



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

**“BASELINE SURVEY”
FOR PROJECT TITLE: INCREASING COMMUNITY RESILIENCE TO
DISASTER IN BANGLADESH**

Name of the Purchaser	World Vision Bangladesh Abedin Tower, Level-2, 35 Kemal Ataturk Avenue, Dhaka - 1213, Bangladesh
Contact Person	Md. Ruhul Mobin, Supply Chain Manager, NJP
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**RFP Ref No: WVB-OFDA-RFP- 001/08/20
Issue Date: 08 October 2020**

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Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consulting firm/organization of the services to conduct “Baseline Survey” for “Increasing Community Resilience to Disaster in Bangladesh Project” of World Vision Bangladesh.

A. GENERAL

Background of the Consultancy:

Bangladesh *ranks third among countries most likely to experience a natural disaster*, and its southwest coast is typically the hardest hit region. As the southwest region continues to be vulnerable to cyclones and other natural disasters, there remains a persistent need to build community resilience. The GOB has taken a number of measures to advance plans and policies for disaster preparedness and management, but important challenges remain which limit the sustainability and effectiveness of recent initiatives. These include, but are not limited to weaknesses in institutional coordination; limited understanding, knowledge and capacity related to disaster preparedness; inadequate management skills at all levels; and weaknesses in implementation, monitoring and shared learning; limited available budget for disaster response. In the absence of robust coordination, resources may be wasted and it is likely that there will be duplications of effort.¹ Research findings also show that in many instances cyclone shelters do not address the needs of disabled and elderly populations, and that they offer few opportunities to prevent gender discrimination.² Improved coordination between communities and local authorities can contribute significantly to address many, if not most, of these challenges.

This program will augment World Vision Bangladesh’s (WVB) existing USAID-funded Nobo Jatra project, where multiple emergency stakeholder groups are supported to form and/or improve their respective disaster management committees. Under this project, WVB will be able to reduce critical capacity gaps and contribute to strengthening the coordination that is required to ensure that national and local disaster preparedness and mitigation efforts reach the most vulnerable communities, and address the needs of women, girls, and people with disabilities. The program aims to address the lack of coordination, capacity and inclusion in DRR interventions and structures that continue to make communities vulnerable to disaster, particularly cyclones. **The primary goal of this program is to strengthen inclusive community mechanisms in disaster preparedness, response and mitigation.** Through this initiative, **WV aims to reach 15,000 direct participants and up to 100,000 indirect participants**, and will work toward the purpose of increasing the institutionalized capacity, coordination and infrastructure required to prepare, respond and reduce risks related to cyclones and other environment shocks.

¹http://nimc.portal.gov.bd/sites/default/files/files/nimc.portal.gov.bd/page/6c53bd88_ad69_4ccf_bbae_d45b70dbc0bf/017%207th%20FYP%20and%202021%20Climate-Change-and-Disaster-Management.pdf

² (PDF) A STUDY ON THE USE OF CYCLONE SHELTERS IN BANGLADESH. Available from: https://www.researchgate.net/publication/318770032_A_STUDY_ON_THE_USE_OF_CYCLONE_SHELTERS_IN_BANGLADESH [accessed May 15 2020].

	Please visit ToR for more information.
Details Scope and Task of the Consultancy:	<p>The survey will be carried out using NJP participant based sample size (PaBS) of those participants that have been benefited from DRR activities.. WV has developed a Monitoring and Evaluation (M&E) plan to track progress and outcome of the project. This survey will guide the project team to assess the measurement of the baseline information as per set indicators. Due to COVID-19 pandemic situation, WV will maintain and follow social distancing and do no harm policy of both BHA and WV during data collection and report listed baseline indicators (Table 1). Consultant will work with WV- M&E team to develop baseline data collection strategy and tools.</p> <p>World Vision seeks the service of a qualified consulting firm to conduct the baseline of ‘Increasing Community Resilience to Disaster in Bangladesh’ project. The consulting firm will be selected through a competitive bidding process and will be responsible for organizing, managing and implementing the data collection, cleaning and aggregation activities following agreed upon survey protocols and standards procedure. WV M&E staff will provide oversight to the consulting firm and hold it accountable to process data collection, cleaning, aggregation, and delivery of high-quality data meeting the expectation of WV and USAID requirement. The consulting firm is expected to have extensive practical experience and expertise in conducting large-scale complex quantitative sample surveys in the remote areas. They should have clear understanding of local demography, socio-economic context, culture and challenges.</p> <p>The hired consulting firm will be responsible for identifying and hiring competent interviewers and field supervisors; organizing and leading in training enumerators; arranging data collection field logistics; overseeing, supervising and conducting quality control of data collection; management and transmission of data from the field, and delivery of a final report, datasets, and raw data files to the WV M&E team . The firm/consulting team will also develop the field survey manual and survey protocols with the guidance from WV M&E team and also develop a contingency plan for ensuring data quality in the context of COVID-19 situation.</p>
Procuring Entity	<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: Ruhul_Mobin@wvi.org</p> <p>Type of Service: Consultancy on “Baseline Survey” for Increasing Community Resilience to Disaster in Bangladesh, World Vision Bangladesh.</p> <p>RFP Ref: WVB-OFDA-RFP- 001/08/20, Date: 08 October 2020.</p>
Eligibility Criteria	<p>Experience and Eligibility Requirements of the consultancy firm/Organization:</p> <ul style="list-style-type: none"> As indicated in TOR

<u>Documents Required</u>	<p>A. Technical proposal should set out all the issues stated in Section. II (I. Technical proposal submission format) and Section. III (Terms of Reference) Scope of work'. Must provide details information in Technical Proposal in light of evaluation criteria, including:</p> <ul style="list-style-type: none"> • Applicants must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service. • Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each. • Acknowledge and complete 'Section IV to section VII'. • Provide legal establishment / registration (up to date -Trade license, VAT registration, TAX certificate) and any other additional supporting documents (if applicable). <p>B. Financial proposal should set out details breakdown following Section. II (2.Financial Proposal Submission Format) and must provide details Financial proposal separately.</p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
Proposal	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.
Validity	The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
Language	The language of all correspondence and documents related to the proposal shall be in English .
Proposal currency	All prices shall be quoted in BDT
Consultancy Timeframe:	30 days in between October-November, 2020

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

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

C. SUBMISSION OF PROPOSAL

Notice for Submission	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org and no CC.</p> <p>Maximum file size: 9MB. If mail returned due over file size, please split the file and send in separate email. Please don't wait for the last minute to avoid late submission.</p> <p>RFP reference "RFP Ref: WVB-OFDA-RFP- 001/08/20: "Baseline Survey-USAID/OFDA Project" shall be mentioned in the subject line.</p>
Dead Line for Submission	<p>Deadline for proposal submission is:</p> <p><u>On or before 11.59 PM (BST) on 21 October 2020.</u></p>

D. PROPOSAL EVALUATION

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

Preliminary examination	<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>
Evaluation (Technical & Financial)	<ol style="list-style-type: none"> 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). 2) Technical proposal will carry 70% weight; and financial proposal will carry 30% weight (Technical Pass Mark is 70%)
Evaluation Criteria	<p>The proposal will be ranked according to combined technical and financial score using the weights.</p> <p>a. Technical Evaluation Criteria</p>

Technical Evaluation criteria & allocated points are as follows:

CRITERIA	POINTS
Proposed Methodology for Carrying Out The Task	35
Proposed data collection process in field by taking the all pre-cautions of COVID-19 Pandemic	10
Relevant Experience: <ul style="list-style-type: none"> Well conversant with BHA/USAID and OFDA requirement Experience in designing and managing large scale disaster related surveys in Bangladesh Expertise in handling large volumes of complex data sets and analysis. should be an authentic expert in data treatment, cleaning, processing, analysing (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 Expertise in developing sampling method according to USAID requirement , applying standard processes 	30
Quality of Key Professional Staff	25
Total	100

Pass Mark: 70% 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. USAID VAT coupon will be issued against deducted VAT.
6. Proprietor or an authorized representative of the Consultant/s must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
7. The work shall be completed in all respects within the completion date mentioned in the contract.
8. If vendor fails to deliver the ordered service within the scheduled time frame penalty will be imposed @ 0.02% of the total contract value for par day of delay and WVB reserves the right to deduct this amount from the total bill for every day delayed from the expected date of delivery till the actual date of delivery.
9. Any late submission of Proposal after the schedule date and time will be rejected.
10. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
11. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
12. In all cases, the decision of the World Vision Management will be final.
13. The proposer has to submit duly filled up Vendor's Primary Information Collection Sheet (Section-IV).
14. The proposer has to agree to comply with WV Child protection policy and will have to complete CPP Form (Section-V).
15. The proposer has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Section-VI).

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

Signed

In the capacity of:

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

Date:

Section II. Proposal Submission Format

I. Technical Proposal Submission Format

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

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

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

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

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

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

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

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

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

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

2. Financial Proposal Submission Format

Financial Offer: Summary of Cost

Services/Assignment Name: Consultancy to conduct “Baseline Survey” for the project titled: ‘Increasing Community Resilience to Disaster in Bangladesh’, World Vision Bangladesh.

RFP Ref: WVB-OFDA-RFP- 001/08/20, Date: 08 October 2020.

Name of the Consultancy Firm/Organization: _____

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

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

Signed

In the capacity of:

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

Date:

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

Section III. Terms of Reference (TOR)

Terms of Reference for Baseline Survey

Project Title:

Increasing Community Resilience to Disaster in Bangladesh

USAID/OFDA

World Vision Bangladesh

1. Background:

Bangladesh *ranks third among countries most likely to experience a natural disaster*, and its southwest coast is typically the hardest hit region. As the southwest region continues to be vulnerable to cyclones and other natural disasters, there remains a persistent need to build community resilience. The GOB has taken a number of measures to advance plans and policies for disaster preparedness and management, but important challenges remain which limit the sustainability and effectiveness of recent initiatives. These include, but are not limited to weaknesses in institutional coordination; limited understanding, knowledge and capacity related to disaster preparedness; inadequate management skills at all levels; and weaknesses in implementation, monitoring and shared learning; limited available budget for disaster response. In the absence of robust coordination, resources may be wasted and it is likely that there will be duplications of effort.³ Research findings also show that in many instances cyclone shelters do not address the needs of disabled and elderly populations, and that they offer few opportunities to prevent gender discrimination.⁴ Improved coordination between communities and local authorities can contribute significantly to address many, if not most, of these challenges.

This program will augment World Vision Bangladesh's (WVB) existing USAID-funded Nobo Jatra project, where multiple emergency stakeholder groups are supported to form and/or improve their respective disaster management committees. Under this project, WVB will be able to reduce critical capacity gaps and contribute to strengthening the coordination that is required to ensure that national and local disaster preparedness and mitigation efforts reach the most vulnerable communities, and address the needs of women, girls, and people with disabilities. The program aims to address the lack of coordination, capacity and inclusion in DRR interventions and structures that continue to make communities vulnerable to disaster, particularly cyclones. **The primary goal of this program is to strengthen inclusive community mechanisms in disaster preparedness, response and mitigation.** Through this initiative, **WV aims to reach 15,000 direct participants and up to 100,000 indirect participants**, and will work toward the purpose of increasing the institutionalized capacity, coordination and infrastructure required to prepare, respond and reduce risks related to cyclones and other environment shocks.

WVB will also continue integrating messaging across its program to empower women and girls, and promote gender equitable practices. This goes beyond engaging them to become the priority participants, but also proactively includes messages in all project activities that emphasize the importance of promoting gender equity and social inclusion. WVB will be intentional about promoting women to participate in the leadership training targeting, and cultivate an enabling environment which recognizes their roles not just as

³http://nimc.portal.gov.bd/sites/default/files/files/nimc.portal.gov.bd/page/6c53bd88_ad69_4ccf_bbae_d45b70dbc0bf/017%207th%20FYP%20and%202021%20Climate-Change-and-Disaster-Management.pdf

⁴ (PDF) A STUDY ON THE USE OF CYCLONE SHELTERS IN BANGLADESH. Available from: https://www.researchgate.net/publication/318770032_A_STUDY_ON_THE_USE_OF_CYCLONE_SHELTERS_IN_BANGLADESH [accessed May 15 2020].

members but as leaders with decision-making authority, wherever possible, within the various Disaster Management Committees and Cyclone Preparedness Program.

2. Program Description:

This program will augment the WVB Nobo Jatra project, where various emergency stakeholder groups are supported to form and/or improve their respective disaster management committees. Under this project, WVB will be able to help critical capacity gaps and contribute to strengthening the coordination that is required to ensure that any national or local disaster preparedness and mitigation efforts in fact reach the most vulnerable communities, and address the specific and unique needs of women, girls, and people with disabilities. The program aims to address the lack of coordination, capacity and inclusion in DRR interventions and structures that continue to make communities vulnerable to disaster, particularly cyclones. With the primary goal to strengthen inclusive community mechanisms in disaster preparedness, response and mitigation, WV will work toward the purpose of increasing the institutionalized capacity, coordination and infrastructure required to prepare, respond and reduce risks related to cyclones and other environment shocks. In order to achieve this, the program will focus on two objectives:

WVB is also closely involved with national coordination structures of Bangladesh, and is active in coordination with Bangladesh Government, different UN clusters, national and local level organizations, networks, alliances and platforms. WVB is an active member in Food Security Cluster, Early Recovery Cluster, Education Cluster, Logistic Cluster, WASH & Shelter cluster, Need Assessment Working Group, Cash Working Group, and Gender in Humanitarian Action (GiHA) Working Group, Sphere Community Bangladesh and various. This project will incorporate into WV's ongoing coordination activities in the sector through these various working groups and clusters, wherever appropriate. There will be coordination with World Food Program, Water Aid Bangladesh and United Nations Development Agencies (UNDP) who have existing project in order to address the vulnerability of targeted communities. USAID supported Nobo Jatra Project will be the key stakeholder for establishing coordination at all level where leverage of resources both for financial and human resources will be made. The project will facilitate to strengthen coordination at Union and Upazila level where quarterly meeting will be organized among representatives of Cyclone Preparedness Program, Disaster Management Committee led by local Government along with other NGOs. The quarterly meeting will be continued for the entire period of project.

Program Goal: Strengthen inclusive community mechanisms in disaster preparedness, response and mitigation

Purpose: Increase institutionalized capacity, coordination and infrastructure to prepare, respond and reduce risks related to cyclones and other environmental shocks

Objectives:

Sector 1 Objective: Communities have the capacity, access to information and coordination required to increase their resilience to cyclones and other external shocks.

Sector 2 Objective: Increased safety and accessibility of cyclone shelters, especially for women, girls and people with disabilities.

3. The Scope of Work for the Baseline:

The survey will be carried out using NJP participant based sample size (PaBS) of those participants that have been benefited from DRR activities.. WV has developed a Monitoring and Evaluation (M&E) plan to track progress and outcome of the project. This survey will guide the project team to assess the measurement of the baseline information as per set indicators. Due to COVID-19 pandemic situation, WV will maintain and follow social distancing and do no harm policy of both BHA and WV

during data collection and report listed baseline indicators (Table 1). Consultant will work with WV- M&E team to develop baseline data collection strategy and tools.

World Vision seeks the service of a qualified consulting firm to conduct the baseline of 'Increasing Community Resilience to Disaster in Bangladesh' project. The consulting firm will be selected through a competitive bidding process and will be responsible for organizing, managing and implementing the data collection, cleaning and aggregation activities following agreed upon survey protocols and standards procedure. WV M&E staff will provide oversight to the consulting firm and hold it accountable to process data collection, cleaning, aggregation, and delivery of high-quality data meeting the expectation of WV and USAID requirement. The consulting firm is expected to have extensive practical experience and expertise in conducting large-scale complex quantitative sample surveys in the remote areas. They should have clear understanding of local demography, socio-economic context, culture and challenges.

The hired consulting firm will be responsible for identifying and hiring competent interviewers and field supervisors; organizing and leading in training enumerators; arranging data collection field logistics; overseeing, supervising and conducting quality control of data collection; management and transmission of data from the field, and delivery of a final report, datasets, and raw data files to the WV M&E team. The firm/consulting team will also develop the field survey manual and survey protocols with the guidance from WV M&E team and also develop a contingency plan for ensuring data quality in the context of COVID-19 situation.

Indicators that will be included in the baseline study are provided below **in bold**. For these six indicators, the consultant must generate baseline values. Indicators in plain text do not need to be included in the baseline study, as they will assume a baseline value of 0 and be reported to the donor monitoring data. They are provided for information only.

Table-1: Indicator list for Baseline

S L	Sector and Sub-sector	Indicators
1	Sector: Risk Management Policy and Practice Sub-Sector: Building Community Awareness/Mobilization	<ul style="list-style-type: none"> - Capacity index of community people by absorptive capacity, adaptive capacity & trans-formative capacity - Percentage of Disaster Management Committees, Cyclone Preparedness Programme, Shelter Management Committees and youth groups, with women and youth in leadership positions - Number of people participating in training - Percentage of people trained who retain skills and knowledge after two months - Percentage of attendees at joint planning meetings who are from the local community - Percent of respondents that have participated in DRR activities at community level in last 12 months (Custom)
	Sector: Risk Management Policy and Practice Sub-Sector: Policy and Planning	<ul style="list-style-type: none"> - Number of hazard risk reduction plans, strategies, policies, disaster preparedness, and contingency plans developed and in place - Number of people participating in discussions regarding national risk reduction strategies as a result of the program - National and local risk assessment, hazards data, and vulnerability information is available within targeted areas (Y/N)
	Sector: Risk Management Policy	<ul style="list-style-type: none"> - Number of people trained in disaster preparedness, risk reduction and management - Number of people passing final exams or receiving

	and Practice Sub-Sector: Capacity Building and Training	<ul style="list-style-type: none"> certificates - Percentage of people trained who retain skills and knowledge after two months - Number of people trained in First Aid, Search and Rescue, or health related Disaster Risk Reduction activities - Number of functional disaster management committees-disaggregated by administration unit (Upazila, Union, ward) (Custom) - - Percent of respondents taken shelter in cyclone shelters (in the most recent cyclone). (Custom) -
2	Sector: Shelter and Settlements Sub-Sector: S&S Disaster Risk Reduction	<p>% of community people with access to safe and accessible cyclone shelters (by sex and social inclusion category)</p> <ul style="list-style-type: none"> - Percentage of community people with access to safe and accessible cyclone shelters (by sex and social inclusion category) - Number of people and households benefiting from shelters incorporating DRR measures in settlements of proposed activity - Number of people and households benefiting from settlements adopting DRR measures - Number and percentage of people in settlements of project activity retaining shelter and settlements DRR knowledge two months after training

Specific Objectives of the Survey:

Establish baseline values for select program indicators and find out the other gaps and challenges in the survey areas. Opportunities, challenges and sustainability factors will also be identified in the assessment.

4. Survey Methodology

This baseline study will comprise of a household and institutional level survey as well as an assessment of community disaster readiness, situation of cyclone shelters, functionalities of disaster management committee at different level, employing both quantitative and qualitative methods. In consultation with the project team, consultants are encouraged to be as creative as possible in arriving at a suitable methodology that will ensure that the objectives of the study are fully met in a timely and efficient manner, provided the methodology meets the standard recommended methods and parameters sampling parameters indicated in this term of reference.

The Consultant must design and execute all aspects of a representative participant based sample survey (PaBS) in operational area. Program participant will be selected from all the four Upazila from mentioned location but it will be prioritized according to the most vulnerable unions prone to cyclone disaster and vulnerable population. WV implementing another USAID's funded project called Nobo Jatra. Nobo Jatra Project is working in same geographic location and it has all the households list in the NJP MIS Database. Consulting firm can use this list as sample frame. The firm need to develop a sampling plan, develop the baseline data collection tools (questionnaire and qualitative tools), and field procedure manuals for enumerators and supervisors; training enumerators, supervisors, piloting and refining questionnaires; arranging logistics for field work; pre-

testing the survey rollout; supervising data collection; and ensuring data entry, cleaning, tabulation, and analyses.

In estimating the sample size, the research firm should use the following parameters:

- Total NJP coverage population of the intervention area: Around 856,000 populations and 215,000 HHs. In a disaster prone there are 265,580 population and 66,022 HHs.
- Targeted population in the intervention area: Direct coverage population 100,000, and indirect coverage population 534,576
- 95 percent confidence level
- Standard design effect.
- Minimum sample size 750 through cluster based design as per most vulnerable unions. This will be increased as per proposed method by the consultancy firm.

Qualitative data collection will be required for particularly the local government bodies, DMC, UDMCs, Shelter Committees etc.

Timeframe: The baseline study will be conducted within 45 days of award by the hired consulting firm under technical leadership of WV M&E team (NJP). The baseline assessment will primarily collect data on the standard OFDA and custom indicators as required.

Data Collection Methods: Mixed data collection method - both qualitative and quantitative data collection methods will be adopted to gather the baseline data. Quantitative data will be collected through household surveys to reach the targeted respondents, site observations, Shelter visit and other structured interviews. Qualitative data will be captured through focus group discussions, key informant interviews, direct/site observations and case studies in case of requirement. Detail plan will be finalized during baseline planning based on the targeted indicators.

Data sources: Both primary and secondary data sources will be adopted for the baseline. Primary sources include data collected from individuals, households, and communities, Shelter management committee, local government staff and respective government officials, different relevant committees. Secondary data will be sourced from existing data sources that project already have in hand but further visiting different department to find official information. Local govt. office is the key source to get secondary information. Including this, relevant existing survey report and NJP project collected data; program report will be widely used.

Locations: The data will be gathered across all targeted project locations of targeted district, sub-districts and target communities. The sub-districts are Dacope and Koyra under Khulna district; Kaliganj and Shyamnagar under Satkhira district.

People responsible: The NJP M&E team will be primarily responsible for ToR development and SCM department will ensure hiring of competent consulting firm for conducting baseline survey. The NJP M&E team will orient to the consulting firm for setting appropriate methodology for executing baseline. Program team and technical expert may contribute for review survey tools, study findings and give feedback. However, the M&E team will do entire coordination; focal person for the survey is NJP Sr. Manager-M&E.

Baseline limitations & mitigating measures: Due to COVID-19, emergency is going on across the country hence impact of lockdown situation may interrupt entire process of baseline planning and sometimes may hard to reach to the targeted respondents for data collection. However, existing NJP project has strong relationship with local authorities

and communities as well. So, by maintaining social distance every possible work for baseline will be finished. Consultancy firm needs to provide necessary protection basic materials for the safety measures during enumerators training and data collection.

Data Management and Analysis: The preferred mode of data collection is through Kobo toolbox/ ODK/Survey CTO. 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.

5. Qualifications and Experience of Consultancy Firm:

- The lead consultant must have a background in Disaster Risk Management and or Public Health or related field. (Minimum of Master's degree level) from the consultancy firm.
- Demonstrable experience of the firm conducting high quality baselines for related survey
- Experience of conducting field assessments/working in the targeted regions.
- High level of professionalism and an ability to work independently under tight deadlines
- The team must have a statistician who is able to analyze quantitative and qualitative data
- Firm must have experience in using mobile phone technology for data collection.

6. Sequence of Activities, Outputs and Time Frame (Table-2).

Activities	Tentative Time Frame
World Vision Bangladesh (WVB) circulate the Baseline consultancy through advertisement	October 01, 2020
WV received the proposal	October 14, 2020
Contract agreed and signed by both parties	October 18, 2020
Survey Team starts assignment	October 18, 2020
Questionnaire Development, Translation of the English questionnaire into Bengali and back translation of the Bengali questionnaire to English.	October 21, 2020
WVB approves submitted questionnaires, guides and methodology	October 22, 2020
Training of Enumerators by Survey Team on tools and questionnaire and use of instruments	October 22-25, 2020
Quantitative Data collection and analysis	October 27-November 10, 2020
Data cleaning, processing, analyzing and generating output tables	November 20, 2020
Presentation of survey results to WV	November 25, 2020
Draft report submission	November 26, 2020
Report sharing with WVUS	November 30, 2020
Submit Final Report by the firm	December 03, 2020

7. Responsibilities of Consultancy Firm:

- 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) 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;
- Obtaining consent from the respondents prior to beginning the survey;
- All logistical arrangements including accommodation, food, and transport.
- The survey team must follow the USAID and other associated guidance, process and requirements applicable for the Baseline Survey

- The survey team must follow the USAID and WHO **Do No Harm** Policy for COVID-19 during enumerators training to data collection process strictly.

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 post 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)/STATA Outputs/ 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.

8. **Key Deliverables**

The research firm is responsible for the following deliverables:

1. **Survey Plan:** The firm must prepare a Survey Plan and obtain approval from World Vision before survey implementation. The design document should include specific details for methodology, sampling size, calculation and 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 consultancy firm must prepare a Data Treatment, statistical test as per indicator requirement 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, 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.
 - c. Consultancy firm will conduct the statistical test as per indicator requirement and data characteristic in consultation with WV M&E Team.
3. **Field Procedure Manual:** The contractor must develop a field manual for data collection and precise definitions on technical terminologies to be used as part of the training materials for survey enumerators and supervisors.
4. **Quantitative Survey Instrument:** The contractor must prepare data collection instrument both quantitative and qualitative. The questionnaire must be adapted

to fit the local context. Translation of the approved questionnaire instrument and manual from English into Bangla is required.

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/OFDA. The consultancy firm will present findings, conclusions, lessons learned in PowerPoint from the baseline 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 of the project
8. **Final Survey Report:** This report must be in high quality with detailed analysis, graphs and must include the baseline indicator wise report as per mentioned in the table-1
9. **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.

9. Submission of documents:

Interested consultancy firm should submit the following application to World Vision as per Section II.I:

1. Letter of application 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 sampling design and calculation
7. Detailed budget
8. Consent letters and CVs for key personnel
9. COVID-19 Do No Harm policy in English/Bangla

Shortage of any relevant documents may cause proposal rejection.

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

World Vision International Safeguarding Behavior Protocols

The Independent Consultant and its Employees will abide by these protocols in their activities with WV, for children and adult beneficiaries. In regard to safeguarding, WV uses a broad, working definition of 'beneficiary' to include not only direct beneficiaries of a particular project, but also any child or adult who might suffer harm caused by the Independent Consultant or its Employee as part of WV programme presence.

Acceptable Behaviour – Do:

- a) create and maintain an environment which prevents sexual exploitation and abuse of children and adult beneficiaries and promotes the implementation of these Behavior Protocols;
- b) are careful about perception and appearance in their language, actions and relationships with children and vulnerable beneficiaries. Their behavior—including in person and on digital platforms, both online and offline—demonstrates a respect for children and adult beneficiaries and their rights;
- c) ensure that all physical and online contact with children and beneficiaries is appropriate in the local culture;
- d) use positive, non-violent methods to manage children's behavior;
- e) accept responsibility for personal behavior and actions as a representative of the organization;
- f) are always accountable for their response to a child's behavior, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable position with children;
- g) where possible and practical, follow the 'two-adult' rule while conducting WV work, wherein two or more adults supervise all activities that involve children, and are visible and present at all times;
- h) comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- i) comply with applicable data privacy laws and with relevant WV data privacy and information security policies, including WV digital child safeguarding protocols, when handling any personal data about individual children or adult beneficiaries, noting in general that collecting or using such data must be limited to the minimum necessary, and that such data must be maintained and transferred in a secure, confidential manner;
- j) immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WV employee or affiliate, or a humanitarian aid worker from any other agency. 'Humanitarian aid worker' includes all paid employees, volunteers, contractors, and other affiliates of organizations providing emergency relief or development aid. Such organizations include UN agencies, INGOs, LNGOs, and CBOs.

Unacceptable Behaviour –do not:

- a) behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of the country specific legal age of consent or age of majority. This also includes consenting or condoning the above behaviour (including fostering or condoning child marriage (under 18 years old));
- b) develop or seek a sexual relationship with any beneficiary of any age; such relationships are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of WV's humanitarian aid or development work;
- c) sexually exploit or abuse any beneficiaries (adult or child); such behavior constitutes an act of gross misconduct;
- d) exchange money, employment, goods, or services for sex (including sexual favors, other forms of humiliating, degrading, or exploitative behavior, or hiring sex workers) or other exploitative demands is strictly prohibited. This includes exchange of assistance that is already due to beneficiaries;
- e) fondle, hold, kiss, hug or touch children or adult beneficiaries in an inappropriate or culturally insensitive way;

- f) use language, make suggestions or offer advice to a child or adult beneficiary which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading;
- g) spend excessive or unnecessary time alone with a child or adult beneficiary, away from others or behind closed doors or in a secluded area;
- h) condone or participate in behavior with children or adult beneficiaries which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;
- i) hire children in any form of child labor (including as “house help”) unless it is within the best interest of the child and in alignment with local law and international standards (‘Child labor’ is work that is mentally, physically, socially or morally dangerous and harmful to children, or that interferes with their schooling. ‘Child work’ in contrast may be beneficial if permitted by International Labor Organization (ILO) Conventions and puts the child’s interests ahead of any benefits gained by adults.);
- j) hit or use other corporal punishment against a child while the child is in WV care or the WV employee or affiliate is conducting WV work;
- k) take a child alone in a vehicle for WV work, unless it is absolutely necessary, and with parental/guardian and managerial consent;
- l) misuse or be careless with personal data about individual children or adult beneficiaries;
- m) communicate with a child in WV's program areas via digital platforms (e.g. Facebook, Twitter), via mobile technology (e.g. texting, Whatsapp, Skype), or online without consent and knowledge of his/her parents. Further, WV employees or affiliates never communicate on mobile, digital or online platforms with children or adult beneficiaries in ways that are inappropriate or sexual;
- n) stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a WV employee or affiliate.

Visits to World Vision Projects

Any visitor of WV who is not a WV employee or Board Member will:

- a) be briefed on WV's Safeguarding Behavior Protocols and Prevention of Harm in Communications by the sending office prior to the visit;
- b) receive a brief written or oral orientation and sign acknowledgment of receipt of WV's local behavior protocols; and
- c) be accompanied by a WV employee when visiting projects.

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

Signature

Name:

Date:

Section VI. Declaration Of Conflict of Interest

Conflict of Interest – Disclosure letter (FY '16)

The National Director
World Vision Bangladesh

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

Circle the appropriate

Answer for each

1. Yes/No I have (or a relative of mine has) a financial interest in, or receive(s) income from, or am/is otherwise affiliated or involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings (e.g. a vendor, a partner organization, etc.). (This would include such things as serving as a director, agent or employee of, owning shares in, or being a consultant to, such an organization, or being business partners with an individual who contracts with World Vision or any of its office.

**Name of Entity/
Corporation/NGO**

**Office or Interest
in Organization**

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

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

Type of benefits received

Received by

Relationship

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

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

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

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

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

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

Name of Govt. Agency	Position Held	Length of service in years
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7. Yes/No I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.

I hereby certify that my answers to statements 1-7 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

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

Section VII. SWORN Statement

World Vision

Bangladesh

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

SWORN STATEMENT - FY-2016

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

1. Personal Data :

ID NO:

First Name:

Middle Name:

Last/Family Name:

Present Address:

Permanent Address:

2. I declare under oath that:

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

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

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

Name of Staff /Volunteer/
Facilitator/Intern/Consultant

Signature

Date