

Date:

To

The Head of Supply Chain Management

World Vision Bangladesh

Re.: Declaration Against Expressions of Interest (Eol)

Dear Sir/Madam:

I'd like to Express Interest in establishing Framework Agreement to supply the mentioned item indicated in the Eol throughout the year.

I confirm that we have the following legal documents and hereby attaching a copy:

- 1. Valid Trade License**
- 2. Valid TIN Certificate**
- 3. Valid VAT Registration Certificate and/or BIN**
- 4. Bank Account (Business Account)**
- 5. Two recent PO/WO/Contract with two references**

Please select (tick/check) which tender you intend to participate:

- | | |
|---|--------------------------|
| 1) Office Supplies & Stationery | <input type="checkbox"/> |
| 2) Livestock | <input type="checkbox"/> |
| 3) Toiletries & Hygiene Kits | <input type="checkbox"/> |
| 4) Vehicle Spare Parts & Service | <input type="checkbox"/> |
| 5) Vehicle Repair & Maintenance | <input type="checkbox"/> |
| 6) Fuel Station/Fuel Pump | <input type="checkbox"/> |

Supplier Declarations:

Being an authorized representative of my company/organization, I acknowledge the following declaration and submit the documents as requested.

1. Provide references from previous customers if any/required and agree to check references ☐
2. Agree to conduct background checks/screening including WatchDOG Elite blocked party screening ☐
3. Agree to deliver goods and services at any of the WVB Offices which are listed in Annexure-2 but not limited to ☐

Certification:

My signature below confirms that I, as an authorized representative of my company/organization accept the basic Procurement Terms and Conditions. I have read, fully understand, accepted, and agreed to the policies attached to this application. A copy of each policy has been provided to me and I warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible. Furthermore, I certify that my answers to the statements in the attachments below are accurate.

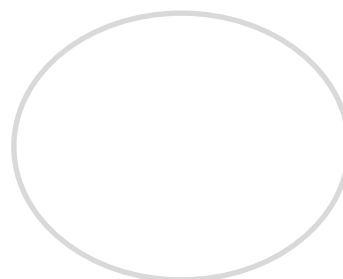
- | | |
|---|--------------------------|
| 1. Conflict of Interest Disclosure showing any relationship with WV staff | <input type="checkbox"/> |
| 2. Supplier Code of Conduct | <input type="checkbox"/> |
| 3. WV Child and Adult Safeguarding Behaviour Protocol | <input type="checkbox"/> |
| 4. WV Anti-Corruption Policy | <input type="checkbox"/> |
| 5. SWORN Statement | <input type="checkbox"/> |

Name: _____

Functional Title: _____

Signature: _____

Date: _____



Company Seal/Stamp

Encl.:

Annexure – 1: Terms & Conditions

Annexure – 2: Vendor’s Primary Information Collection Sheet

Annexure – 3: World Vision Supplier Code of Conduct

Annexure-4: World Vision Anti-Corruption Policy

Annexure-5: Conflict of Interest Disclosure Letter

Annexure-6: SWORN Statement

Annexure – 1: Terms & Conditions

A) General Terms & Conditions

1. Bid should indicate **FINAL UNIT PRICE**, which includes all costs (transport, labor, packing, transshipments) for delivery at WVB designated locations, discount, Income Tax, VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Bangladesh Govt. Rules & Regulations.
2. All aspects of this quotation/bid will be evaluated, that is quality of goods, specifications, delivery options, and timing and cost; World Vision ultimately reserves the right throughout this process to select any option that best meets its requirements and to hold discussions with any and/or all respondents.
4. The offer should remain valid for 90 Days from the closing date of receiving of Tender Bids by WVB.
5. Payment for goods and services shall be made within 30 Days after satisfactory delivery of goods or performance of works/services. No running bill/partial payment/advance will be paid. The payment will be made through S2B after completion of entire work satisfactorily. Vendor/Supplier may offer alternate option which might cost effective for WVB.
6. Incomplete offer or offers which do not comply with any of our tender terms & conditions will not be considered.
7. WVB reserves the right to accept the Lowest (Technically Qualified) or Whole or Part or Lot/s or any single Item of your offer.
8. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the following but not limited to quality, specification, and delivery date.
9. WVB authority reserves the right to accept or reject any or all the Tenders/Bids 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.
10. Both technical and financial aspects will be considered in the Tender/Bid evaluation process.
11. Samples of offers when required might be asked and should be provided free and before the closing date and time of the quotation. If not destroyed during tests that/those will, upon request, be returned at the bidder's expense, or may be collected by the bidder/s.
12. Making a payment to any employee as an inducement or any canvassing to enable you to win this bid 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.
13. The bid must be placed/sent in the above-mentioned Email <wvb_scm@wvi.org> not later than 11:00 AM on the closing date.
14. Descriptive literature or samples of the items offered has to be forwarded with quotation. All descriptive literature must be in English language.
15. Proprietor or an authorized representative of the supplier must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
16. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
17. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the vendor/supplier.
18. Result will be informed to successful bidder(s) within 07 working days after the closing date of receiving the quotations.
19. For any mistake Vendor will Re-Produce all products and deliver as instructed by WVB.

20. The work shall be completed in all respects within the completion date mentioned in the Purchase Order.
21. If vendor fails to deliver the ordered goods within the scheduled time frame penalty will be imposed @ 0.2% only 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.
22. WVB accepts bids by electronic quotations duly signed, scanned and sent through wvb_scm@wvi.org without cc or bcc to anybody within the prescribed time.
23. The WVB is not bound to accept the lowest quoted rate and reserves the right to accept or reject any or all the Tenders without showing any reason and acceptance of any liability.
24. WVB will not be held liable for any third party claim/s due to non-payment or under payment of labors and/or workers and other liabilities of the contractor/bidder that may arise during and after the performance of the awarded contract.
25. Bidders might quote for equivalent products in case of unavailability of mentioned products. Evaluation will be either Item or Lot wise.
26. Any late submission of Tender after the schedule date and time will be rejected.
27. 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.
28. 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.
29. Child Protection:
- a. World Vision Bangladesh as a Child Safe Organization discourages anyone to participate in any tender with prior record of conviction related with child neglect, abuse and exploitation.
 - b. Vendors/suppliers/contractors are expected to be sensitive to child rights and protection of the children and that after being awarded any order/job/contract vendors/suppliers/contractors are expected to abide by WV Child Protection Policy.
30. The Zero Tolerance Rule: The World Vision Partnership follows a "zero tolerance" rule with regard to corruption (including fraud). Corrupt behavior by WV staff is always unacceptable. Such behavior directly violates World Vision's Employee Code of Conduct.
31. Terms and conditions of this tender is a part of the Purchase Order and vice versa.
32. In all cases, the decision of the World Vision Management will be final.
33. Vendor who will be awarded has to deliver the product(s) according to the approved Sample(s) and/or Specifications provided in the PO/Vendor's Quotation, as appropriate.
34. All the columns in this bidding schedule must be properly completed. Quote for each item separately, and in units as specified in the ITB. Incomplete offer or offers which do not comply with any of our tender conditions will not be considered.
35. Bidder has to submit Manufacturer's Authorization Letter in case of Sole Distributor.
36. This ITB is Free of Cost and NO Earnest Money, Security Money, or Performance security/bond is applicable.
37. The applicant/bidder has to make a declaration that the Business Entity has no relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision (See Annex-6).

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 fulfill all such Terms & Conditions.

Signature of the Supplier: _____

Name of the Company: _____

Date with Seal of the Company: _____

Annexure – 2: Delivery Locations (List of WVB Field Offices):

Sl#	AP/ACO/Project/NO Name	Office Address	Cluster/Project/NO
1.	National Office	Shanta Western Tower (Level 14), 186 Bir Uttam Mir Shawkat Sarak (Gulshan-Tejgaon Link Road), Tejgaon, Dhaka 1208.	National Office
2.	Amtoli AP	Nasrin Palace (2nd Floor), Holding # 614/2, KN Lane, AK School Road, 3 no. ward, Khontakata, Amtali, Barguna-8710	Coastal & River Basin Cluster
3.	Barishal AP + Barishal ACO	Chaya Bithi, Holding Number -842, 173/194 C & B Road, North Sagordi P. S. Kotwali, District – Barishal	Coastal & River Basin Cluster
4.	Bhandaria AP	Kazibari Road, Holding # 295, Bhandaria, Pirojpur	Coastal & River Basin Cluster
5.	Debhata AP + Right to Grow Project	Majh Parulia, Debhata, Satkhira	Coastal & River Basin Cluster
6.	Kachua AP	Mir Kasham Ali Vila, Ward#5, Kachua Degree College Road, Kachua, Bagerhat-9310	Coastal & River Basin Cluster
7.	Morelgonj AP	Road, Ward #2 Municipality Baroikhali, Morelgonj, Bagerhat	Coastal & River Basin Cluster
8.	Pirojpur AP	H/O - 220, Maternity Road, Pirojpur Sadar, Pirojpur Pirojpur-8500	Coastal & River Basin Cluster
9.	Rampal AP + Rampal ACO + Youth Empowered Project	Village: Dholda, Post: Foilahat- 9341, Union: Ujalkur, Upazila: Rampal, Bagerhat.	Coastal & River Basin Cluster
10.	Sharankhola AP	Holding No. 313, 5 Rasta More, Bangla Bazar, Ward # 05 Rayanda Bazar, Sarankhola-9330	Coastal & River Basin Cluster
11.	Wazirpur AP	Wazirpur AP, Harta Bazar, South Part of Harta Bridge, Wazirpur, Barishal.	Coastal & River Basin Cluster
12.	Nobo Jatra Project - II (Khulna) + SDRR Project	Prianty Dham, House hold # 10/9 Road # Shoshan Ghat Road, Pujakhola, Choto Boyra , Sonadanga, Khulna	Coastal & River Basin Cluster
13.	Nobo Jatra Project - II (Shoyamnagar)	House#346, Ward#9, Block#1, Fultola Mor, Ismailpur, Shyamnagar, Satkhira.	Coastal & River Basin Cluster
14.	Nobo Jatra Project - II (Dacop)	World Vision Bangladesh, Achavua Bazar, Chalna, Dacope, Khulna.	Coastal & River Basin Cluster
15.	Nobo Jatra Project - II (Koyra)	Holding # 1425, Village: Amadi, Post Office: Amadi, Police Station: Koyra, District: Khulna	Coastal & River Basin Cluster
16.	Biral AP	Biral Degree College Road, PO: Biral, PS: Biral, Dist: Dinajpur	Plain Land Cluster
17.	Birganj AP	Collage Para, Birganj Municipality, P.O: Birganj, Upazilla: Birganj, Dist: Dinajpur	Plain Land Cluster
18.	Dhamoirhat AP	Uttar Chakjadu Mohila College Road, Dhamoirhat, Naogaon	Plain Land Cluster
19.	Dinajpur Area Coordination Office	H # 329/A, R # 07, Ward # 11, Block A, Eidgah R/A, Dinajpur 5200.	Plain Land Cluster
20.	Fulbaria AP	382/1, Staff Quarter Road, Fulbaria,	Plain Land Cluster

		Mymensingh-2216	
21.	Gaibandha AP	College Road, South Gobindopur, Gaibandha Sador, Gaibandha	Plain Land Cluster
22.	Gangachara AP	Ward # 7, Union # 4, House holding # 226, Mouza-Nilockchindy, Burirhat Farm, Gangachara, Rangpur.	Plain Land Cluster
23.	Ghoraghat AP	Shampur, College Para, Osmanpur. Ghoraghat-Dinajpur	Plain Land Cluster
24.	Godagari AP	Vill: Taldhari, PO: Rajabari Hat, Union: Dewpara, Upazila: Godagari, Thana: Godagari, Dist: Rajshahi, Post Code: 6201	Plain Land Cluster
25.	Islampur AP	H-23/4, Vengura Road, V- Gaokura, Post - Islampur, Dist-Jalalpur-2000	Plain Land Cluster
26.	Jalalpur ACO + Muktagacha AP	627, Ishwargram, Sannyal Bari, Fulbaria Road, Muktagacha, Mymensingh-2210	Plain Land Cluster
27.	Jalalpur AP + BIENGs Project + GESMIN Project	443/1, SA Villa, (2nd Floor), PTI Road, Pashchim Fulbaria, Jalalpur Sador, Jalalpur-2000	Plain Land Cluster
28.	Kaharole AP + Gender Mainstreaming in Maternal & Child Health and Nutrition Project	Village-Paik para, Post Office-Moharajgonj, Upazilla-Kaharole, Dist-Dinajpur	Plain Land Cluster
29.	Kishoregonj AP	Munsipara, Kishoregonj Bazar, P O: Kishoregonj, PS: Kishoregonj, District: Nilphamari	Plain Land Cluster
30.	Mithapukur AP	Noyapara (Gorer Matha), Mithapukur, Rangpur-5940	Plain Land Cluster
31.	Nilphamari Area Coordination Office	House No # 37, Ward # 04, Collegepara, Sador, Nilphamari-5300	Plain Land Cluster
32.	Pirganj AP	House No # 25, Road # 01, Bokultola, Thana Road, Pirganj, Rangpur	Plain Land Cluster
33.	Plain Land Cluster	Akashtara, Sariakandi Road, Bogura 5800	Plain Land Cluster
34.	Rajshahi Area Coordination Office	Santoshpur, Aitport Road, Paba, Rajshahi	Plain Land Cluster
35.	Rangpur Area Coordination Office	Road No: 01, Holding # 3431, Keranipara, Rangpur-5400	Plain Land Cluster
36.	REACTS-IN Project - Field Office	Santirmore, Horipur Road, Ranisonkoil, Thakurgaon	Plain Land Cluster
37.	Tanore AP	Mondumala Road, Word # 5, Tanore, Rajshahi	Plain Land Cluster
38.	Thakurgaon AP + REACTS-IN Project - Thakurgaon	House No-345, Road No- 10, Munshirhat, Gobindonagor, Thakurgaon, Postal Code: 5100	Plain Land Cluster
39.	UNICEF Strengthening Social Behavior Change Project- Chapai Nawabganj	H# 46, Upor Raaj Rampur, Chapai Nawabganj Sador, Chapai Nawabganj	Plain Land Cluster
40.	UNICEF Strengthening Social Behavior Change Project- Kurigram	Polashbari, Trimohoni, Belgacha, Sador, Kurigram	Plain Land Cluster
41.	Bandarban Area Coordination Office	Bandarban Sador Bus Station, Bandarban -4600	Urban & Rural Cluster

42.	Chattogram Urban Development Center	Plot# F-573, Block#2, Kalpolok Abasik, Ctg	Urban & Rural Cluster
43.	Dharmapasha AP	College Road, Dharmapasha, Sunamgonj	Urban & Rural Cluster
44.	Ensuring Sustainable Access to WASH Project	IWR Project, Purba Merongloa, Chowmuhany, Fatekharkul, Ramu, Cox's Bazar	Urban & Rural Cluster
45.	Gowainghat AP	Zia Yeasin Villa, Alamnagar, Radhanagar, Gowainghat, Sylhet	Urban & Rural Cluster
46.	Hazaribagh Urban Development Center	House # 21/22, Road # 02, Block # C, Kaderabad Housing Estate, Katasur, Mohammadpur, Dhaka-1207, Bangladesh.	Urban & Rural Cluster
47.	Laksam AP	Lokman Tower, 414/01, Station Road, Nasratpur, Laksam, Comilla	Urban & Rural Cluster
48.	Nandail ACO + Purbadhala AP	College Road, Ward no-1, Purbadhala, Netrakona-2410	Urban & Rural Cluster
49.	Nandail AP	Pandit Bhaban (1st floor), College Road, Notun Bazar, Nandail, Mymensingh-2290	Urban & Rural Cluster
50.	Nazirpur AP	Vill: Bhobanipur, Union: Nazirpur, PS. Kalmakanda, Dist: Netrakona-2430	Urban & Rural Cluster
51.	Ramu AP	Chowmuhoni More, Ramu, Cox's Bazar, Cox's Bazar.	Urban & Rural Cluster
52.	Rowangchhari AP	1st floor, Headman Chaw Sing Prue Building, In front of 1No Rowangchhari Sadar Union Parishad, Rowangchhari, Bandarban	Urban & Rural Cluster
53.	Sunamganj AP	33, Ajabithi, Jamtola, Sunamganj- 3000, Sylhet APC	Urban & Rural Cluster
54.	Sylhet Area Coordination Office	19 Bally House, Shahajalal Residential Area, Block# A, Kalibari Road, Sylhet-3100.	Urban & Rural Cluster
55.	Tahirpur AP	WVB, Madhya Tahirpur, Roy para, Sunamganj- 3030	Urban & Rural Cluster
56.	Teknaf AP	Naitong Para, Godarbill, Teknaf, Cox's Bazar.	Urban & Rural Cluster
57.	Tongi Urban Development Center	Duttapara, Bonomala Road, House#: 48/2, Collage Gate, Tongi, Gazipur	Urban & Rural Cluster
58.	Ukhiya Area Coordination Office + GOPP Project	Deil Para, Wala palong, PO: Ukhiya, Dist: Cox's bazar,	Urban & Rural Cluster
59.	Urban & Rural Cluster + Dhaka East UDC	House # 02, Road, 2/B, Block# J, Baridhara, Dhaka- 1212	Urban & Rural Cluster
60.	Urban Programme	House # 03, Block # A, Section # 11, Mirpur, Dhaka-1216	Urban & Rural Cluster
61.	Khulna Shohor AP 1&2	Khulna Shohor AP, Priority Dham, House # 10/9, Shoshan Ghat Road, Pujakhola, Sonadanga, Khulna	Coastal & River Basin Cluster
62.	Paikgacha AP	H# 353, Word no-04, Sarol, Paikgacha Municipality, Paikgacha, Khulna	Coastal & River Basin Cluster
63.	Chapainawabganj AP	Fahmida Akter Runi, 46 Rajarampur, Shorupnagar, Chapainawabganj, Rajshahi	Plain Land Cluster
64.	BRCR	Bangladesh Refugee Crisis Response, World Vision Bangladesh, White House, 2nd floor, Opposite of Police line, By-pass road, Cox's Bazar, Bangladesh	-

Note: Location of WVB business units may be changed, increased or decreased in number.

Annexure – 3: Supplier’s Primary Information Collection Sheet

Company/Supplier/Vendor Name:

Sl#	Description of Requirements	Information to be Provided here
1	Name of Owners/Proprietor/CEO/ ED/ Head of Organization (Any One)	
2	NID of Owners/Proprietor/CEO/ ED/ Head of Organization	
3	Trade License No.	
4	Tax Identification Number (TIN)	
5	VAT Registration Number/BIN	
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	
18	Bank Routing Number	

Information Submitted

by: Signature:

Date:

Annexure-4: World Vision Supplier Code of Conduct and WVI Safeguarding Behavior Protocols

World Vision Supplier Code of Conduct

Last updated September 2022

Version 3.0

World Vision International (WVI) is strongly committed to observe the highest ethical and moral standards in all its procurement activities. This Code of Conduct provides a set of principles and behaviours in our everyday conduct of business, ensuring internationally recognized procurement, ethics and good business practices are followed. To ensure World Vision / VisionFund, and each of their affiliated entities (WV/VF), is donor complaint, we will adhere to donor procurement requirements, where applicable. Therefore, WV/VF expects its suppliers, contractors, and their sub-contractors to sign the Code of Conduct, acknowledging agreement to abide by the principles herein.

WV/VF expects its suppliers to:

- 1) Strive to Improve value for money –
 - a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Agreement, and/or Purchase Orders.
 - b) Price appropriately and honestly to reflect requirements and risks.
- 2) Act with Professionalism and integrity –
 - a) Be honest and realistic about capacity and capability when bidding.
 - b) World Vision expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and if and when required.
 - c) Act in a manner that supports the development of a professional and ethical business relationship with WV/VF.
 - d) Demonstrate clear, active commitment to Corporate Social Responsibility.
- 3) Be accountable –
 - a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
 - b) Expect to be held accountable for unexpected outcomes and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.
- 4) Align with WV/VF –
 - a) Be willing to operate across all WV/VF offices, including in fragile and conflict affected areas.
 - b) Share and transfer innovation and knowledge of best practices to maximize overall development impact.
- 5) Agree to avoid any Conflict of Interest –

Supplier or Contractor confirm(s) that they have no relationship, business affiliation, involvement, association, position, financial interest, and haven't received any gift, loan, or have engaged in any other transaction requiring disclosure under the World Vision or VisionFund Conflict of Interest Policy.
- 6) Observe International Labour Conventions and applicable labour law.
- 7) Have a strong Environmental Policy –
 - a) WV/VF expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.

WV Supplier Code of Conduct Statement of Acknowledgement

My signature below confirms that I/we/supplier, have read, fully understand and agree to World Vision’sSupplier Code of Conduct principles set forth above, as applicable. I understand that any action inconsistent with this Supplier Code of Conduct may result in termination of the business relationship with World Vision.

Print name and Title of Supplier Representative

Signature

Company / Supplier Name

Date

Initial

World Vision International Safeguarding Behavior Protocols

The Vendor/Supplier/Contractor/Service Provider/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 Contractor 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

be accompanied by a WV employee when visiting projects.

Annexure-5: WORLD VISION ANTI-CORRUPTION POLICY

Last updated 19 May 2022 (ver. 1.0.1)

1. Policy Statement

Corruption (the abuse of entrusted power for gain) on the part of any World Vision employee, board member or volunteer (collectively “World Vision Persons”) or any third party (consultant, vendor, partners, etc.) in their engagement with World Vision entities, is prohibited.

Employees of World Vision who commit a corrupt act, fail to report corruption, or fail to manage the risk of corruption will be subject to disciplinary action up to and including termination of employment. Members of Boards and Advisory Councils who fail to comply with this policy are subject to removal. Third parties who fail to comply with this policy will have their agreements and/or contracts with World Vision terminated. World Vision may also seek restitution or prosecution or other legal remedies.

WVI management shall maintain a detailed Partnership Management Policy to ensure the WV Partnership as a whole is taking reasonable steps to prevent, detect, and appropriately address potential corruption in World Vision’s environment.

2. Policy Principles

Financial transactions and other business activities must be conducted in a manner which is consistent with our Christian faith and values. To that end the principles of impartiality, consistent integrity, care of entrusted resources, and an understanding that all earthly authority is delegated authority must be accounted for in all of World Vision’s work.

Annexure-6: CONFLICT OF INTEREST DISCLOSURE LETTER

World Vision standard form, enhanced for Suppliers

--February 2020 version--

Having read the World Vision (WV) Code of Conduct and examined my(our) relationships with World Vision or Vision Fund (VF), and noting that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either "yes" or "no" for each.

Note that "WV/VF" as used below refers to any World Vision or VisionFund entity, including affiliated microfinance institutions. "A relative" refers to any individual related by blood or marriage.

Circle the appropriate answer for each statement below:

- | | |
|-----------------|---|
| Yes / No | 1. I/my company/business (or a relative of mine) receive(s) financial benefits from WV/VF. (This would include such things as serving as a volunteer or a beneficiary of WV/VF). <i>[If answer yes, please provide details at the end of this form.]</i> |
| Yes / No | 2. I or a relative of mine is a current employee for WV/VF. <i>[If answer yes, please provide details at the end of this form.]</i> |
| Yes / No | 3. I/my company (or a relative of mine) has existing business dealings with WV/VF. (This would include such things as being a consultant, a service provider, or is a supplier for WV/VF) <i>[If answer yes, please provide details at the end of this form.]</i> |
| Yes / No | 4. I/my company has a family or business relationship (outside of WV/VF) with a member of the WVI or VFI board, or with a member of the WVI or VFI senior management team. <i>[If answer yes, please provide details at the end of this form.]</i> |

Please describe below the details of any positive response for items 1 – 4 above, and/or any other potential conflicts of interest, or any comments you may wish to make on the matters disclosed above. If more space is needed, kindly attach an additional sheet.

Name and Title of Supplier Representative

Signature

Company/Supplier Name & Company Stamp

Date

Annexure-7: SWORN STATEMENT

(To be signed by staffs, facilitators, volunteers, interns, donors and consultants during interview)

All WV staffs, volunteers, interns, donors and visitors who are not World Vision staffs (formal partners, consultants, suppliers, and any other affiliate who gains access to children and adult beneficiaries or their personal information through his or her affiliation with WVB for the wellbeing of them) will acknowledge and sign this SWORN Statement during interview.

1. Personal Information:

First Name:

Middle Name:

Last Name/Family Name:

Present Address:

Permanent Address:

2. I declare under oath that:

I have not been violated and convicted for violation of child protection rights and sexual harassment to adult beneficiaries including:

(Please update the checkbox manually)

<ul style="list-style-type: none">• Physical mistreatment• Psychological abuse• Sexual abuse• Abandonment• Abduction• Abduction or Human Trafficking	<ul style="list-style-type: none">• Kidnapping• Murder• Assault• Labor Exploitation• Any forms of violence against children
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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