

**INVITATION TO BID**

**Ref: ITB-ICT-231205**

**December 5, 2023**

M/s: ..... <b>(Vendor/Supplier)</b>
From: <b>World Vision Bangladesh</b> National Office, Shanta Western Tower (Level 14), 186 Bir Uttam Mir Shawkat Sarak (Gulshan-Tejgaon Link Road), Tejgaon, Dhaka-1208. Phone: +88028878323-6

**Re: Supply of ICT Items**

**Note: Read the conditions and instructions on reverse carefully before quoting:**

**Manner of Submission:**

Hard Copy at National Office, WVB in Single Sealed Envelope; or Signed and Rubber-Stamped Scanned Copy of Financial and Technical Proposal to be submitted in PDF Format (01 PDF File Not Larger Than 15MB) through email, Subject Line as <b>“ITB-ICT-231205”</b> only to the email: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a> <b>NOT coping any WV Buyer, Staff, or Stakeholder.</b>
<b>Closing Deadline: January 2, 2024 Time: 11:00 AM</b>

**Important:** Offers transmitted in any other manner other than those indicated above will not be considered.

**Requirements:**

WVB invites your company to make an offer based on the Terms & Conditions stated in this Invitation to Bid.

This quantity is an estimate and does not in any way represent a commitment from World Vision Bangladesh. The quantities to be purchased will depend on the actual requirements and funding available. Please note that quantities may fluctuate. It will be critical that the specifications that are used are within the vendor’s and/or supplier’s normal product/supply lines.

**Your offer should clearly indicate the following if & when applicable:**

- |  |
|--|
| 1. Unit price (inclusive of VAT, Tax, Delivery, Transport, Labor and/or All Charges, if any) |
| 2. Transport Cost up to destination/delivery place/distribution point                        |
| 3. Prices should be Net after deduction of Discounts, if any                                 |

4. Confirmed delivery schedule after receiving the Purchase Order (PO) [please mention]
5. Validity of the offer: 90 Days
6. Detailed Specifications (if different from stipulated Specifications)

**Work related information:**

1.	Items / Products for Purchase & Sale:	<b>Supply of ICT Items</b> as indicated in the Annexure-2
2.	Name of Office where Bids will be dropped:	Hard Copy at National Office, WVB; or Scanned (Signed & Rubber Stamped) Copy in PDF format (Not larger than 15MB) to the email: <b>wvb_scm@wvi.org</b>
3.	WVB Contact (General/Procurement)	Subrata Deb Nath Contact # +8801729297013 email: subrata_nath@wvi.org
	Technical	Mahamudul Hassan Contact # +8801782313306 email: mahamudul_hassan@wvi.org
4.	Submission of Tender:	Bids should be submitted along with a forwarding letter on Bidder's Official Letterhead Pad.
5.	Delivery Locations & Time:	As outlined in the Annexure-3
6.	Required Quantity:	As outlined in the Annexure-2

*Subrata Deb Nath*

**Subrata Deb Nath**

Supply Chain Management Administrator  
National Office  
World Vision Bangladesh

**Encl.: Annexure – 1: Terms & Conditions**

**Annexure – 2: Schedule of Requirements & Price Offer**

**Annexure – 3: Delivery Locations and Quantities**

**Annexure – 4: Vendor's Primary Information Collection Sheet**

**Annexure-5: World Vision Supplier Code of Conduct and WVI Safeguarding Behavior Protocols**

**Annexure – 1:**

**A) General Terms & Conditions**

1. Hard Copy at **National Office, World Vision Bangladesh, Shanta Western Tower (Level 14), 186 Bir Uttam Mir Shawkat Sarak (Gulshan-Tejgaon Link Road), Tejgaon, Dhaka-1208** in Sealed Single Envelope (without using Staples); or Signed and Rubber-Stamped Scanned Copy of Bids to be submitted in PDF Format (01 PDF File Not Larger Than 15MB) through email, subject line as "**ITB-ICT-231205**" only to the email: **wvb\_scm@wvi.org** **WITHOUT copying any WVB Buyer, Staff, or Stakeholder.**

2. 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.
3. All aspects of this quotation 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](mailto: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](mailto: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-5).
- B) **The bidder shall submit:** the following additional mandatory documents are required to submit:
- a. Delivery schedule confirmation
  - b. Any other supporting documents, Authorization, Certificates, and/or CoA (if any)
  - c. Supplier declaration/compliance form for WVB policies mentioned in Annex-5.

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.

## Annexure-2: Schedule of Requirements & Price Offer

Sl.	Description of Item	Unit	Qty.	Unit Price in BDT (Including All Charges)	Total Price in BDT (Including All Charges)
1.	<b>Multifunctional Printer, Scanner, and Copier Canon imageRUNNER I643i (delivery &amp; installation at 5 locations; see details in Page-7) Warranty:</b>	Each	5		
2.	Printer HP LaserJet Pro 4003dn <b>Warranty:</b>	Each	9		
3.	Multimedia Projector Epson EB-E01 3300 Lumens <b>Warranty:</b>	Each	2		
4.	HDMI Male to Male Black - 10 Meter Cable, Brand: Ugreen Warranty:	Each	2		
5.	Multimedia Projector Screen Apollo 70"x70" Electric Projection Screen <b>Warranty:</b>	Each	2		
6.	Scanner Canon DR-C240 <b>Warranty:</b>	Each	5		
7.	Online UPS 3KVA Vertiv Liebert GXT MT+CX 3KVA Online UPS (15 Minutes Backup) <b>Warranty:</b>	Each	13		
8.	Laptop Computer HP ProBook 440 G9 OS: Windows 11 Pro 64 Bit (Licensed) Processor: 11/12th (min) Generation Intel Core i5 Memory: 16 GB DDR4 3200 Internal storage: 512GB PCIe NVMe Value SSD Touch capability: No LAN to USB Converted Included: No Carry Bag Included: Yes Warranty: 3 Years (min) Including Battery and Adapter HP Authorization: <input type="checkbox"/> Yes / <input type="checkbox"/> No, if yes please attach evidence After Sales Service: [Please mention T&C in details] Lead Time: [Please mention in CALENDAR DAYS] Support: On-site support and service all over the country preferable N.B. Please provide authorization/membership document from the OEM, if any. <b>Warranty:</b>	Each	49		

9.	<p>Laptop Computer  HP EliteBook 840 G9  OS: Windows 11 Pro 64 Bit (Licensed)  Processor: 11/12th (min) Generation Intel Core i7  Memory: 16 GB DDR4 3200  Internal storage: 512GB PCIe NVMe Value SSD  Touch capability: No  LAN to USB Converted Included: Yes  Carry Bag Included: Yes  Warranty: 3 Years (min) Including Battery and Adapter  HP Authorization: <input type="checkbox"/> Yes / <input type="checkbox"/> No, if yes please attach evidence  After Sales Service: [Please mention T&amp;C in details]  Lead Time: [Please mention in CALENDAR DAYS]  Support: On-site support and service all over the country preferable  N.B. Please provide authorization/membership document from the OEM, if any.  <b>Warranty:</b></p>	Each	10		
10.	<p>MR46-HW_Meraki MR46 Wi-Fi 6 Indoor AP &amp; LIC-ENT-5YR with Meraki MR Enterprise License and Support, 5 Years  <b>Warranty:</b></p>	Each	5		
11.	<p>LIC-ENT-5YR_Meraki MR Enterprise License, 5 Years  (The License should be INDIVIDUAL, not bundle)</p>	Each	5		
12.	<p>MS120-24P-HW_Meraki MS120-24P 1G L2 Cld -Mngd 24x GigE 370W PoE Switch  <b>Warranty:</b></p>	Each	4		
13.	<p>LIC-MS120-24P-5YR_Meraki MS120-24P Enterprise License and Support, 5 Years  (The License should be INDIVIDUAL, not bundle)</p>	Each	4		
14.	<p>Pocket Router TP-Link M7200 150MBPS 4G LTE  <b>Warranty:</b></p>	Each	2		
15.	<p>Offline UPS Power Guard 1200VA UPS  <b>Warranty:</b></p>	Each	2		
<b>Grand Total (BDT)</b>					

**In Words:** .....

.....

**\* The bidders could bid for any of the line item. Evaluation will be item wise.**

**\* Quantity may increase or decrease based on actual needs and funding available.**

**\* Please mention Warranty, and After Sales Service terms & conditions in details for Each of the Line**

**Item.**

**\* Please attach Authorization documents where applicable.**

**Delivery time/schedule: Please mention the Lead Time: 7 Days [otherwise please mention]**

**The offer should include the following documents which will be considered in proposal evaluation.**

1. **Unit Price** in BDT inclusive of VAT, Tax, and all other charges, if any (of the items as per attached Annexure-2)
2. **Lead Time**
3. **Authorization**
4. **Warranty/Guarantee**
5. **After Sales Service**
6. Offer Validity
7. Copy of updated Trade License
8. Copy of TIN/eTIN Certificate
9. Latest Tax Return Receipt/Certificate
10. Copy of VAT Registration Certificate/BIN

### **Annexure – 3:**

#### **Delivery Location (SI# 2-14):**

National Office, World Vision Bangladesh, Office Address: Shanta Western Tower (Level 14), 186 Bir Uttam Mir Shawkat Sarak (Gulshan-Tejgaon Link Road), Tejgaon, Dhaka-1208.

Delivery Location: (SI# 1) Multifunctional Printer, Scanner, and Copier  
Canon imageRUNNER 1643i: 1 Unit at Each Location

Contact person	Phone No.	Delivery & Installation address
Polash Bonoari, AP Finance & Admin Officer	01714162782	Rampal AP, CRBC, World Vision Bangladesh Office Address: Village: Dholda, Post: Foilahat-9341, Union: Ujalkur, Upazila: Rampal, District: Bagerhat, Bangladesh
Thengsua Mree, AP Finance & Admin Officer	01755521223 01969413466	Muktagacha Area Program, World Vision Bangladesh, Office: 627 Sannyal bari, Ishwargram, Muktagacha, Mymensingh 2210, Bangladesh
Uzzal Patrick Corraya, AP Sponsorship Officer	01729296669 01755577480	Teknaf AP, Cox's Bazar ACO, Urban & Rural Cluster, World Vision Bangladesh Office address: Teknaf Area Programme, Nurul Islam Bhaban, Naitong Para, Teknaf Sadar, Cox's Bazar 4760, Bangladesh
Starson Snal, Partnering AP Finance Compliance Officer	01714168862	Rowangchhari AP, World Vision Bangladesh (Opposite of Rowangchhari Union Porishod) Upozila: Rowangchhari, District: Bandarban Hill District, Chottogram, Bangladesh
Khandakar Shahiduzzaman, Grants Finance Coordinator	01725-656527	GAC Funded REACTS-IN Project, World Vision Bangladesh, Office Address: House # 345, Ward # 10, Munshirhat, Gobindanagar, Thakurgaon Sadar, Thakurgaon-5100, Bangladesh

**Annexure – 4: Vendor’s Primary Information Collection Sheet**

<b>SI #</b>	<b>Description of Requirements</b>	<b>Information to be Provided here</b>
1	<b>Company/Organization Name</b>	
2	<b>Trade License Number</b>	
3	<b>Tax Identification Number (TIN)</b>	
4	<b>VAT Registration Number</b>	
5	<b>Address of Business Center</b>	
6	Contact Telephone Number	
7	<b>Contact Mobile Number</b>	
8	FAX Number (Optional)	
9	<b>Email Address</b>	
10	Webpage Address (Optional)	
11	<b>Contact Person's Name</b>	
12	<b>Vendor's Bank Name</b>	
13	<b>Name of Bank Branch</b>	
14	Bank Sorting Code (Optional)	
15	<b>Bank Account Name</b>	
16	<b>Bank Account Number</b>	
17	<b>Bank Routing Number</b>	

Information Submitted by \_\_\_\_\_

Date:

## **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's Supplier 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

## 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.