throughout the ongoing data collection process using data periodically downloaded from the cloud server. The M&E team and external consultant will be able to run frequency and cross tabulations by enumerator, cluster and beneficiary category remotely. If they find any inconsistency of data for a particular enumerator or cluster, they will immediately inform the data collection team so that they can make necessary corrections during data collection. This will ensure data quality instantly from different level of quality checking, not just depending on the team supervisors. Feedback will be provided to the field teams to support data quality.

*If data collection method is paper, each interviewer will collect information using a paper based questionnaire and team supervisors will collect completed questionnaires from the team member for his/her review and uploading to cloud server. In this process, the Contractor will involve a data entry operator to enter data into cloud server from the paper based questionnaire.*

Instant feedback system will be established (by email, telephone) to the field teams to support data quality on regular basis.

## **8. Key Tasks**

The External Contractor (third party firm) will be responsible for the following:

1. Review survey tools (questionnaire), translating into Bengali and back translating to English
2. Print hard copies of questionnaire for back up
3. Develop field survey manual and protocol
4. Recruit survey team, including Enumerators (data collectors) for training and field work
5. Organize training for Enumerators and Supervisors
6. Review training materials and field procedure manuals and translating in Bengali (if required)
7. Manage the logistical and administrative aspects of the fieldwork
8. Implement data collection process in field
9. Supervise and monitor daily data collection, and upload/data entry to the cloud server

10. Ensure daily data quality assurance in the field, including Supervisors providing regular feedback to enumerators
11. Prepare field report, including highlights and challenges of the field data collection, number of villages completed, non-response rates, re-interview rates, data entry status, and proposed corrective actions, etc.
12. Data cleaning and analysis, including generating final weighted BBSS indicator values
13. Prepare final report and make a presentation

## **9. Fieldwork Operations**

### **a. Human Resources for Fieldwork**

Below is an indicative team composition model. The contractor must provide a detailed and more specific plan on team composition, qualification and numbers. The proposal should reflect the positions and roles of team members and describe the educational qualifications, years of experience, level of skills and competencies, background for each member during proposal submission: The contractor must ensure that only the qualified candidates are engaged for this survey. The composition and number of the team members has deliberately not been exactly defined, leaving it to discretion of the contractor to customize, although the following indicative team composition model is suggested to serve as an initial guide.

Survey Team Leader (Survey Expert) (1),  
 Statistical Expert/ Data Analyst (1),  
 Field Survey Supervisor and Quality Control Officer (XX @ one per survey cluster),  
 Data Editor (xx, 1 per team),  
 Data Entry Operators)  
 Enumerators (xx @ x per survey cluster).

The team members must have experience in managing large size socio-economic and health and nutrition, anthropometric quantitative surveys for Title II development food assistance programs or of similar scope and scale in Bangladesh. The survey team must include a healthy mix of men and women; the survey requires local enumerators having technical skills and fluency in the local dialect and conversation. It is expected that the team will have members with experience and expertise in multiple technical and cross-cutting areas, such as:

Sound expertise in designing and implementation of large scale of Socio economic and Health Hygiene and Nutrition (HHN) surveys especially on food security, women's empowerment, local governance, and Climate Risk Assessment (CRA). Specific focus areas are:

- Maternal and child health nutrition
- Food security and livelihood strategies
- Rights and governance
- Disaster risk reduction and preparedness
- Environmental considerations and climate change adaptation
- Gender equality and equity
- Community participation
- Women empowerment

Sound expertise in handling large volumes of complex data sets and analysis in the above areas, drawing samples, applying standard processes and standardized software.

**Survey Team Leader (Survey Expert):** The team leader will be responsible for coordinating all survey activities, supervising the team, meeting all specified objectives, evaluating and



monitoring systems, ensure data quality and proper recording and analysis, collaborating with each partner, presenting the survey results, and submitting drafts and final reports according to the defined timeline. S/he must have minimum post graduate degree (preferably in statistics, economics, social science) with minimum of 10 years of proven skills and be well experienced managing large and complex surveys from design to implementation in the field. The survey expert should have expertise in quantitative survey design and implementation, guiding teams, controlling data quality, and reporting. The survey expert should also have extensive skills in sampling, designing survey instruments, enumerator training, conducting complex or multi-sectoral surveys, data analysis, and interpretation and reporting. S/he should be well conversant on USAID/ FFP, FtF (Feed the Future) Agricultural Indicators Guide, FANTA technical requirements and compliance, FFP M&E policy and guidance, and USAID Evaluation Policy.

The survey team leader will be responsible for overall management of the survey, including coordinating and packaging the deliverables in consultation with the team members. S/he will provide leadership to the team, finalize the survey design, coordinate activities, arrange meetings, consolidate individual input from team members, and coordinate the process of assembling the final report including recommendations. S/he will also lead the preparation and presentation of the key survey findings and recommendations to World Vision and key partners. The team leader will submit the draft report, after incorporating Nobo Jatra's comments, submit the final draft report to World Vision. World Vision will submit the final version of report into FFPMS during ARR submission for FFP/USAID review within the prescribed timeline set for ARR.

The team leader should have strong communication skills in written and oral English. S/he should have ability to manage large teams with multi-disciplinary backgrounds and capacity to conclude the assignment meaningfully.

**Statistical Expert/Data Analyst:** The Statistical Expert/Data Analyst must have, at minimum, a post graduate degree (preferably in statistics, economics, social science) with a minimum of 10 years proven skills and experience in handling large volumes of complex data sets, socio-economic and anthropometric datasets, using the latest versions of SPSS, STATA, Anthro and MS Excel. S/he should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests, standard deviations that generate accurate outputs.

**Field Survey Supervisor and Quality Control Officer:** S/he must have, at minimum, a graduate degree with 5 years' experience in a relevant field. S/he must have practical experience and conceptual clarity on team management, planning, and supervision, ability to resolve field problems, persuasiveness, and communication skills. S/he should have good problem identification and writing skills (English) to update/communicate the day-to-day field activities. S/he should have strong experience and skills in systematic data testing/ review both in the field and in the office. In particular, reporting concisely and clearly on socio-economic surveys is required.

S/he should be a good team player with strong leadership ability to uphold team spirit and ability to work under pressure/hardship, respect for teammates and program participants, be a good listener and possess strong interviewing skills and the ability to address and manage field problems. The individual should be familiar with regional/local context, culture and conversion units.

**Enumerators:** The enumerators must have at a minimum a graduate degree with 5 years' experience in a relevant field, and previous experience in undertaking quantitative socio-economic and Agriculture related surveys in hard-to-reach rural areas. S/he should be a good

team player who can work under pressure/hardship, respect for teammates and program participants, be a good listener and possess strong questioning skills, good hand writing, and the ability to manage field problems. S/he should be familiar with regional/local context, culture, conversion units and fluency in local dialect.

S/he should have experience with ICT based data collection. The contractor should only hire enumerators who qualify in post training test. Thus, they should include an additional number of enumerators in the training to reach the required number after applying a standard screening process.

#### **b. Survey Team Training and Field Testing**

Seven days of training should be organized in Khulna district for enumerators and M&E Field staff for the household interview. The training sessions are divided into two parts. In the first two days, the participants will receive theoretical lessons on the general rules of conducting surveys, sampling and a hard copy of the questionnaire. In the next three days, the participant will practice using the actual questionnaire forms on the tablets with role-plays and mock tests. After five days of classroom training, the participants will conduct field practice on day six. The tools will be adjusted after the field practice and the final day of the training. Following are the specific topics that will be covered in the survey training:

- Brief program overview and the objectives of the surveys
- General rules, ethical consideration, norms and guidance on survey implementation
- Survey methodology – team composition, sampling, sample beneficiary selection process
- Detailed discussion of the questionnaire form (question-by-question)
- Use of questionnaire on the tablet
- Apply mock procedure for more clear understanding of questionnaire
- Role play to show the technique of asking some sensitive questions
- Data quality, management and transfer

A detailed survey plan will be developed prior to the annual BBSS. Pre-tested and adjusted tools and techniques will be shared with FFP prior to schedule trainings for the BBSS.

#### **c. Data Management and Analysis**

The preferred mode of data collection is through Smartphone and/or Tablet. Data will be updated to the central server through online and/or offline (with synchronization functionalities) and the dataset will be converted into an SPSS database for data management and analysis. Validated data will be accumulated in the main SPSS database daily. However, considering the practical context and rationale, Nobo Jatra may accept a paper based BBSS survey if proposed by the Contractor.

### **14. Timeline**

The beneficiary households quantitative annual sample survey shall be undertaken in between August and September 2018.

#### **Sequence of Activities, Outputs and Time Frame**

Activities	Time Frame
World Vision Bangladesh (WVB) received details to complete proposals including personnel to be engaged, how the BBSS will be undertaken, and the detailed budget	<b>Please submit a details work plan to complete the consultancy service within 45 days after</b>
WVB provides feedback on selected proposal to Survey Team	
Contract agreed and signed by both parties	



Survey Team starts assignment	<b>signing contact with WVB.</b>
Questionnaire Development, Translation of the English questionnaire into Bengali and back translation of the Bengali questionnaire to English.	
WVB approves submitted questionnaires, guides and methodology	
Training of Enumerators by Survey Team on tools and questionnaire and use of instruments	
Revision of tools / questionnaires, if required, and updating enumerators on changes (simultaneously with training)	
Quantitative Data collection and analysis (THIS PERIOD IS FIXED AND NON-NEGOTIABLE)	
Data entry, data cleaning, processing, analyzing and generating output tables	
Presentation of survey results to NJP (date to be mutually agreed depending on progress on analysis)	
WVB provides feedback to Survey Team on findings (by 4 days after the presentation)	
Submit Final Report to WVB with IPTT and SAPQ for the BBSS indicators with other deliverables. This is non-negotiable. The report should have a section on field work that includes data challenges, limitations and suggestions/feedback	

### **Responsibilities**

- Pertinent permissions, insurance, and other required permits
- Hiring of all qualified and competent team members for the survey. This includes—team leader, statistician, quality control officers, enumerators (including local), data entry operators and editors, and all others;
- Organizing training and field exercises (field test must be done in program operation area);
- Designing data entry screen with intelligent control and testing;
- Finalizing Survey Questionnaires and manual;
- Printing of all survey materials such as Survey Questionnaires, Manual, List of sampled villages and households, check list, report, de-brief materials;
- Generating computerized lists of sampled households and provide signed paper copy to all teams;
- Obtaining consent from the respondents prior to beginning the survey;
- All logistical arrangements including accommodation, food, and transport.
- The survey team must follow the FFP, FtF, FANTA and other associated guidance, process and requirements applicable for the beneficiary based sample survey.

The contractor must follow the appropriate Performance Indicator Reference Sheets (PIRS) developed by Nobo Jatra to finalize the survey instruments and methodology. In designing the instruments, the contractor must consider including all disaggregate levels required by NJ and USAID/ FFP. The data collection tools, sample selection, survey instruments, the work plan and all other critical aspects pertained to the survey should be finalized only after concurrence from Nobo Jatra management.

World Vision requires full access to observe and review training sessions, survey preparation, instruments, field interviews and measurements, electronic data, data analysis, team meeting and so on (if/ as needed by them at any point of the survey) and to suggest modifications, which the contractor should follow.

To comply with USAID's Open Data Policy, World Vision will host the data on USAID's Open Data portal. To comply, the contractor must submit the following:

- a. Raw data and the cleaned data files with all of the computed variables both in SPSS 24 and CSV formats;

- b. SPSS (v24 or later) and STATA Outputs and Syntax files and weighting files in Microsoft Excel;
- c. Submit a data dictionary - essentially a definition and description of any of the fields provided in the dataset;
- d. The contractor must ask all respondents of the survey for their informed consent.

## 15. Key Deliverables

The Contractor is responsible for the following deliverables:

1. **Survey Plan:** The contractor must prepare a Survey Plan and obtain approval by World Vision and USAID before survey implementation. The design document should include specific details for methodology, sampling frame and household listings, critical tasks, anticipated outputs, date-bound timelines, resource needs, and responsible person(s). Composition of a standard field survey team, including expected tasks and responsibilities of each team member, should also be described.
2. **Data Treatment and Analysis Plan:** The contractor must prepare a Data Treatment and Analysis Plan to address the following elements:
  - a. Database Management: indication of how and when data will be entered into the database, the software, including entry screen and intelligent controls to be used for data entry and minimize entry error. Double-data entry is required; If smart phone, PDA, or tablet is used to capture data, name of the application and the strategy to double-check the data on a regular basis so that any inconsistencies can be identified immediately and corrective measures can be taken within a day.
  - b. Systematic Data quality check: examine inconsistencies and edits (data cleaning, checking missing values and outlier and fixing issues) planned to ensure logical consistency and coherence, as well as an indication of the software and data entry screen to be used.
3. **Field Procedure Manual:** The contractor must develop a field manual and precise definitions on technical terminologies to be used as part of the training materials for survey enumerators and supervisors. The field procedure manual will serve as reference material for staff conducting the survey. It should include instructions on how to sample dwellings within clusters, households within dwellings, and select individuals within households. The manual should also give recommended best practices for conducting interviews and dealing with specific challenging situations, e.g. households that refuse to participate, and provide a household and individual respondent non-response follow-up strategy. The manual should describe the roles and responsibilities of the enumerators, supervisors, and other field staff and contain a detailed explanation of how to properly administer each question in the questionnaire.
4. **Quantitative Survey Instrument:** The contractor must review and update the draft instrument which will take into account the instrument used in the FFP Baseline and program BBSS. Additional questions can be added to the instrument if needed. The questionnaire must be adapted to fit the local context if additional questions are to be

added to the instrument. Translation of the approved questionnaire instrument and manual from English into Bangla.

5. **Data Sets:** Raw and cleaned data set, data dictionary/codebook, edit rules, outputs and syntax for data analysis, including syntax for variable transformations.
6. **Briefings** for World Vision and USAID Bangladesh. The consultant will present findings, conclusions, lessons learned, and recommendations based on the completed Beneficiary Based Sample Survey.
7. **Draft Survey Report:** must contain i) Executive Summary 2 - 3 pages, ii) main report between 20–30 pages, excluding executive summary, appendices and attachments. The draft report must be presented in English. Iii) Presentation of the estimates and confidence intervals for all indicators (output, outcome and higher level indicators) at the Nobo Jatra program level.
8. **Final Survey Report:** This report must be in English and must include the IPTT, SAPQ and other Annexes.

**OWNERSHIP:** The completed data set will be the sole property of USAID and World Vision. The contractor should not have any right to use the data for its own research purposes, nor license the data to be used by others, without the written consent of USAID & World Vision.

#### **16. Obligations of Key Participants In Survey**

The Contractor should inform Nobo Jatra's Point of Contact (PoC) in a timely fashion on progress made and of problems encountered. Expected activity and implementation modifications should be brought to the attention of the survey manager before enacting any changes. World Vision will make available necessary documents to contractor e.g. DFSA proposal, ToC, LF, IPTT, PIRS, Updated Sampling frame, USAID's Office of Food for Peace Policy and Guidance for Monitoring, Evaluation, and Reporting for Development Food Assistance Projects, etc. The PoC will monitor daily work of the contractor, and flag concerns (if any). World Vision will Review and approve the proposed methodology and provide technical oversight in the review of all deliverables, and also provide timely comments on any draft reports.

#### **17. Expression of interest**

Interested parties should submit the following application to World Vision :

1. Letter of interest and contact person
2. Minimum selection criteria for the enumerators
3. Field work quality control assurances procedure
4. Past experience and references
5. Detailed work plan, including estimated number of days required for each activity.
6. Detailed budget
7. CVs for key personnel

## 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:

## Section V. CP Behavioral And Security Policy Protocol

### CP Behavioral and Security Policy Protocol-FY18

**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 (During accepting the offer)**

#### CP 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 bellow 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.

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

-----  
**Signature**

**Name:**

**Designation:**

**Name of the firm/organization:**

## 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.

<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>
---	---	---

---

---

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>
-----------------------	-------------	--------------------------

---

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>
--	-----------------------	-----------------

---

---

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>
-----------------------------	----------------------	-----------------------------------

---

---

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