



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

**“ENDLINE 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
Email	Ruhul_Mobin@wvi.org

**RFP Ref No: WVB-ICR-RFP-296920
Issue Date: 19 September 2021**

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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 “Endline Survey” for “Increasing Community Resilience to Disaster in Bangladesh Project” of World Vision Bangladesh.

A. GENERAL

Background of the Consultancy:	<p>Bangladesh <i>ranks third among countries most likely to experience a natural disaster</i>, 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.</p> <p>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.</p>
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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 “Endline Survey” for Increasing Community Resilience to Disaster in Bangladesh, World Vision Bangladesh.</p> <p>RFP Ref: WVB-ICR-RFP- 296920, Date: 19 September 2021.</p>
Eligibility Criteria	<p>Experience and Eligibility Requirements of the consultancy firm/Organization:</p> <ul style="list-style-type: none"> • As indicated in TOR

Documents Required	<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:	90 days in between September, 2021-February, 2022

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
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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 WVB-ICR-RFP- 296920: "Endline Survey" for Increasing Community Resilience to Disaster in Bangladesh, World Vision Bangladesh. shall be mentioned in the subject line.</p>
Dead Line for Submission	<p>Deadline for proposal submission is: <u>On or before 11.59 PM (BST) on 10 October 2021.</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	The proposal will be ranked according to combined technical and financial score using the weights.

a. Technical Evaluation Criteria

Technical Evaluation criteria & allocated points are as follows:

CRITERIA	POINTS
Proposed Methodology for Carrying Out the Task	30
Proposed data collection process in field by taking the all pre-cautions of COVID-19 Pandemic	15
Relevant Experience: <ul style="list-style-type: none">Well versed with BHA/USAID and their requirementExperience in designing and managing large scale disaster related surveys in BangladeshExpertise 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 testsExpertise in developing sampling method according to USAID requirement , applying standard processes	20
Quality of Key Professional Staff	35
Total Score	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 “Endline Survey” for the project titled: ‘Increasing Community Resilience to Disaster in Bangladesh’, World Vision Bangladesh.

RFP Ref: WVB-ICR-RFP- 296920, **Date:** 19 September, 2021.

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 Endline Survey

Project Title:
Increasing Community Resilience to Disaster in Bangladesh
USAID/OFDA
World Vision Bangladesh

Project Name	Increasing Community Resilience to Disaster in Bangladesh
Assessment Type	End of Project Survey (Endline Survey)
Budget	\$800,000 USD
Donor Agency	USAID's Bureau for Humanitarian Assistance (BHA)
Award Number	720FDA20GR00229
Project location	Bangladesh
Project Duration	October 1, 2020 – March 31, 2022
Proposed dates of assessment/data collection	December 2021 (estimated December 9 – 20)
Anticipated Date of Final Report Submission	February 28, 2022

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Acronyms

BHA	Bureau for Humanitarian Assistance
DMC	Disaster Management Committee
DRR	Disaster Risk Reduction
FGD	Focus Group Discussion
GoB	Government of Bangladesh
HQ	Headquarter
ICR	Increasing Community Resilience to Disaster in Bangladesh
IDI	In-depth Interview
KII	Key Informant Interview
M&E	Monitoring and Evaluation
NJP	Nobo Jatra Project
PPS	Probability proportional to size
SPSS	Statistical Package for the Social Sciences,
UDMC	Union Disaster Management Committee
UN	United Nation
USAID	United States Agency for International Development
UzDMC	Upazila Disaster Management Committee
WHO	World Health Organization
WVB	World Vision Bangla

1. Background:

Bangladesh *ranks third among countries most likely to experience a natural disaster*,³ 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 Government of Bangladesh (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.⁵ 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.⁶ Improved coordination between communities and local authorities can contribute significantly to address many, if not most, of these challenges.

This program is complementary to World Vision's Bangladesh (WVB) existing USAID-funded Nobo Jatra project in Bangladesh, where multiple emergency stakeholder groups are supported to form and/or improve their respective disaster management committees. Under this project, WV is working 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 environmental 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. WV 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 members but as leaders with decision-making authority, wherever possible, within the various Disaster Management Committees and Cyclone Preparedness Program.

2. Program Description:

With the primary goal to strengthen inclusive community mechanisms in disaster preparedness, response and mitigation, WV will work toward the purpose of increasing

³ <https://en.prothomalo.com/bangladesh/Bangladesh-ranks-3rd-among-countries-most-hit-by>

⁴ <https://www.preventionweb.net/publication/global-climate-risk-index-2020>

⁵ http://nimc.portal.gov.bd/sites/default/files/files/nimc.portal.gov.bd/page/6c53bd88_ad69_4ccf_bbae_d45b70dbc0bf/017%207th%20FYYP%20and%202021%20Climate-Change-and-Disaster-Management.pdf

⁶ (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].

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:

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.

WVB is also closely involved with national coordination structures of Bangladesh, and is active in coordination with Bangladesh Government, 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 WV's ongoing coordination activities in the sector through these various working groups and clusters, wherever appropriate. The coordination will be made with World Food Program, WaterAid Bangladesh and United Nations Development Agencies (UNDP) who have existing projects in order to address the vulnerability of targeted communities. USAID supported Nobo Jatra Project will be the key stakeholder for establishing coordination at all levels where leverage of resources both for financial and human resources will be made. The project will facilitate strengthening coordination at Union and Upazila level where quarterly meetings 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 the project.

3. The Scope of Work for the Endline Survey:

The endline survey will be carried out on a sample of population in the working areas, which is around 1KM of the 200 Cyclone Shelters, which are renovating from the project and implementing different interventions. The endline survey will be a representative, population-based survey (PBS) using two-stage cluster sampling; one is village cluster and another is sample population per village. WV has developed a Monitoring and Evaluation (M&E) plan to track progress and outcome of the project regularly and periodically as per project goal and objectives. The M&E is developed as per BHA DRR indicators both for standard and custom indicators. This is developed as per implementation plan and theory of change to see the progress. Project tracks its internal monitoring indicators through its work force and different tools and procedures, these are mostly output indicators. Project outcome level indicators will be captured through baseline and endline surveys to see the changes or impact of the project. This survey guided the project team to assess the measurement of the endline information as per set indicators and track the progress in comparison with baseline results. Due to COVID-19 pandemic, WV will maintain social distance and do no harm policy of both BHA and WV during data collection as per the listed indicators (Table 1). The WV M&E team will work closely with consultancy firm to

adopt the baseline instruments for collecting endline data, If needed the tool will be revised.

World Vision will work with a qualified consulting firm to conduct the endline survey 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. The consultancy firm also compares the baseline result with the endline result and reports to WV. The WV M&E staff will oversee the consulting firm and hold it accountable to process quality data collection, cleaning, aggregation, and delivery of high-quality data meeting WV and USAID requirements. The consulting firm is expected to have extensive practical experiences and expertise in conducting large-scale complex quantitative sample surveys in the remote areas especially those that are USAID funded. They will also be selected for their clear understanding of the local demography, socio-economic context, culture and challenges of disaster-prone areas in south-west Bangladesh (Khulna and Satkhira district).

The hired consulting firm will be responsible for identifying and hiring competent enumerators 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 and dataset 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. For more information on the requirements for the consultant firm, please see *Section 5: Qualifications and Experience of Consultancy Firm*.

Table-1: Indicator List for ICR Project including Baseline and Endline Survey indicators:

Indicator #	Indicator	Baseline Value
Sub-Sector: Building Community Awareness/Mobilization		
Custom Indicator -1	Capacity index of community people by absorptive capacity, adaptive capacity & trans-formative capacity	Absorptive index = 35% Adaptive index = 51% Transformative index = 45%
Custom Indicator 2:	Percent of respondents that have participated in DRR activities at community level in last 12 months	15.9%
L-OFDA Indicator 5:	Number of people participating in training	
L-OFDA Indicator 6:	Percentage of people trained who retain skills and knowledge after two months	
L-OFDA Indicator 7:	Percentage of attendees at joint planning meetings who are from the local community	
Custom Indicator 5	Percentage of Disaster Management	71.3%

	Committees, Cyclone Preparedness Programme, Shelter Management Committees and youth groups, with women, youth, and people with a disability in leadership positions	
Sub-Sector: Capacity Building and Training		
L-OFDA Indicator 1:	Number of people trained in disaster preparedness, risk reduction and management	
L-OFDA Indicator 2:	Number of people passing final exams or receiving certificates	
L-OFDA Indicator 3:	Percentage of people trained who retain skills and knowledge after two months	
L-OFDA Indicator 4:	Number of people trained in First Aid, Search and Rescue, or health related Disaster Risk Reduction activities	
Custom Indicator 3	Number of functional disaster management committees	Overall: 52.2% Upazila Disaster Management Committee: 63% Union Disaster Management Committee: 55% Ward Disaster Management Committee: 48% Shelter Management Committee: 43%
Custom Indicator 4	Percent of respondents taken shelter in cyclone shelters (in the most recent cyclone)	18.8%
Sub-Sector: Policy and Planning		
L-OFDA Indicator 8:	Number of hazard risk reduction plans, strategies, policies, disaster preparedness, and contingency plans developed and in place	
L-OFDA Indicator 9:	Number of people participating in discussions regarding national risk reduction strategies as a result of	
L-OFDA Indicator 10:	National and local risk assessment, hazards data and vulnerability information is available within	

	targeted areas (Y/N)	
Sub-Sector: S&S Disaster Risk Reduction		
OFDA Indicator 11:	Percentage of community people with access to safe and accessible cyclone shelters (by sex and social inclusion category)	Overall: 18.1% Male: 22.0% Female:14.2 %
L-OFDA Indicator 12:	Number of people and households benefiting from shelters incorporating DRR measures in settlements of proposed activity	
L-OFDA Indicator 13:	Number of people and households benefiting from settlements adopting DRR measures	
L-OFDA Indicator 14:	Number and percentage of people in settlements of project activity retaining shelter and settlements DRR knowledge two months after training	

***Blue colors indicators are project level routing monitoring indicators.*

Specific Objectives of the Survey:

The objective of the survey is to establish an endline result in comparison with baseline information captured through program indicators to demonstrate the performance of the project. Complementary qualitative data collection procedures will also be done with stakeholders from shelter management, disaster management committees, and public and private sector stakeholders in related to disaster preparedness activities, using In-depth Interview (IDI), Key Informant Interviews (KII), etc.

The endline survey evaluation will look at the following areas.

Evaluation questions/ Objectives:

- Effectiveness: To assess achievements of ICR project in meeting the anticipated outcomes, compared to baseline benchmarks in DRR
- Assess the achievements of the project objectives and intermediate results against the goal, objectives and targets.
- Efficiency: The evaluator will assess whether activities of the program were cost-efficient, were achieved on time and whether they were implemented in the most efficient way compared to alternatives.
- Analyze contributions towards increasing coverage of gaps around DRR identified during the baseline.
- Relevance: The evaluator will assess to what extent the project activities were suited to the priorities of Bangladeshi communities
- Impact: The evaluator will assess the positive and negative changes produced by OFDA/ BHA supported interventions, directly or indirectly, intended or unintended

- Identify best practices, lessons learned, strengths, and challenges in the activity design and document best practices within WV, its partners and USAID.

4. Survey Methodology

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

The consultancy firm must design and execute all aspects of a representative, population-based survey from the project intervention areas. This include developing a sampling plan, adopting and revising the baseline data collection tools for the endline survey (questionnaire and qualitative tools) for the endline survey, 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 through comparison with baseline data. In estimating the sample size, the consultancy firm will use the following parameters:

Sample Design and Sampling Methods

The consultant will use a two-stage cluster sampling to select communities and households/participants as part of the endline survey. The first stage cluster will be village from the intervention and second stage cluster will be HHs from the village. The sampling will use a random sampling design to generate sampling frame, where randomly selected the HHs/participants as per sampling methods. The sampling methodology will use the Probability Proportional to Size (PPS⁷) procedure as per cluster-based sampling. Following is the procedure has been applied to sample size calculation to obtain point estimation for:

Initial sample size:

$$n_0 = \frac{z_a^2 \times p(1-p)}{\epsilon^2}$$

Final adjusted sample size:

For endline survey:

$$n = d \times f_{pc} \times n_r \times \frac{z_a^2 \times p(1-p)}{\epsilon^2}$$

		100,00
N	= Total number of population	0
d	= Design effect ⁸	2

⁷ When samples from different sized clusters are used and sampling is taken with the same probability, the chances of selecting a member from a large cluster are less than selecting a member from a smaller cluster. This is known as probability proportional to size (PPS). This is offset that larger clusters have greater chance to be in the sample but the probability of selecting a beneficiary from that cluster is less than the beneficiary in smaller cluster. For example, if one sample had 20,000 members, the probability of a member being selected would be 1/20,000 or .005 percent. If another sample had 10,000 members, the chance of a member being selected would be 1/10000 or .01 percent.

⁸ The loss of effectiveness by the use of cluster sampling, instead of simple random sampling, is the **design effect**. The design effect is basically the ratio of the actual variance, under the sampling method actually used, to the variance computed under the assumption of simple random sampling. Usually, the design effect 2.0 is used for sampling procedure.

Z_{α}	= Z-score corresponding to the degree of confidence	
P	= Estimated prevalence of an indicator at the time of first survey**	0.50
ϵ	= Relative precision required (margin of error 6.5%)	0.065
n_r	= Non-response rate (3%)	0.03
n_0	= Initial sample size	418
Z_9		
5%	= Z value corresponding to 95% confidence level for two-tailed test	1.96
f_{pc}	= Finite population correction factor: $1 / (1+n_0/N)$	1.0
n	= Adjusted sample size (design effect, non-response, finite population correction)	836

** P attains it's maximum value when it is 0.50 (50%)

Total sample will be 840 as a round up.

A total of 35 clusters will be chosen from unions and villages the targeted. Clusters will be selected as per PPS methods and 24 participants will be selected randomly from each cluster as per NJP MIS database population list provided by the M&E Team. Cluster 35 X 24 sample/cluster=total 840 samples. WV's consultant for the baseline survey used a similar sampling procedure, and therefore using this method will allow for more comparative data as well.

Complementary, qualitative data collection will be required for particularly the local government bodies, DMC, UDMCs, and Shelter Committees etc. to see the functionality of the different committees, capacity of the committees and changes of the intervention among different stakeholders and beneficiary level.

Timeframe: The endline survey will be conducted within 105 days of award by the hired consulting firm under technical leadership of WV M&E team. The endline survey data will primarily collect data on the standard BHA and custom indicators as required and submitted a draft and final report to WVB and BHA. The consultancy firm will address all the concern from WV and BHA.

Data Collection Methods: The hired consultancy firm will design questionnaire for endline evaluation through reviewing the project proposal, baseline report and other required project documents including M&E plan. After designing the questionnaire a mixed data collection method - both qualitative and quantitative data collection methods will be adopted to gather the endline survey data. Quantitative data will be collected through household surveys to reach the targeted respondents, site observations, shelter visit and other structured interviews as needed. Qualitative data will be captured through focus group discussions (Six FGD- 1-Dacope, 1-Koyra, 2 in Kaliganj and 2 in Shyamnagar), key informant interviews (In total six KII with shelter management, Upazila Disaster Management Committee), direct observations and case studies in case of requirement. Detail plan will be finalized during endline survey planning based on the targeted indicators.

Data sources: Both primary and secondary data sources will be collected from ICR project location. 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 has in hand but further visiting different departments to find official information. Local govt. office is the key source to get secondary information. Including this, relevant existing survey reports and NJP project collected data; program reports will be widely used.

Locations: The data will be gathered across all targeted project locations of targeted districts, sub-districts and target communities. The sub-districts are Dacope and Koyra under Khulna district; Kaliganj and Shyamnagar under Satkhira district (*See Annex-I, project location map*).

People responsible: The M&E team will be primarily responsible for ToR development and the Procurement department will ensure hiring a competent consulting firm for conducting the endline survey. The M&E team will orient to the consulting firm for setting appropriate methodology for executing the survey. Program team and technical experts may contribute for reviewing survey tools, study findings and give feedback. However, the M&E team will do entire coordination, data quality assurance. The focal person for the survey is WV's Sr. M&E Manager.

Survey limitations & mitigating measures: Due to COVID-19, the impacts of lockdowns may interrupt the entire process of endline survey planning and sometimes may create situations where targeted respondents for data collection become hard to reach. Hard to reach the targeted respondents for data collection. However, the existing NJP project has strong relationship with local authorities and communities as well and the hope is that by maintaining social distance all aspects of the endline survey will be done. The consultancy firm will provide necessary protection hygiene materials for the safety measures during enumerators training and data collection.

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.

5. Qualifications and Experience of Consultancy Firm:

- The lead consultant must have a background in Disaster Risk Management/Climate change/resilience/social science (minimum of master's degree level) And lead consultant/team leader should have minimum 10 years experiences in the relevant field.
- Demonstrable experience of the firm conducting high quality baseline and endline 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 able to analyze quantitative and qualitative data
- Firm must have experience in using mobile phone technology for data collection.
- Technically sound experiences in Evaluations, Baseline, Assessment and Studies in Bangladeshi or similar contexts.
- Extensive experiences with Resilience programs and humanitarian work in fragile states.
- Strong written, communication, and interpersonal skills in English, with substantial experience in training and managing multicultural teams.

- Experience with BHA M&E standards for evaluations.

6. Sequence of Activities, Outputs and Time Frame

Activities	Time Frame
World Vision (WV) circulate the endline consultancy through advertisement	90 days
WV received the proposal	
Contract agreed and signed by both parties	
Consultancy firm starts assignment	
Questionnaire Development, Translation of the English questionnaire into Bangla and back translation of the Bangla questionnaire to English.	
WVB approves submitted questionnaires, guides and methodology	
Training of enumerators by the consultancy firm on tools and questionnaire	
Quantitative/qualitative data collection and analysis	
Data cleaning, processing, analyzing and generating output tables	
Draft report submission	
Address all concern from WVB, HQ and BHA	
Submit final report	

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 Endline 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.
- If in person interview is not possible, then consultancy firm should proposed a contingency planning for data collection through alternative option e.g. telephone interview.

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) 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.

8. Key Deliverables

The consultancy 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 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 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 tablets are 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 consultancy 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 consultancy firm must prepare instrument, which will take into account the instrument used in the baseline survey in the beginning of ICR project. Additional questions can be added to the instrument if needed. The questionnaire must be adapted to fit the local context if additional questions are added to the instrument. 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/BHA. The consultancy firm will present findings, conclusions, lessons learned in PowerPoint from the endline survey.
7. **Draft Survey Report:** must contain i) Executive Summary 2 - 3 pages, and ii) main report within 30 pages, excluding executive summary, appendices and attachments. The draft report must be presented in English.
8. **Final Survey Report:** This report must be in high quality with detailed analysis, graphs and must include the indicator wise report including comparative result analysis with baseline information.
9. **Ownership:** The completed data set and report 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 and World Vision.

10. **Evaluation Report Template**

End of project Final Evaluation report will be structured as below and total pages will be within 30 for the main report:

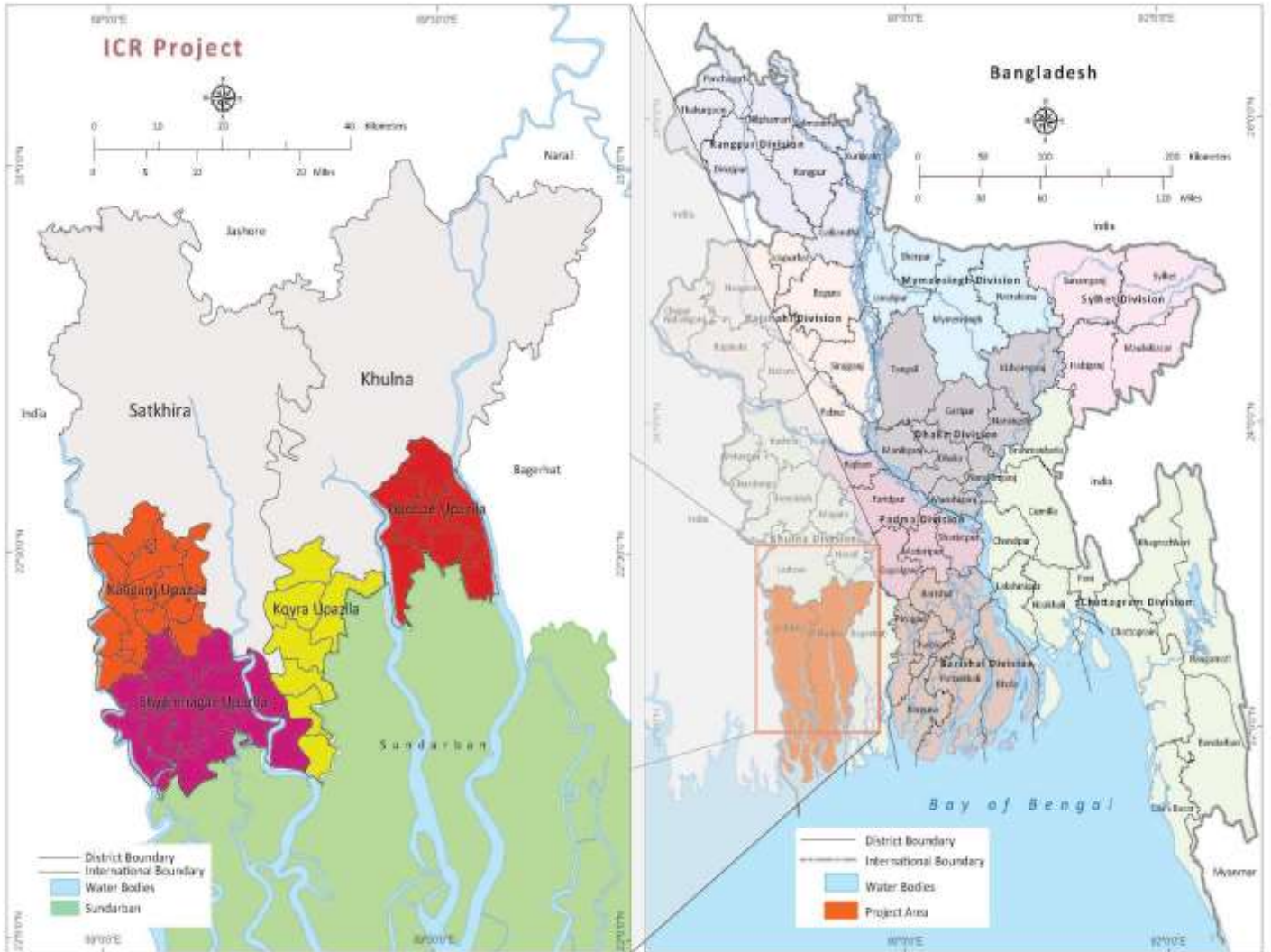
- i. Table of Contents
- ii. Glossary/Acronyms and Abbreviations
- iii. Introduction
1. Executive Summary
2. Survey Introduction/Background
3. Methodology
4. Limitations
5. Findings including comparison with baseline information
6. Conclusions and Recommendations
7. Lessons Learned from the evaluation Process
8. Appendices

11. **Submission of Documents:**

Interested consultancy firm should submit the following application to World Vision:

1. Letter of application and contact details
2. Field work quality control assurances procedure
3. Past experience and references
4. Detailed work plan, including estimated number of days required for each activity.
5. Detailed budget
6. CVs for key personnel (Team Leader and Survey Analyst)
7. COVID-19 Do No Harm policy in English/Bangla

Annex-1: Project Location Map:



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
--	--------------------------------------	--

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
----------------	------	-------------------

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