

REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Firm For

Gender and Social Inclusion Assessment and Resource Development

To: Consultant/Firm

Date: April 25, 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for **“Gender and Social Inclusion Assessment and Resource Development”**. Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	Gender and Social Inclusion Assessment and Resource Development
RFP Reference:	WVB-SCM-RFP-0020-07/19
Submission of Proposal:	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “WVB-SCM-RFP-0020-07/19: “Gender and Social Inclusion Assessment and Resource Development”. Shall be mentioned in subject line.</p>
Deadline for the submission of proposals:	Deadline for proposal submission is: <u>On or before 8th May, 2019 within 1.00 P.M</u>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: Ziaul_Islam@wvi.org , Cell: 01755625763
WVB Contact regarding Technical Specification:	Name: Zillur Rahman Project Manager, Gender Inclusive Pathways Out of Poverty for Vulnerable Households in Cox's Bazar (G-POP Project) Central Eastern Region, World Vision Bangladesh Ukhiya, Cox's Bazar, Bangladesh, Cell +88- 01712200562, e-mail: zillur_rahman@wvi.org
List of Annexures:	Annexure-1: Instructions to Offeror Annexure-2: General and Particular Terms and Conditions Annexure-3: Terms of Reference (ToR) Annexure-4: Vendor's Primary Information Collection Sheet Annexure-5: CP Behavioral And Security Policy Protocol Annexure-6: Declaration of Conflict of Interest
List of Attachment:	Annexure-2A: GPOP Log Frame

INSTRUCTIONS TO OFFEROR

Cost of proposal:	The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the World Vision Bangladesh (WVB) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
Contents of solicitation documents:	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.
Clarification of solicitation documents:	A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring WVB entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring WVB entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.
Amendments of solicitation documents:	<p>At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.</p> <p>All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.</p>
Language of the proposal:	The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring WVB entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.
Proposal currency	All prices shall be quoted in BDT.
Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Submission of proposals	Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org

	<p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “WVB-SCM-RFP-0020-07/19: “Gender and Social Inclusion Assessment and Resource Development””. Shall be mentioned in subject line.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.</p>
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	<p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration of Conflict of Interest as per Annexure-6; 3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5; 4) Vendor Information Sheet Annexure-4.
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
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 Offeror 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</p>

	<p>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 Offeror by correction of the non-conformity.</p>
Evaluation and comparison of proposals	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here: <i>F_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below: <i>CS</i> = [<i>TS</i> * 0.7 + <i>F_p</i> * 0.3]</p> <p>Here: <i>CS</i> = Combined Score <i>TS</i> = Score obtained from Technical Proposal</p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> • Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal. • Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies

	<p>conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) Technical supporting staffs (d) experiences of the consultant with World Vision Bangladesh.</p> <ul style="list-style-type: none"> • Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients. • Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)
Demonstration of Proposal	As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.
Payment Terms	WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract.

WVB reserves the right to accept or reject any or all the proposals in full or part with or without assigning any reason whatsoever.

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately through email wvb_scm@wvi.org.
2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. All the columns/requirements in this form/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 our tender conditions/ToR will not be considered.
5. 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.
6. 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.
7. Making a payment to any employee as an inducement or any canvassing to enable you 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.
8. The Proposal must be placed through email not later than 01:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **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.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. 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.
13. 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 supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. 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.
18. 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.
19. In all cases, the decision of the World Vision Management will be final.
 20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-6).
 21. The Offeror has to agree to comply with WV Child protection policy and will have to complete CPP Form (Annexure-7).
 22. The Offeror 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 (Annexure-8).

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.

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

Terms of Reference (ToR) on Gender and Social Inclusion Assessment and Resource Development

Project Name: Gender Inclusive Pathways Out of Poverty for Vulnerable Households in Cox's Bazar (G-POP Project), Bangladesh

Version Date: 23 April 2019

World Vision Bangladesh and World Vision Australia

Terms of Reference Approval:

Once the report has been completed, it should be approved by the National Office or Country Office PQ Manager, and forwarded to the WVA Grant Project Manager for final approval.

Prepared by:	Ellen (Ellie) Wong, Senior Economic Development Advisor –WEE, SEED Team , WV Australia Zillur Rahman, Project Manager,, WVB Mst. Fahamida Amin, Economic Development and Gender Specialist, WVB Benzene Chakma, M&E Manager, WVB	
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Approved at National/Country Office by:	Chandan Z Gomes, Director: Program Development and Quality Assurance	Date Approved: 23-04-2019
Approved at WV Australia by:	Teige Cahill, Head of Program Management	Date Approved: 23-03-2019

Project Background:

World Vision Australia (WVA): WVA is Australia’s largest non-government humanitarian and development agency reaching over 14 million children annually in 60 countries throughout every region of the world. WVA collaborates with in-country partners, primarily World Vision (WV) Country Offices, to implement over 900 projects, including 241 long-term Area Development Programs (ADPs), addressing specific issues such as community economic development, maternal and child health (MCH), and food security. WVA is part of the World Vision International (WVI) partnership which operates in 97 countries, raises over US\$1 billion annually, and directly impacts the lives of over 100 million people annually. WVA currently manages a grant portfolio worth USD 142 million. WVA has a substantial relationship and track record with Australia’s Department of Foreign Affairs and Trade (DFAT), and has qualified for all four key partnerships with DFAT: Australian NGO Cooperation Program (ANCP); Humanitarian Partnerships Agreement (HPA); Australian African Community Engagement Scheme (ACCES); and First and Second Civil Society Water, Sanitation and Hygiene (WASH) Fund. The proposed project sits under ANCP, which is DFAT’s largest single support mechanism for accredited Australian NGOs. With a budget of AUD 127 million from 2015-2016, it is an annual grants program that provides funding to accredited Australian NGOs working with communities to deliver projects in developing countries across a range of sectors, including economic development,

health, WASH, and gender. Resilience and livelihoods, in particular women's economic empowerment is a key priority for WVA moving forward.

WV Bangladesh: World Vision Bangladesh (WVB), a Christian humanitarian organization is dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. It is committed to serve and partner with people in need regardless of religion, ethnicity, gender and ability. At present World Vision Bangladesh is serving around 5 million people under 31 administrative districts. With active presence in 80 locations at the sub-district level, the organization is working to fulfil its objective of 'Building a better life for girls and boys in Bangladesh'. For achieving its current objective WVB emphasizes 4 major strategic areas: Improve health and nutrition status of mothers and children; Improve access to and quality of education; Ensure children are protected and cared for; and Increase community resilience. World Vision was first involved with Bangladesh by responding to the cyclone victims of Bhola in 1970, which saw devastating tidal surges in the coastal areas of the country. Later the organization carried out relief operations in refugee camps in India in 1971. Following Bangladesh's independence in 1972 it started relief and rehabilitation programmes as per invitation of the Bangladesh Government.

A. Project Summary

The project will pilot a gender-inclusive **Ultra-Poor Graduation (UPG)** approach in the fragile context, where the rapid arrival of Rohingya refugees has further exacerbated existing vulnerabilities amongst the host community who were already living in poverty. The Project intends to support ultra-poor households to achieve a sustainable pathway out of poverty and will also integrate disaster risk reduction and child protection considerations. Adopting the UPG model, the project will follow a carefully sequenced combination of activities for 24 months to enable ultra-poor households to move out of poverty.

Project Start and End Dates: 1 July 2018, End Date: 30 June 2023.

Project Location: The project will be implemented Ukhiya and Teknaf upazillas under Cox's bazar district. Four unions of Ukhiya (Palongkhali, Rajapalong, Jaliapalong and Rotnapalong) and four unions Teknaf (Teknaf, Nila, Baharchara and Whykong) will be covered for implementation.

Direct Beneficiaries: Direct project beneficiaries will include 2880 ultra-poor households (15,871 people).

Project Goal: The goal of the G-POP Project is to 'graduate' ultra-poor households in Ukhiya and Teknaf Sub-Districts in Cox's Bazar out of poverty. Please see **Annex I** for the detailed Graduation Criteria. This will be achieved through the following four **outcomes**:

- i) increase household income amongst ultra-poor households;
- ii) improve food security and nutrition of ultra-poor households;
- iii) improve financial inclusion for ultra-poor households;
- iv) improve social empowerment and gender inclusion of the ultra-poor households.

Please see below the detailed theory of change including goal, outcomes, intermediate outcomes, outputs and activities. The project will be implemented in two sub-districts Ukhiya and Teknaf Sub-Districts under Cox's Bazar District. Please see **Annex 2** for the detailed GPOP Log Frame.

Project Status: As part of the design phase the project has completed a comprehensive initial design phase where, as per the UPG model, a contextual assessment was completed. In relation to **Outcome 4 Improve social empowerment and gender inclusion** of the ultra-poor households, the contextual assessment explored the differentiated situation of men and women ultra-poor in the target locations, as well as the specific challenges faced by ultra-poor people related to social exclusion.

The following key findings were identified from the Context Assessment relating to social exclusion and gender inequality, especially in relation to the specific vulnerable female headed households.

- Women, often considers themselves as burden as they are not recognized by the society.
- Alternative livelihood options for women are very scarce, because they are not involved in income generation already.
- Social participation is less acceptable or even not at all in many cases. For example, 13% of those surveyed said that they had no participation in social bichar-salish¹.
- Meanwhile, other key challenges noted for women were: mobility to go out (12%); no social participation (10%); and no skills development training (10%). Food security (9%), disaster (6%); no social recognition (6%), Health, wash (4%); social burden with PwD (4%) marketing (4%), malnutrition (3%) are some of the barriers found in the areas that faced by ultra poor women.
- Women does not have any contribution in community decision making process, but they take joint decision in their family matters.
- Girls are often considered a burden, especially for poor households, where they are at risk of marriage at an early age and where have the practice of dowries.
- Women are usually the last to eat at mealtimes and 30% of the women are chronically malnourished (UNICEF 2014).
- Violence against women makes women socially vulnerable and prevents them from fully participating in society.
- High risk of child labour and child marriage, with child marriage affecting girls in particular. The proportion of children (10-14 years old) engaged in child labour in Cox's Bazar district is 9.4% compared to the national average of 6%. In Ukhiya, the proportion is over 9% and in Teknaf, it is between 7.1%-9% (UNICEF 2014). The economic and social stress put on the host communities have led to concerns that children are dropping out of school to work and increased number of households are resorting to child marriage as a negative coping mechanism.² As of January 2018, 85% of children in host communities are engaged in paid and unpaid work, and 23% of host communities reported an increase in child marriage practices within three months, indicating an increase in the use of child marriage as a negative coping mechanism.

The following priority root causes linked to gender inequalities and social exclusion were identified under Outcome 1 as well as Outcome 1-3, demonstrating the strong interlinkages between the four project outcome components.

Outcome 1	Outcome 2	Outcome 3	Outcome 4
<ul style="list-style-type: none"> • Women's limited mobility • Perception that women should be in the home - leading 	<ul style="list-style-type: none"> • Gender -based discrimination with women eating last and less • Large family sizes mean that one household has a 	<ul style="list-style-type: none"> • Men often seen as the key decision makers when it comes to financial decision making 	<ul style="list-style-type: none"> • Harmful gender norms linked to accepted roles and responsibilities of women and men in Cox Bazar Existing cultural practices like dowry • Social stigma linked to ultra-poor households, especially female headed households

Rohinga Emergency Vulnerability Assessment (REVA)- Summary Report, WFP, December 2017 accessed at <https://reliefweb.int/sites/reliefweb.int/files/resources/WFP-0000050429.pdf>

¹ <https://www.humanitarianresponse.info/en/operations/bangladesh/document/education-and-child-protection-emergencies-joint-rapid-needs>

to 'double burden' of paid and unpaid care work	large number of members to feed		<ul style="list-style-type: none"> •Social acceptance of child marriage and child labour (Also closely linked to low incomes) •Large family size linked to low knowledge of family planning
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Please see **Annex 3** for the full list of the focal problems and root causes.

Outcome 4 Pathway of Change: Outcome 4 is to improve social empowerment and gender inclusion for the ultra-poor households in Ukhiya and Teknaf Upazlia

Intermediate Outcomes: To achieve Outcome 4, there are three intermediate outcomes: increase soft skills leadership, gender equitable relations at the household level and improved community knowledge on child rights (child labour and child marriage).

Outputs: Under Outcome 4, there are six outputs as outlined below.

- **Output 4.1:** Conducted gender and social inclusion assessment to identify barriers for women to economic empowerment
- **Output 4.2:** Provide soft skills training (confidence, leadership, gender relations, child rights etc) to the ultra-poor household members especially for women
- **Output 4.3:** Community engaged to increase gender equitable relations in household and communities
- **Output 4.4:** Implemented child rights awareness activity to increase knowledge on child rights (e.g. child labour, marriage) in ultra-poor households and community
- **Output 4.5:** Community facilitators are deployed and trained
- **Output 4.6:** Increased learning on UPG program, evidence-based monitoring and evaluation system

The key graduation criteria under Outcome 4 are listed below. However, although it is not part of the graduation criteria under this outcome, a key part of the methodology is the increasing the soft skills of the ultra-poor through a coaching and mentoring approach.

GPOP Graduation Criteria under Outcome 4:

- No school drop outs in the last 24 months
- No child marriage in the last 24 months
- Eligible couples know at least one family planning method
- Knowledge on gender equality women's rights (aware on their entitlements, no more women eat less and last)

B. Scope of work for the consultancy firm/Consultant

This consultancy will complete several key deliverables under Outcome 4. The consultancy will lead the foundational assessment, and flowing out of this work several foundational resources, which will support the implementation of activities under Outcome 4.

Output 1: Lead the gender and social inclusion assessment

1.1 Collaborate with WVB, WVA, and other stakeholders to develop plan and relevant data collection tools and processes including customised data collection tools for Cox Bazar context and key objectives of the formative research.

1.2 Lead data collection, analysis, report drafting, results dissemination

- Lead the data analysis and circulation of report drafts for key technical inputs from WVA, WVB and other stakeholders.
- Contribute to discussions on how the findings can contribute to implementation activities.
- Finalise the report and participate in results dissemination workshop

Output 2: Resource Development to Promote Gender Equality and Social Empowerment

Output 2.1: Lead the development of a Soft Skills Coaching Manual for Community Facilitators

2.1.1 Develop the soft skills coaching manual (Output 4.5, Output 4.2))

2.2.2 Conduct ToT for project staffs on soft skills coaching manual

Output 2.2: Lead the development of gender household intervention & IEC/BCC materials

2.2.1 Develop the gender household intervention and IEC/BCC materials

2.2.2 Conduct 5-day ToT for project staff on gender household intervention & IEC/BCC materials

Output 1: Gender and Social Inclusion Assessment

Ia. Objectives:

Building on the findings of the GPOP project's contextual assessment, the assessment seeks to provide the team with location specific, actionable knowledge to improve the contextual relevance and appropriateness of project activities and messages. The objective of the Gender Analysis (GA) is to provide key recommendations for practical gender inclusion strategies for the GPOP project to implement in Ukhia and Teknaf, focusing on Outcome 4. The strategy should consider the project's approach to 'do no harm'.

Sub-objectives: please see the bellow sub-objectives of the assessment

- To understand women and men's time use and labour distribution within male headed households and female headed households to identify potential areas for time/labour saving including devices (on-farm/off-farm) in light of the GPOP project design;
- To understand the different needs of women within female headed and male headed households linked to soft skills to inform the project's development of the soft skills package;
- To develop a behaviour change strategy for the GPOP project including:
 - Identifying priority social norms that the project needs to work on shifting to achieve it's intended theory of change
 - Developing key messages which can help shift the harmful social norms, including gender norms, which can be delivered across the project
- To identify suitable mediums for the behaviour change activities under Outcome 4 in light of the ultra-poor target group
- To understand specific needs of women and men in relation to accessing financial services (TBC)

This should inform design of key activities under Outcome 4 with the consultancy responsible for the specific deliverables under this TOR Output 2.

Ib. Key Assessment Questions

The gender assessment will be conducted in selected 8 Unions (4 in Teknaf and 4 in Ukhia) of Ukhia and Teknaf Upazilas of Cox's Bazar district. The gender assessment questions will be focused on the following

core sectors and subsectors, which has been agreed with the World Vision project team. Across all the questions, it is important to unpack intersectionality including the differences between different sub-categories of women in Ukhia and Teknaf:

- Women within male and female headed households;
- Women with a disability;
- Younger women vs. older women
- Any other factors.

Key assessment questions	Sub-questions
1. What are the key barriers that women and men face to income generation in relation to time use and labour distribution?	<p>1.1 What the key activities that women spend their time on (on-farm, off farm) in the selected VCs? What are the differences between male and female headed households?</p> <p>1.2 What are the key activities that men spend their time on within a day/week?</p> <p>1.3 What are the gendered roles and responsibilities linked to care work (cooking, cleaning, purchasing & buying food, food preparation, food choice etc. for the family)?</p> <p>1.4 Who is responsible for the home gardening? Who is responsible when there is an excess of crops to sell?</p>
2. What would help women and men in relation to their time use and labour distribution?	<p>2.1 What labour-saving devices could help women save their time (on and off farm) (e.g. chicken, vegetables)? What are the differences between female headed households vs. male headed households?</p> <p>2.2 What other labour-saving strategies could be considered?</p> <p>2.3 What are the associated costs with the proposed labour-saving devices and/or strategies?</p>
3. What are key soft skills barriers faced by ultra-poor women and men in Teknaf and Ukhia?	<p>3.1 What soft skills would be most suitable to focus on in the GPOP project design for ultra -poor women and men?</p> <p>3.2 Are there differences between men and women and between male headed and female headed households, men and women ?</p>
4. In light of existing social norms, what is the best behaviour change strategy to promote positive gender and social norms relevant to Outcomes 1-4 on income generation, food security and nutrition, financial inclusion and social empowerment and gender inclusion?	<p>4.1 Who should be the key actors the project should engage to shift social norms (community, religious, other institutions in Ukhia and Teknaf)?</p> <p>4.2 What specific stakeholder priorities could the project appeal to?</p> <p>4.3 What is the most effective behaviour change medium for the GPOP project?</p> <p>4.4 What is the main source that communities receive information from? Do people listen to the radio? Which stations? Are there regular community meetings (e.g., held by the shalish)? Community drama or folk song? What sort of posters and BCC / IEC materials (e.g. leaflet, billboard, signboard) appear in the community about women empowerment? Do community members seem to know about them or pay attention?</p>
5. In light of stakeholder priorities, what should be the key messages that the project can promote across the 24-month cycle of the graduation project intervention design?	<p>5.1 What should be key messages linked to women's mobility & women's income generation ability in agriculture compared to men?</p> <p>5.2 What should be key messages linked to gender-based food discrimination?</p> <p>5.3 What should be key messages linked to lack of financial decision making within households, any perceptions linked to women accessing financial services?</p>

	<p>5.4 What should be the key messages linked to child education, child marriage, child protection, child labour and family planning?</p> <p>5.5 What is appropriate sequencing of messages?</p> <p>5.6 What should be session at school/madrasha?</p>
6. What are the key social norms linked to women and in agriculture and off-farm work?	<p>6.1 Why do ultra-poor women get paid less? What are the perceptions linked to this?</p> <p>6.2 Are women given respect by men in relation to paid and unpaid care work? What types of activities increase respect for women in their households and communities?</p> <p>6.3 What are community norms linked to women's mobility? Do women feel safe when travelling outside the home or for work?</p>
7. What are the gendered barriers linked to access to finance in Cox Bazar?	<p>7.1 Are there any differences in the way that men and women access capital (formal vs. informal)?</p> <p>7.2 What types of problems do ultra-poor women face to take loan from financial institutions compared to men?</p> <p>7.3 How can the GPOP project address these challenges?</p>
8. What are the key challenges linked to family planning and gender-based violence in ultra-poor households?	<p>8.1 What are the key challenges linked to family planning for women and men? Which family planning methods are used? Who decides which methods to use? Are there any challenges to adopting family planning method? What services can the project refer women to in relation to this issue?</p> <p>8.2 What are the family members/community perspectives on gender-based violence? What kinds of arguments are used to justify gender-based violence?</p> <p>8.3 What kinds of GBV services exist that the project might be able to refer women to?</p>
9. What are the key factors linked to ultra-poor households decisions linked to child marriage, child labour and school drop out?	<p>9.1 Under what circumstances do parents make the decision to put their children in situations of child marriage and child labour? What is their understanding of the risks?</p> <p>9.2 For those parents who are against child marriage and child labour, what are their reasons behind this?</p> <p>9.3 What are the key reasons behind children's dropout rates? For those parents supportive of child education, what are their reasons?</p> <p>9.4 What key messages should the GPOP project carry forward on child marriage, child education, child protection and child labour?</p>
10. How can the project run the trainings, coaching and other activities to better meet the needs of women?	<p>10.1 When are the best times to conduct community engagement type activities?</p> <p>10.2 When is the best time to conduct trainings, coaching sessions for UPG households given tasks of women and men?</p>

I c. Methodology

It is expected that consultancy will propose the appropriate methodology and may include different data collection methods including Focus Group Discussions (FGDs), Key Informant Interview (KII) etc. It is expected that there will be male and female only FGDs as well as specific FGDs for specific groups of women including women within female headed HHs, women within male headed households, women and within a disability.

I d. Linkages to other foundational assessments

This assessment should build on/add to the information in the contextual assessment, rather than replicate information.

While the assessments are linked to one another it is important to ensure complementarity and synergies between the different but related assessments. The market assessment, which will be completed under Outcome 1, aims to inform the selection and detailed design of Outcome 1 interventions aimed at increasing the incomes of ultra-poor households. There will be gendered analysis within this broader market assessment in relation to the opportunities and constraints that women faced in relation to income generation. Meanwhile, the Outcome 4's gender and social inclusion assessment is closely linked to inform activity development in relation to the detailed interventions envisioned under Outcome 4. The project baseline will also provide useful information linked to this assessment in its mapping on key indicators linked to the project design, especially under Outcome 4.

I.e. List of Background Documents

- Project Design Documents
- Project Contextual Assessment
- Project Market Assessment
- Child Protection Assessment
- Environmental Assessment
- Disability Assessment

Output 2: Resource Development to Promote Gender Equality and Social Empowerment

2a. Objectives

- To develop soft skills coaching manual.
- To conduct 3-day ToT for project staffs on soft skills coaching manual to support them to coach and mentor UPG beneficiaries.
- To develop the gender household intervention and IEC/BCC materials.
- To conduct 5-day ToT for project staff on gender household intervention & IEC/BCC materials for community.

2b. Methodology

Based on the existing social norms and according to need assessment of project beneficiaries to promote gender equality and social empowerment the consultancy firm will develop coaching and training manual. The consultancy firm will also develop IEC/BCC materials based on the local context. Then the consultancy firm will make validation through Participatory result sharing workshop with project team.

C. Proposed Timeframe

Event/Activities	Timeframe	Responsible/ Point Person	Support from
Start Bidding process (open circulation to consulting firms)	28 April, 2019	SCM Coordinator	Supply Chain department, CER Region office, WVB
Technical review of proposal and purchase committee meeting	20 May, 2019	SCM Coordinator, Mst. Fahomida Amin, Benzene Chakma, Andrew B. Hira, Smritee R Dhamai	Regional DME Coordinator Purchase Committee Chariman-CER, Technical Specialist-CER/NO

Hire consultancy	21 May, 2019	SCM Coordinator	WVB- SCM department
Agreement and work order to Consultancy	21 May, 2019	SCM Coordinator	WVB- SCM department
Inception plan development and finalize by consultancy firm	28 May, 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Questionnaire development and Finalization	08 June, 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Data entry form development (need based)	12 June, 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Recruitment of data enumerators	12 June, 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Training on assessment	15-18 June, 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Data collection (Quantitative & Qualitative) in the field	19- 30 June, 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Editing, coding & entry of quantitative data and compilation of qualitative data	1-10 July, 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Data analysis and report writing and submit 1st draft report	15 July, 2019	Consultancy Firm	WVB/WVA M&E and Sectoral Specialist
Preliminary result & report sharing meeting/workshop by consultancy firm	24 July, 2019	Consultancy Firm	Consultancy Firm
Feedback incorporate and 2nd draft report finalization by consultancy firm	29 July, 2019	Consultancy Firm	Consultancy Firm
Review 2nd draft final and final feedback from WVB/WVA	04 August, 2019	Project Manager	WVB/WVA M&E and Sectoral Specialist
Prepare final report by consultancy firm and submit to WVB	08 August, 2019	Consultancy Firm	Consultancy Firm
Report submit to WVA for final agreement	10 August, 2019	Project Manager	G-POP Project, WVB
Submission of first draft of resources material development	26 August, 2019	Consultancy Firm	Consultancy Firm
Review 1st draft final and final feedback from WVB/WVA	2 September, 2019		
Submission of 2nd draft of resource development	9 September, 2019	Consultancy First	
Review 2nd draft final and final Report feedback from WVB/WVA	16 September, 2019	Consultancy First	
Prepare final resource development package	23 September, 2019	Consultancy Firm	
Resource material validation meeting/workshop by consultancy firm	26 September, 2019	Consultancy Firm	Consultancy Firm
Conduct 3-days ToT for project staffs on soft skills coaching manual to support them to coach and mentor UPG beneficiaries	1-3 October, 2019	Consultancy Firm	Consultancy Firm
Conduct 5-days ToT for project staff on gender household intervention & IEC/BCC materials for the community	13-17 October, 2019	Consultancy Firm	Consultancy Firm

D. Consultant/field enumerator recruitment and capacity building

The field enumerators/data collection team should be selected and appointed by consulting firm/organization. The offered/authorized consulting firm/organization responsible to train them and make them potential. All expenses will be borne by consultancy firm.

E. Develop gender and social inclusion assessment and resource development proposal by interested consulting firm/organization

The consulting firms should produce a proposal for gender and social inclusion assessment and resource development to promote gender equality and social empowerment based on this ToR and submit the same to World Vision Bangladesh within stipulated timeframe. The proposal should be in two parts:

1. **Technical proposal** that should demonstrate the detailed methodology that the firm is proposing for the assessment and resource development, methods and procedures of data collection as deemed relevant for the assessment and certification of the consultants and key personnel in favour of the firm/organization.
2. **Financial proposal** that should demonstrate statement of all necessary expenses in line of human resource mobilization, schedule of work program, remunerations for consultants and other human resources, accommodation costs, travel costs (community and external), food and snacks, training/orientation/meeting/FGD/HHI and feedback session costs, field-test costs, logistics/printing and costs related tools etc.

F. Income TAX & VAT

World Vision Bangladesh will deduct applicable TAX & VAT at source as per government rules and regulations on the total agreed amount.

G. Payment milestones:

- 1st installment:** 30% at the submission of the gender assessment inception plan and questionnaire.
- 2nd installment:** 15 % at the submission of the first drafts report and presentation gender assessment findings.
- 3rd installment:** 15% at the reception of the final reports.
- 4th installment:** 20% on submission of the first draft soft skills package and IEC materials (all resources)
- 5th and final installment:** 20% after the submission of the final soft skills package and IEC materials and completion of two ToT to G-POP project staffs.

H. Products

The data collected will be analyzed and prepared into assessment report, the community and other stakeholders will receive the findings and also the donor. The data will be recorded and put into. The results will be presented through stakeholders meeting which will involve government, community and others stakes. The feedback about assessment process will be analyzed and collections being made and incorporated into final results.

The Reporting Format (Draft final/Final report) would have the following basic contents but not limited to:

- Coverage page
- Table of content
- Acronym
- Acknowledgement
- Affirmation
- Executive summary
- Introduction
- Background
- Objectives and methodologies
- Limitations of the survey
- Key findings for both quantitative and qualitative (Narrative). This should cover how the findings meet the objectives.
- Recommendation
- Lessons learnt
- Conclusion & Others if any
- Annexure including table presentation of all quantitative data collected and summary of qualitative data by project, data collection tools, location/country Map.

I. Lessons Learned

Lessons learned will be intentionally recorded separately during all the steps of the assessment process (Planning, data gathering, analysis and reporting). These will be shared with the stakeholders and documented in report. Other than this, Lessons Learnt workshop will be held to capture all the learning and replicate in the future.

J. Key Considerations

The shortlisted firm should consider the following contextual assessments in the design of the methodology:

- Local social and cultural values life if the women and other targeted participants are not allowed to talk and not provide sufficient time which may result into getting unreliable data or inadequate data.
- Language barrier may be a challenge especially if the data enumerators do not communicate with local dialect (Chittagonian).
- Country unrest/ political situation.

K. Principal Contact Person

Name: Zillur Rahman

Project Manager, Gender Inclusive Pathways Out of Poverty for Vulnerable Households in Cox's Bazar (G-POP Project)

Central Eastern Region, World Vision Bangladesh
Ukhiya, Cox's Bazar, Bangladesh

Cell +88- 01712200562

e-mail: zillur_rahman@wvi.org

Annex IA: GPOP Graduation Criteria

Graduation Pillar	Graduation Criteria
Social protection/ Food security	<ul style="list-style-type: none"> • All household members have had 3 meals per day in the last 24 hours • All household members can recall eating meat/fish/egg/ milk in the last 7 days • Use of sanitary latrine + safe drinking water/storage • Have kitchen garden or at least 4 fruit and/or wood trees
Livelihoods	<ul style="list-style-type: none"> • At least two sources of income • Two productive assets that contribute to income generation • Knowledge on disaster preparedness
Financial inclusion	<ul style="list-style-type: none"> • Cash savings in an active savings account (MFIs) • Cash savings to cover a lean period
Social Empowerment	<ul style="list-style-type: none"> • All children in household attend primary school, if eligible • No child marriage in the last 24 months³ • Eligible couples adopt a family planning method • Knowledge on gender equality women's rights (aware on their entitlements, no more women eat less and last)

Annex 2A: GPOP Log Frame (Please see the attached file)



Annex 3A: GPOP Focal Problems

Focal Problem	Root causes
Low incomes	<ul style="list-style-type: none"> • Low wages • Lack of skills (technical, business, market orientation) • Unemployment or only access to short-term unpredictable work • Limited access to resources • Limited connections to market actors • High frequency of natural disasters • Unavailability of cultivable land • Women's limited mobility • Perception that women should be in the home – leading to 'double burden' of paid and unpaid care work
Food insecurity	<ul style="list-style-type: none"> • Lack of access to nutrition foods • Also linked to unavailability of cultivable land & high frequency of natural disasters • Low incomes to buy nutritious food • Gender -based discrimination with women eating last and less • Limited knowledge of nutritious foods, hygiene and sanitation • Large family sizes mean that one household has a large number of members to feed • Limited access and low quality of social protection services
Low financial inclusion practices	<ul style="list-style-type: none"> • Limited knowledge on household savings and financial management • Limited access to capital and financial institutions • Men often seen as the key decision makers when it comes to financial decision making
Social exclusion of ultra-poor households Gender inequalities faced by women	<ul style="list-style-type: none"> • Harmful gender norms linked to accepted roles and responsibilities of women and men in Cox Bazar • Existing cultural practices like dowry • Social stigma linked to ultra-poor households, especially female headed households • Social acceptance of child marriage and child labour /Also closely linked to low incomes • Large family size linked to low knowledge of family planning

Annexure-4

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

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

Information Submitted by
Date:

Annexure-5

Child Protection Behavioral and Security Policy Protocol FY-2019

To be signed by all staff, interns, volunteers, suppliers, board members, consultants, visitors that are not WV staff, formal partners, and any other affiliates of WV Bangladesh who gains access to children or their personal information through their affiliation with WVB

Child Protection Behavioral and Security Policy Protocol

All WV staffs, volunteers, interns, donors, visitors who are not World Vision staff, formal partners, consultants, suppliers, and any other affiliate who gains access to children or their personal information through his or her affiliation with WV acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and commit to abide by them. Any violations of the provisions outlined in this document may be ground for action by WVB, including disciplinary or legal action, and/or severance of cooperation agreements and relevant contracts, as deemed appropriate by WVB.

My Commitment: I have received and understood World Vision Bangladesh Child Protection Policy, procedures and protocols and I commit to the following

1. I will always behave with children in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children during my tenure of service with World Vision.
2. I will always be appropriate and culturally sensitive during all interactions with children.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child's house, in WV's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children I will always take initiative with consent from appropriate line management within WVB.
5. I will always comply with "two adult rule" (where possible and practical) when conducting WVB work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned ADP office or NO or at both level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in WVB CP policy.
8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause shame or humiliation, or is belittling or degrading.
9. I will never expose, facilitate or condone the exposure of children to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children in any inappropriate or culturally offensive way.
10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children, I will be subject to action by WVB and LEA members of Bangladesh, and/or relevant

national authorities, and that I expose myself to any consequent decision that such instances may result in. Should any I have a contractual relation with WV, and should I be found guilty by WVB of breaching WVB CP policy, I authorize WVB to disclose such information to any prospective employer who asks references about me to WVB.

11. I will comply with any child protection related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.
12. I will not hire children below 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the National Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.
13. I will not behave in an inappropriate physical manner, and I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children.
14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage.
15. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.
16. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
17. I will behave positively with disable children, and will not humiliate them at any cause.
18. Unless it is absolutely necessary and with parental and management consent, I will not take a child alone in a vehicle for any of WVB work.
19. I am aware of WV's policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that WV Bangladesh will not be responsible in the event of a kidnap or hostage situation.
20. I am aware of the country's political and security situation and will follow WVB's security advice. I will not hold WVB responsible if anything goes wrong with regard to my personal security during my tenure of service with World Vision Bangladesh.

Consequences of Breach

Corrective Action: Failure to follow Behavior Protocols, or other inappropriate behavior toward children stated in the Policy is grounds for taking disciplinary action by World Vision Bangladesh up to and including dismissal from employment, volunteer/internship or Board/Advisory Council membership.

Breach of the Behavior Protocol and the policy is ground for termination of contracts with suppliers, vendors.

WVB authority can also take legal action if the incumbent found guilty of violation of the policy, to local Law Enforcing Agency authorities of Bangladesh Government based on legal obligations and the best interests of the child.

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

(Signature)

Full Name:

Name of the Organization/Consulting Firm/Supplier/Vendor:

Annexure-6

DECLARATION OF CONFLICT OF INTEREST

Having examined my relationships with other organizations and employees of World Vision Bangladesh 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 four 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/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

2. YES NO I/My Business Entity am/is involved in any dispute with, World Vision Bangladesh or any of its office has business or ministry dealings.

If Yes, explain: _____

3. YES NO The following staff employed by World Vision Bangladesh or, other World Vision entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by World Vision Bangladesh/ other World Vision entities.

Sl.	Name of WVB Employee	Position held in WVB	Relation

4. 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 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

 Signature with Seal
 Date: