



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

**“STUDY ON THE IMPACT AND SUSTAINABILITY OF NOBO JATRA’S
MALE ENGAGEMENT APPROACH”**

Name of the Purchaser	World Vision Bangladesh Abedin Tower, Level-2, 35 Kemal Ataturk Avenue, Dhaka -1213, Bangladesh
Contact Person	Md. Ruhul Mobin, Supply Chain Manager, NJP
Email	Ruhul_Mobin@wvi.org

**RFP Ref No: WVB-NJP-RFP-120148,
Issued on: Date: 25 April, 2019**

CONTENTS

Section:

- I.** Proposal Data Sheet (PDS)
- II.** Proposal Submission Format
- III.** Terms of Reference (ToR)
- IV.** Vendor's Primary Information Collection Sheet
- V.** CP Behavioral And Security Policy Protocol
- VI.** Declaration of Conflict of Interest
- VII.** SWORN Statement

Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consulting firm/organization of the services to conduct “Study on the Impact and Sustainability of Nobo Jatra’s Male Engagement approach”.

A. GENERAL

Background of the Consultancy:	<p>In September 2015, World Vision Bangladesh (WVB), together with the World Food Programme (WFP), Winrock International and three local partner NGOs undertook a 5 year USAID Food For Peace Title II Development Food Assistance Program. The program, titled ‘Nobo Jatra – New Beginning’ seeks to improve gender equitable food security, water access, maternal child health and nutrition in southwest Bangladesh. These interventions are coupled with cross-cutting approaches in disaster risk reduction, governance and gender. To achieve its objectives. Nobo Jatra is implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh in four upazilas under two districts – Dacope and Koyra Upazilas in Khulna and Shyamnagar and Kaliganj Upazilas in Satkhira – and seeks to reach 856,116 direct beneficiaries.</p> <p>Having implemented a successful Male Engagement pilot, also acknowledged in the Mid Term Evaluation and scaled up based on the results and validation, Nobo Jatra intends to now assess the impact of the Male Engagement’ approach from a sustainability perspective. This research will help enhance evidence and learning on the impact of the approach and delineate pathway for sustainability of male engagement outcomes.</p>
Details Scope and Task of the Consultancy:	<p>The male engagement sessions have sought to promote several important gender aspects including shared decision-making, shared or equitable domestic labor and childcare, improving gender equitable food expenditure and consumption habits, and supporting gender equality to discourage child marriage.</p> <p>The study has these two major objectives:</p> <ul style="list-style-type: none"> • To understand impact of male engagement intervention in improving gender equity in a household, and enhance the effectiveness and quality of male engagement. • To develop strategic plan on how male engagement approach can be sustainable with regard to sustained change in perception, knowledge, attitude and practice of men and boys.
Procuring Entity	<p>Name of Purchaser: World Vision Bangladesh (WVB)</p> <p>Contact Person : Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: Ruhul_Mobin@wvi.org</p> <p>Type of Service : Consultancy on “Study on the Impact and Sustainability of Nobo Jatra’s Male Engagement approach”</p> <p>RFP Ref: WVB-NJP-RFP-120148, Date: 25 April, 2019</p>

Eligibility Criteria	Experience and Eligibility Requirements of the consultancy firm/Organization: <ul style="list-style-type: none"> As indicated in TOR
<u>Documents Required</u>	<p>A. <u>Technical proposal</u> should set out all the issues stated in Section. II (I. Technical proposal submission format) and Section. III (Terms of Reference) Scope of work'. Must provide details information in Technical Proposal in light of evaluation criteria, including:</p> <ul style="list-style-type: none"> Applicants must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service. Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each. Acknowledge and complete 'Section IV to section VII'. Provide legal establishment / registration (up to date -Trade license, VAT registration, TAX certificate) and any other additional supporting documents (if applicable). <p>B. <u>Financial proposal</u> should set out details breakdown following Section. II (2.Financial Proposal Submission Format) and must provide details Financial proposal separately.</p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
Proposal	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The consultant/s is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents (Technical and Financial proposal) will be at the consultant/s risk and may affect the evaluation of the Proposal. Sending only CV without details Technical and Financial proposal will not be considered as complete proposal.
Validity	The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
Language	The language of all correspondence and documents related to the proposal shall be in English .
Proposal currency	All prices shall be quoted in BDT
Consultancy Timeframe:	60 days within the time frame mentioned in TOR

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

Procurement Queries	Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: Ruhul_Mobin@wvi.org
Technical Queries	Interested consultancy Firm/Organization may send e-mail for technical queries before submission of proposal to: Mr. Rubayat Ahsan, Knowledge Management and Communication Coordinator, Nobo Jatra Program, E-mail: rubayat_ahsan@wvi.org

C. SUBMISSION OF PROPOSAL

Notice for Submission	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org and no CC to any WVB staff.</p> <p>Maximum file size: 9MB. If mail returned due over file size, please split the file and send in separate email.</p> <p>RFP reference “Study on the Impact and Sustainability of Nobo Jatra’s Male Engagement approach” shall be mentioned in subject line.</p>
Dead Line for Submission	<p>Deadline for proposal submission is: <u>On or before 24.00 AM on 9th May, 2019</u></p>

D. PROPOSAL EVALUATION

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

Preliminary examination	<p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial</p>
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	responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser’s determination of a Proposal’s responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the proposed by correction of the non-conformity.																																													
Evaluation (Technical & Financial)	<div>1) Proposal evaluation committee (PEC) or Procurement committee (PC) set out by WVB, will review the technical as well as financial proposal as per Eligibility/Qualification and Technical criteria (mentioned below).</div> <div>2) Technical proposal will carry 70% weight; and financial proposal will carry 30% weight (Technical Pass Mark is 65%)</div>																																													
Evaluation Criteria	<div>The proposal will be ranked according to combined technical and financial score using the weights.</div> <div>a. Technical Evaluation Criteria</div> <div>Technical Evaluation criteria & allocated points are as follows:</div> <table><tr><th colspan="2">Evaluation criteria</th><th>Points</th></tr><tr><td>1 (a+b+c+d)</td><td>Experience of the Consultant/s</td><td>35</td></tr><tr><td>1.a</td><td>Demonstrated experience designing and conducting study/ research on gender/ Male engagement issue with international humanitarian agency in Bangladesh. (Quantitative and Qualitative)</td><td>9</td></tr><tr><td>1.b</td><td>Experience in working with US government grants, specifically USAID DFAPS, and MenCare/ Male engagement group formative research</td><td>16</td></tr><tr><td>1.c</td><td>Experience in food security and nutrition sector issues</td><td>5</td></tr><tr><td>1.d</td><td>Experience working on male engagement in gender equality</td><td>5</td></tr><tr><td>2 (2.1+2.2+2.3)</td><td>Implementation and Quality Assurance Plan</td><td>35</td></tr><tr><td>2.1</td><td>Understanding the assignment, comments and suggestions of Consultant/s on the Terms of Reference.</td><td>8</td></tr><tr><td>2.2 (a+b+c+d)</td><td>Roll out plan</td><td>17</td></tr><tr><td>2.2.a</td><td>Team Composition and task assignment</td><td>3</td></tr><tr><td>2.2.b</td><td>Roll out plan and calendar</td><td>4</td></tr><tr><td>2.2.c</td><td>All proposed activities reflected in the work plan with timeline</td><td>5</td></tr><tr><td>2.2.d</td><td>All proposed activities reflecting the assignment properly</td><td>5</td></tr><tr><td>2.3 (a+b)</td><td>Quality Assurance Plan</td><td>10</td></tr><tr><td>2.3.a</td><td>Monitoring tools</td><td>5</td></tr></table>	Evaluation criteria		Points	1 (a+b+c+d)	Experience of the Consultant/s	35	1.a	Demonstrated experience designing and conducting study/ research on gender/ Male engagement issue with international humanitarian agency in Bangladesh. (Quantitative and Qualitative)	9	1.b	Experience in working with US government grants, specifically USAID DFAPS, and MenCare/ Male engagement group formative research	16	1.c	Experience in food security and nutrition sector issues	5	1.d	Experience working on male engagement in gender equality	5	2 (2.1+2.2+2.3)	Implementation and Quality Assurance Plan	35	2.1	Understanding the assignment, comments and suggestions of Consultant/s on the Terms of Reference.	8	2.2 (a+b+c+d)	Roll out plan	17	2.2.a	Team Composition and task assignment	3	2.2.b	Roll out plan and calendar	4	2.2.c	All proposed activities reflected in the work plan with timeline	5	2.2.d	All proposed activities reflecting the assignment properly	5	2.3 (a+b)	Quality Assurance Plan	10	2.3.a	Monitoring tools	5
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3 (3.1+3.2)	Professional qualification and competence for the assignments	25
3.1	Consultant/s educational qualification (advanced degree and training)	15
3.2	Experience in community engagement and participatory research ethics	10
4	Methodology	5
4.1	Details and quality of methodology proposed for the assignment (both quantitative and qualitative)	5
Total Points		100

Pass Mark: 65% points.

As a part of evaluation process, consultant/s may be interviewed / asked for presentation on submitted proposal by Proposal Evaluation Committee.

b. Evaluation of Financial Proposal

A financial proposal shall include containing Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, overhead costs (if any). Total cost of the financial proposal (after correctness and confirmation of arithmetical error, if any) will be considered for financial evaluation.

Interested consultancy Firm/Organization is requested to submit proposals in the light of the TORs and above mentioned evaluation criteria.

ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.

E. OTHER TERMS AND CONDITIONS

1. All the columns/requirements in this ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of ToR will not be considered.
2. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
3. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
4. Making a payment to any employee as an inducement or any canvassing to enable you wins this service will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
5. Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.
6. Proprietor or an authorized representative of the Consultant/s must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
7. The work shall be completed in all respects within the completion date mentioned in the contract.
8. If vendor fails to deliver the ordered service within the scheduled time frame penalty will be imposed @ 0.02% of the total contract value for par day of delay and WVB reserves the right to deduct this amount from the total bill for every day delayed from the expected date of delivery till the actual date of delivery.
9. Any late submission of Proposal after the schedule date and time will be rejected.
10. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
11. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
12. In all cases, the decision of the World Vision Management will be final.
13. The proposer has to submit duly filled up Vendor's Primary Information Collection Sheet (Section-IV).
14. The proposer has to agree to comply with WV Child protection policy and will have to complete CPP Form (Section-V).
15. The proposer has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Section-VI).

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

Signed

In the capacity of:

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

Date:

Section II. Proposal Submission Format

I. Technical Proposal Submission Format

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

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

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

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

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

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

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

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

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

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

2. Financial Proposal Submission Format

Financial Offer: Summary of Cost

Services/Assignment Name: Hiring Consultancy Firm/Organization for “Study on the Impact and Sustainability of Nobo Jatra’s Male Engagement approach”

RFP Ref: WVB-NJP-RFP-120148, Date: 24 April, 2019

Name of the Consultancy Firm/Organization: _____

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

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

Signed

In the capacity of:

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

Date:

N.B. Please add detailed cost breakdown documents for summary of cost. Above line items are mentioned as example for understanding. Please add separate sheet or more Column & Row for detail information, if necessary. VAT & TAX should be included with total cost. VAT will be deducted at source and a VAT coupon will be issued as per USAID grant policy. There will be no actual cost in the proposal. Please feel free to communicate for query.

Section III. Terms of Reference (TOR)

Terms of Reference (TOR)

Study on the Impact and Sustainability of Nobo Jatra's Male Engagement approach

Background

In September 2015, World Vision Bangladesh (WVB), together with the World Food Programme (WFP), Winrock International and three local partner NGOs undertook a 5 year USAID Food For Peace Title II Development Food Assistance Program. The program, titled 'Nobo Jatra – New Beginning' seeks to improve gender equitable food security, water access, maternal child health and nutrition in southwest Bangladesh. These interventions are coupled with cross-cutting approaches in disaster risk reduction, governance and gender. To achieve its objectives, Nobo Jatra is implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh in four upazilas under two districts – Dacope and Koyra Upazilas in Khulna and Shyamnagar and Kaliganj Upazilas in Satkhira – and seeks to reach 856,116 direct beneficiaries.

Having implemented a successful Male Engagement pilot, also acknowledged in the Mid Term Evaluation and scaled up based on the results and validation, Nobo Jatra intends to now assess the impact of the Male Engagement' approach from a sustainability perspective. This research will help enhance evidence and learning on the impact of the approach and delineate pathway for sustainability of male engagement outcomes.

According to World Bank¹, poverty hardcore ratio in Khulna and Satkhira is 31.5% and percentage of underweight children is 34.4%. Southwest of Bangladesh is ravaged by chronic poverty, malnutrition, salinity and natural disasters. According to baseline data², 26.7% of people live on less than USD 1.9 per day; 42% households have sanitation facilities and 61% households do not maintain soap and water for hand washing. Prevalence of underweight (30.2%), stunted (26.8%) and wasted (17.4%) children under five years of age in the program area is quite alarming.

Percentage of women who make decisions alone about the use of self-earned cash is only 16.1%. Percentage of married women (aged below 30) needs to seek permission to visit certain locales is 80.9%. And only 38.2% husbands of married women (aged 15-49) help at household tasks. Prevalence of underweight women is 21%. Women of reproductive age who are consuming a minimum dietary diversity (MDD-W) are 49.9%. Bangladesh continues to have one of the highest child marriage rates worldwide and the highest rate of marriage involving girls under 15. 52% of girls are married by their 18th birthday, and 18% by the age of 15.³ According to a recent survey of UNICEF in 2018, while the incidence of child marriage has decreased worldwide, it has increased in Bangladesh. The data indicates the pervasive socio cultural norms that compound patriarchy and compromise women's empowerment.

Given this reality, Nobo Jatra initially piloted and then scaled a deeply contextualized male engagement approach with the objective to promote inclusive change and

¹ For detail see, <http://www.worldbank.org/en/data/interactive/2016/11/10/bangladesh-poverty-maps>

² Nobo Jatra Baseline Survey Fact Sheet.

³ UNICEF, *State of the World's Children*, 2016

transformational shifts in gender norms. Within Nobo Jatra the male engagement sessions seek to promote several important aspects including: i) Promoting shared decision making, ii) Promoting fair division of domestic and caregiving tasks, iii) Improving and supporting healthy relationships within families, iv) Supporting gender equity, nonviolence and discourage child marriage, v) Improving understanding of gender equity and the impact it has on relationships between men and women.

The international community was the first to recognize male engagement as a critical element of gender equality work in 1979, with the Convention on the Elimination of all forms of Discrimination Against Women. It was again recognized in 1995's Beijing Platform for Action, and then was the focus of the 2004 UN Commission on the Status of Women.⁴

In programmatic efforts to prevent violence against women and girls, USAID, the largest bilateral donor, recognized the conventional wisdom that strategies to end violence against women and girls (VAWG) must include engagement with men and boys as part of a larger strategy towards achieving gender equality.⁵ USAID research has shown that outside of improved Family Planning outcomes, addressing dynamics such as improved couple communication, healthy decision-making, more equitable attitudes toward health and more supportive father-child relationships may contribute to improved outcomes in other development areas (e.g., eliminating gender-based violence (GBV), improving education outcomes).⁶

Within Nobo Jatra, the first formative research⁷ was conducted in June 2016 to understand context on gender dynamics. This report reaffirmed the ubiquitous need to increase the engagement of men in activities that have a direct impact on maternal, child health and nutrition. Subsequently, a further piece of formative research was undertaken to understand men's perception regarding masculinity and femininity, gender discrimination at household level and identify support required to build gender equitable relationships.

According to findings of the second formative research⁸, change in gender relations at the household-level with respect to women's position at home, access to and use of resources and in some degree decision-making have not been matched by a similar change in men's role and contribution to the unpaid household related work and care for children at home. While the ideal of who does care at home and who does work outside has changed, the practice has shifted only slightly.

The results from the second formative study provided critical insight into the current context around gender and avenues for male engagement in the southwest region of Bangladesh. Interestingly, the complex dynamics surrounding income and financial status indicated that high expectations for men to be able to provide sufficiently for their families was embedded across many other aspects of family life.⁹

⁴ Glinski, A., Schwenke, C., O'Brien-Milne, L., & Farley, K. (2018). *Gender Equity and Male Engagement: It only works when everyone plays*. Washington, D.C.: ICRW.

⁵ Ibid.

⁶ Essential Considerations for Engaging Men and Boys for Improved Family Planning Outcomes, 2018, Mubeen Siddiqui, USAID.

⁷ Gender Analysis Report 2016, Gender and Water Alliance (GWA).

⁸ Formative research, Nobo Jatra Project area, Bangladesh, Piotr Pawlak, Gender Consultant, June 11-17, 2017.

⁹ Component brief on Male engagement 2018, Nobo Jatra Program.

Rigorous Collaborative, Learning and Adaptation exercises took place between pilot and scale up of Male Engagement. The manual used in Nobo Jatra's male engagement sessions came through series of pause and reflection using formative research, learning workshop, and Training of Trainers, and pilot testing in the field. These findings helped developing deeply contextualized module for male engagement. The interactive and participatory module is designed to engage men's groups to reexamine rigid gender roles and their consequences while also focusing on harmful practices such as early marriage.¹⁰

Building on the success of male involvement in changing attitudes and reducing violence against women, Nobo Jatra piloted World Vision International's global MenCare campaign that promotes inclusive change and transformational shifts in gender norms. The interactive and participatory module is designed to engage men's groups to reexamine rigid gender roles and their consequences while also focusing on harmful practices such as early marriage. As part of efforts to mainstream gender across all components, Male Engagement participants are intentionally encompass husbands of female project participants across MCHN, WASH, Disaster Risk Reduction, Good Governance and Social Accountability and Gender components.

To date, 7,208 individuals have participated in male engagement sessions, and of this total 3,216 couples have graduated. In taking a holistic and integrated approach, male engagement participants are also involved in various cross purpose activities implemented by Nobo Jatra; 41% (3,119 households) are involved in WASH interventions, 27% (2,019 households) in Agriculture and Alternative Livelihoods, 25% (1,870 households) in MCHN, and 8% (609 households) in Good Governance and Social Accountability.¹¹ 3,613 male members participated in male engagement sessions till date.¹²

As a five years project, currently in the fourth year of implementation, it is critical to capture/investigate to what extent the project has managed to engage and change; and to further understand the sustainability of the approach. Whilst, Male Engagement groups are not intended to be sustainable, it is key to understand to what extent the behavior and practices will potentially continue within the community. Hence, a study will be undertaken to capture evidence of impact, challenges on the way, and learning from the experience. Findings will shed light on impact of the program with regard to enhancing 'male engagement'. In addition, this piece of research will provide valuable way forward about prospect and sustainability of male engagement initiatives of NJP. This study will provide both qualitative and quantitative evidence about the impact of the Male Engagement approach on the maternal, child health and nutrition dimension of the program.

¹⁰ Ibid.

¹¹ Annual Results Report 2018.

¹² Ibid.

Objectives

The male engagement sessions have sought to promote several important gender aspects including shared decision-making, shared or equitable domestic labor and childcare, improving gender equitable food expenditure and consumption habits, and supporting gender equality to discourage child marriage.

The study has these two major objectives:

- To understand impact of male engagement intervention in improving gender equity in a household, and enhance the effectiveness and quality of male engagement.
- To develop strategic plan on how male engagement approach can be sustainable with regard to sustained change in perception, knowledge, attitude and practice of men and boys.

Method

Considering complexity and sensitivity of the topic ‘male engagement’, mixed method having quantitative as well as qualitative research components will be applied for this study. It will be required to apply customized participatory tools under qualitative research component to gather information on gender sensitive aspects. Combination of method and tools will assist grasping perception, attitude and practice of men and women with regard to gender based inequalities.

Consultant will develop survey questionnaire, tools and set of qualitative questions in consultation with Nobo Jatra’s Knowledge Management, Learning and M&E teams. It will take 10 days for development and validation of both quantitative and qualitative tools. Consultant will accomplish the task of data collection and entry by 20 days under quantitative component. Consultant then deploy researchers for conducting interviews and group discussions under qualitative component, which will take 10 days. Analysis of both quantitative and qualitative data will take 10 days whereas draft report preparation and finalization of report will take 10 days. Hence, consultant will be provided 60 days to accomplish this assignment.

Quantitative Study Design

Study is a participant based sampling survey, which is a descriptive two stage cluster design. The first stage will be the male engagement groups and second stage will be the sample couple from the group. Nobo Jatra has been maintaining comprehensive database and tracking each and every participants with their pre-defined unique ID. Through this MIS, Nobo Jatra tracking participants who are continuously participating the sessions, graduating from the male engagement process, and who are dropping out at any stage of the program implementation. The participant, who are dropped, will not consider in the sampling frame. Nobo Jatra has comprehensive, complete and up-to-date information related to male engagement groups and participants of the specific groups. Each group contain 10 to 12 couples, these groups will be considered as cluster and a representative sample couple will be randomly drawn from randomly selected cluster/male engagement groups.

Sample Population

There are 520 male engagement groups in 400 villages of 40 unions.¹³ Therefore, a sample size will be selected among these groups Sub-district (Upazila) wise. Quantitative questionnaires will be developed for both male and female participants in the selected households in the sample. Some of the pressing questions will be adapted from ENSURE¹⁴, IMAGES¹⁵, WEAI¹⁶, and DHS¹⁷ in the questionnaire.

Sample Frame

This study will include participants of male engagement sessions (husbands and wives who are beneficiaries on any/multiple aspects of Nobo Jatra's components, including but not limited to – PG participants, CCT mothers, agriculture farmers, Water Management Committee members, etc.). In order to ascertain any relationship or changes in behavior/attitudes due to participation in male engagement sessions, additional study participants will be selected from other Nobo Jatra beneficiary areas/households who are not included within the Male Engagement Sessions.

Sample Size Calculation

The value of the indicators will be measured basically with two outcomes of the information i.e. success or failure, increase or decrease, negative or positive etc. Therefore, the sample size estimation below formula is used for calculating sample size. Following is the procedure has been applied to sample size calculation to obtain point estimation for two-stage cluster sampling:

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

Final adjusted sample size:
Where,
$$n = d \times f_{pc} \times n_r \times \frac{z_a^2 \times p(1-p)}{\epsilon^2}$$

N	= Total number of households	3265
d	= Design effect ¹⁸	2
P	= Estimated prevalence of an indicator	0.50
ε	= Relative precision required (margin of error 10%)	0.1
n _r	= Non-response rate (5%)	.05
n ₀	= Initial sample size	96
Z _{95%}	= Z value corresponding to 95% confidence level for two-tailed test	1.96
f _{pc}	= Finite population correction factor: 1/ (1+n ₀ /N)	0.93
n	= Adjusted sample size (design effect, non-response, finite population correction)	196
n _c	= Sample size per cluster (men engagement group)	6

¹³ MIS, Nobo Jatra Program

¹⁴ Survey tools for beneficiaries and comparison group applied for the male engagement study in Zimbabwe/ENSURE.

¹⁵ The International Men and Gender Equality Survey (IMAGES) is a comprehensive household questionnaire on men's attitudes and practices – along with women's opinions and reports of men's practices – on a wide variety of topics related to gender equality.

¹⁶ Women's Empowerment in Agriculture Index (WEAI) measures the empowerment, agency, and inclusion of women in the agriculture sector in an effort to identify ways to overcome those obstacles and constraints. For detail see, ifpri.org

¹⁷ Demographic and Health Survey about women's status and empowerment.

¹⁸ The loss of effectiveness by the use of cluster sampling, instead of simple random sampling, is the design effect. The design effect is basically the ratio of the actual variance, under the sampling method actually used, to the variance computed under the assumption of simple random sampling. The design effect 1.5 is used for a two-stage cluster sampling procedure.

Sample Selection

Probability Proportional to Size (PPS¹⁹) of the clusters (Men engagement groups) sampling procedure. The contractor should follow the process of selecting sample cluster and survey respondent which has been clearly define in section-9.4 of Participant-Based Survey Sampling Guide for Feed the Future Annual Monitoring Indicators- Diana Maria Stukel, PhD, September 2018.

The general steps of the sample household selection and data collection process are, Selection of Cluster:

The male engagement groups of different Upazillas will be considered as one sampling frame. Equal number of cluster (6) will be selected from each frame, using Probability Proportional to the Size (PPS) procedure.

Selection of Survey respondent:

Survey respondents/couples will be selected before fieldwork is conducted using the method of Fractional interval systematic sampling from a comprehensive list of beneficiaries/couples.

The sampling frame will be constructed from the Nobo Jatra's online MIS system. The MIS database has been designed to identify households by beneficiary type with unique identifiers both for households and individuals in those households. The Contractor (having support from a statistician and M&E Manager of Nobo Jatra) will prepare the sampling plan and sampling frame. The Contractor will deploy a number of survey teams in line with the field data collection schedule and number of survey locations. Movement from one Upazilla to another should also be considered during the survey planning. The M&E and Knowledge Management team will monitor data collection process and conduct a data quality assessment throughout the survey period.

The primary selection unit is the beneficiary couple. Sufficient training and guidance to enumerators on the survey is required to ensure that there is clear instruction on the sample frame and the questionnaire modules for each household/couple they will visit.

Beneficiary Distribution							Sample		
Upazila	Unio n	Villag e	Grou p	Mal e	Femal e	Total	# of group s	# of HHs/grou p	Total sampl e
Dacope	9	88	117	741	741	1482	8	6	48
Kaliganj	12	119	156	1011	1011	2022	11	6	66
Koyra	7	69	91	554	554	1108	6	6	36
Shyamnagar	12	124	156	959	959	1918	10	6	60
TOTAL	40	400	520	3265	3265	6530	35	6	210

Sampling weights and production of indicator estimates

¹⁹ When samples from different sized clusters are used and sampling is taken with the same probability, the chances of selecting a member from a large cluster are less than selecting a member from a smaller cluster. This is known as probability proportional to size (PPS). This is offset that larger clusters have greater chance to be in the sample but the probability of selecting a beneficiary from that cluster is less than the beneficiary in smaller cluster. For example, if one sample had 20,000 members, the probability of a member being selected would be 1/20000 or .005 percent. If another sample had 10,000 members, the chance of a member being selected would be 1/10000 or .01 percent.

Contactor will provide the sampling weights and produce the indicator estimates. Sampling weights should be included on the data file. The formulae used to calculate the sampling weights should be included as part of a data dictionary document. The contractor should make sure that standard procedures in developing sampling weights are followed according to FANTA²⁰ guideline. Note that a household non-response adjustment should be made to the sampling weights as part of the final weighting system and description on how the outliers would be addressed.

Qualitative Study Design

This study will also use qualitative method. Qualitative method and its range of tools are appeared convincing in the field of social and community development research. Qualitative method will be applied to explore attitudes and experiences of male and female beneficiaries relating to male engagement in MNCH. Focus group discussions are useful for exploring community norms, perceptions and expectations in MNCH. Key informant interviews are useful for gathering information based on particular knowledge and experience and perspective of program implementers about appropriateness and effectiveness of the male engagement approach. Nonetheless, participatory tools in this study complement qualitative inquiries in the complex setup of a social research on human subject.

Sample

This study is applying purposeful sampling to select respondents for FGDs, interviews, case studies and consultations for qualitative data collection. Individuals or groups of individuals, that are especially knowledgeable about or experienced on ‘male engagement’, will be selected. Availability and willingness to participate, and the ability to communicate experiences and opinions in an articulate, expressive, and reflective manner will be considered for selecting respondents of qualitative inquiry. This study will include participants of male engagement sessions (husbands and wives who are beneficiaries). Both elderly and youth men and women, who participated male engagement sessions, will be selected for FGDs. Boys and girls of the beneficiaries’ families will be included for group discussion. The study will purposefully select field facilitators, staff, people’s representatives, civil society actors and other relevant stakeholders for interviews. Consultation with representatives of relevant government departments and senior leaders of implementing partner will be arranged to enrich this research.

Table: Tools, respondents and sample size

Tools	Respondents/ stakeholders	Sample size	Remarks
Focus Group Discussion (FGD)	-Male participants (youth) - Male participants (elderly including in-laws/ grandparents) -Women participants (youth) - Women participants (elderly in-laws/ grandparents)	4 FGDs at 4 Unions in 4 Upazillas	-Separate FGDs for men’s group and women’s group -Each FGD should have minimum 8 and maximum 12 participants
Group Discussions using participatory	-Male participants -Women participants	-4 FGDs at 4 Unions in 4 Upazillas	-Participatory tool will be selected for each group and

²⁰ For detail see, <https://www.fantaproject.org/monitoring-and-evaluation/sampling-guide-participant-based-survey-feed-the-future-annual-monitoring>

tools	-boys groups and girls groups	-Total 2, one boys group and one girls group from one Upazila	researchers will receive orientation about how to collect data using that tool -Separate FGDs for men's group and women's group
Total FGDs		10	
Key Informants Interviews (KII)	Volunteers/ field facilitators (opinions of youth and older men and women who might be in-laws/grandparents)	-Total 4 at 4 unions in 4 Upazillas	
	Women members of UP	-2 members at 2 unions	-Women members will be selected who are aware about NJP and male engagement issue
	NJP staff (including partner organizations) at Upazilla office	4 staff in 4 Upazillas	
	Civil society actors/ gender activists	4 actors in 4 Upazillas	
	Key NJP staff at regional and national office involved in gender component	6	-Component heads closely working on male engagement issue -Managers and senior leaders of NJP involved on the issue
	Civil society actors at national level	2	-actors very much vocal and eminent on Gender/male engagement issue
	Academic/researchers	2	-academics who are very much popular at national level on the issue
	Focal persons of Peer INGOs	3	-INGOs working on ME issue
Total KIIs		25	
Case story-1 (700 words) Promoting gender equity	-A household, group and community in an UP	1	-discussion and observation by field researchers
Case story-2 (700 words) Using Male	-selected male motivators	1	-interviews -testimonies -opinions/ comments

motivators to change patriarchic mindset			
Case story-3 (700 words) Promoting male engagement	-academic in DU -renowned gender practitioner at national level -Personnel in Gender component, NJP -Women leader at community level	1	-interviews -testimonies -opinions/ comments
Total case stories		3	
Consultations for exploring sustainability of government institutions	relevant standing committees at UP level	-4 Unions in 4 Upazilas	-This an enquiry about how these institutions contribute when Nobo Jatra project is phased out
	office of women and children affair	-4 Upazilas	
	focal person in Ministry of women and child affair at national level	1 at national level	
Consultation with implementing partner	representatives of Shushilon	1	-Executive Director, senior leaders and focal of NJP
Total consultations		10	

Tools

Document review

Baseline data, first and second formative researches, research brief on male engagement, pre-test and post-test, and annual report of BBS will be reviewed carefully to identify what are required to find in the proposed study. In addition to these documents, other available researches, articles, *reports* of INGOs and books on ‘male engagement’ in the context of Bangladesh will be reviewed.

Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs)

Key research questions will be around how are men doing and what is needed for men to boost their systematic engagement in caregiving and unpaid household related work, as well as their support for equitable gender relations at the family level. Specific areas of concern in the project area including,

- Gender relations and power dynamics at the household/community level
- Conceptions of masculinity and linkages with men’s support for gender equality at the household/ community level
- Decision-making as well as access to and use of resources
- Division and sharing of work and childcare related responsibilities at the household-level
- Family life: marriage, conflicts in the family, coping mechanisms
- Child marriage: Men supporting to stop child marriage and raising awareness
- Gender-nutrition domain
- Learning from male engagement efforts

The following questions will be asked during group discussions, interviews and workshop.

Questions
Women's participation & Mobility
1) To what level have participation and mobility of women and girls increased? 2) To what degree has participation of women in income generating activities been increased? How did men support women in IGA?
Men, boys and institutional support for women
3) To what extent program has shifted norms and behavior? Are changes in behavior of men short term or long term? Please provide opinions. 4) How have institutions been contributing (e.g. religion, school, sports, and local leaders)?
Women's access and decision making
5) To what extent have women and girls gained access to and control over resources? a) Are women able to decide in the family/household? Please give some examples.
Men's share at child care and household chores
6) To what extent men are taking care of children? 7) To what degree have men taken part at household tasks/ chores? (unpaid care work that is traditionally mostly done by women) 8) Do women have more free time now? Do they have more time for IGAs/paid work?
Marriage and conflict in family
9) To what extent change happened with regard to following issues, -violence against women/ intimate partner violence
Child marriage and violence against girl children
10) What is the state of child marriage and violence against children in the households/community?
Gender-nutrition domain
11) To what extent has couple communication and shared decision-making improved? Examples? 12) To what level change happened in gender-nutrition domain? a) To what extent participation is equitable in decision making in household consumption of nutritious foods? b) To what degree workload are shared to improve the consumption of nutritious food? c) To what extent support is increased for maternal and child health seeking behaviors? (specifically men accompanying women for antenatal and postnatal care) d) What are the minimum meal frequency for children? (Analysis to also focus on <i>minimal acceptable diet</i>)
Challenges and learning
13) What are the achievement in the domain of 'male engagement'? What are the challenges engaging men and boys in the program? And what are the learning? 14) What are the challenges with regard to long term change in perception, attitude and practice level? 15) How could the program further improve with regard to 'male engagement'?

What difference, if any, has this activity made in your life? In your family?
 What do you wish was different about it?
 16) What has not worked in the project? Were interventions well suited to community? Are their communities' needs addressed?

Set of qualitative questions will be developed by consultant for respective groups of respondents based on the above questions. Separate set questions will be developed for each group such as youth male, elderly male, youth women, elderly women, boys, girls, field facilitators, civil society actors, religious leaders, senior leader of Nobo Jatra project and government officials.

Case Stories Three case stories will be written; each story should not exceed 700 words. Topics of case stories will address i) promotion of male engagement approach by the project, ii) using male motivators to change patriarchic mindset, and iii) promoting gender equity.

Consultations

Consultation with focal persons of the implementing partner organization. Focal persons and senior leaders of Shushilon, implementing partner, will be consulted to understand how they would take forward male engagement approach beyond the project phase.

Participatory Tools

As study area 'male engagement' is a sensitive topic; this will require enumerators to discuss about male's role at household work, domestic violence, child marriage and sexual harassments. Application of participatory tools during group discussions and interviews will appear very helpful to facilitate such talk. The following participatory tools could be applied in this study:

- Institutions analysis
- Force field analysis
- Body map
- Household Matrix: roles of men, women, boys and girls

Tasks and number of days for consultant

Tasks	Number of Days
Documents review including pre-test and post-test	7
Quantitative Part	
Develop and validation of quantitative tools	5
Orientation of enumerators including interview practicing	2
Data collection, cleaning, and entry	15
Analysis and report preparation	4
Qualitative part	
Orientation of researchers	1
Data collection	10
Organization of findings	3
Report writing and finalization	
Draft report preparation	7
Draft report submitting and sharing findings	1
Incorporation of feedback and submitting final report	5

Ethical Consideration

The informed consent process should be designed so that potential respondents can make a voluntary decision, free of coercion, regarding their participation in data collection efforts.²¹ Selected study participants will be fully informed about the purpose of the study on ‘male engagement’ and permission sought for discussions and interviews. A prepared consent statement highlighting the objective of the study, target population, benefits, choice to freely participate, and assurance of confidentiality will be read to each respondent before being interviewed. Only individuals aged 18 years and above will provide consent to participate in the study. Parents/ guardians consent will be obtained for interviewing girls and boys below 18 years old.

Findings Sharing

Findings of this study will be shared through,

- Dissemination to communities of Nobo Jatra program
- Dissemination Workshop/seminar on ‘Male engagement’ tentatively on July 2019
- Nobo Jatra Website
- Knowledge Hub of World Vision
- Blog at Word Vision web site
- Press release at Print media
- Talk show on Television channel

Target Audience

The audience for this study is program staff to be informed about significant changes and sustainability of the interventions. The study is for the internal use for WV to expand evidence of effectiveness for male engagement approach of programmatic interventions. Program participants will be enriched further in knowledge, information and analysis about male engagement issue by participating in these discussions. Program participants will get opportunity to reflect upon male engagement issue and based on critical reflection, findings will contribute in the FY 20; once cost extension is approved this will contribute in FY21, FY22 and beyond. Therefore, participants will not incur loss by attending interviews/survey rather they will gain from this study.

This study is also for external audience mostly Gender practitioners in the humanitarian organizations, representatives of donor agencies, academic, gender experts and researchers of national and international agencies.

Deliverables for the Consulting firm in the quantitative segment

- Inception Report
- Research methodology with validated questionnaire and tools
- Document review (10 to 12 pages) of baseline data, first and second formative researches, research brief on male engagement, pre-test and post-test of participants of training on male engagement, and other relevant documents.

²¹ World Vision US guidance for ethical data collection in research and evaluation

- Field report on the pretested tools to be used for the study. This should be accompanied with a field data collection plan and a list of trained team of research assistants.
- Draft report with a detailed analysis of data and well-articulated findings and recommendations to be presented
- A final report incorporating feedback. The Report will be not more than 50 pages in length (excluding Annexes)
- Reports must be submitted electronically (in both word and pdf version) with one (1) hard copy. All reports must be submitted in English
- Consultant must provide a data set entirely in Excel and SPSS file format for complete cross-tabulations of results.

Intellectual property

All intellectual property, including the data sets, analysis, and research reports arising from the performance of this Terms of Reference are owned by World Vision. The consulting firm shall not publish or develop the same as a part of any thesis, writing, document, publication, public lecture, patent or trademark application, other proposal or application for another funding opportunity, or the like, without express consent of World Vision.

Compliance

The contractor must comply with the USAID Privacy Policy (ADS CHAPTER 508) and USAID's Open Data Policy. Each Party will comply with applicable privacy legislation in its collection, use, disclosure and management of Personal Information (defined term) in undertaking the activities hereunder. If the contractor is based in the EU and/or will process the data in the EU, then GDPR (or the national data privacy law codifying GDPR) will apply, but only in one of those two situations.

Consultant/s qualifications

- Lead consultant should have more than 10 years of experience in the field of survey, quantitative and qualitative research with International humanitarian agencies.
- Research assistants to lead consultant for quantitative part should have minimum 5 years' experience of conducting similar assignments. Research assistants for qualitative part should have minimum 7 years' experience for data collection, analysis and report writing particularly in the field of qualitative studies.
- Have highly experienced research professionals with advanced degree in social science/Gender studies/statistics long standing experience of using organizational assessment tools
- Experience will be appreciated conducting survey in the areas of gender and nutrition.
- Experience using range of qualitative and participatory tools.
- Essential for the consultancy firm to have fieldwork exposure to the study districts in the South West of Bangladesh.
- Experience in data processing and checking. Demonstrate strong quantitative data analysis skills.
- Conducting analyses in SPSS and Excel as required (e.g. weighting, significance testing etc.)

- Deducing key findings and communicating them clearly and concisely
- Data visualization (e.g. charting, info graphics etc.)
- Preparing reports to publication standard
- Demonstrate the ability to work autonomously and as part of a team

Timeline for Consultancy

We estimate that it will take approximately 60 calendar days to accomplish this study.

Payment terms and conditions

The consulting firm will be paid the amount for satisfactory completion of agreed upon deliverables and for successful completion of the assignment. Accommodation, food, travel allowance, daily allowance, logistical support and all other relevant costs should be inclusive of the total budget by the consultant. Payment will be made in installments after successful completion of the assignment and corresponding deliverables alignment with WV policy.

Deliverable	Payment
<ul style="list-style-type: none"> - Inception Report – The firm will prepare a detailed inception report clearly articulating how the operations research approach will be employed articulating qualitative and quantitative approaches to undertake the study. The inception report will also include time line for each activity (#of days) to be undertaken to accomplish the tasks. The inception report will be presented (might want to include a power point presentation of the inception report as part of this deliverable). This will be submitted within 5 days of signing the contract. Final revised operational research methodology approaches to be submitted within 7 days of contract award. 	30% payment
<ul style="list-style-type: none"> - Document review (10 to 12 pages) of baseline data, first and second formative researches, research brief on male engagement, pre-test and post-test, and other relevant documents. - Field report on the pretested tools to be used for the study. This should be accompanied with a field data collection plan and a list of trained team of research assistants. Field work to gather quantitative data and qualitative information, including training of field staff. - Draft report with a detailed analysis of data and well articulated findings and recommendations to be presented - Present the findings of the study in a two hours session for stakeholders in Nobo Jtra program. 	30% payment
<ul style="list-style-type: none"> - A final report incorporating all comments. The Report will be not more than 50 pages in length (excluding Annexes) and will need to be submitted in English. The Report will have the following structure: Executive Summary and key findings (1 to 3 pages) I. Introduction and background (1 to 2 pages) II. Document review including pre-test and post-test (10 to 12 pages) 	Final 40% payment

<p>III. Methodology and methodological limitations (2 to 3 pages)</p> <p>IV. Key research findings (20 pages)</p> <p>V. Findings and way forward for sustainability of ME approach after project phase out (15 pages)</p> <p>VI. Concluding remarks (1 page)</p> <p>VII.3 case stories (700 words each) along with high resolution photos publish worthy for social media as well as print media</p> <p>Annexes in separate documents (research instruments, first name or position, age and general location, references to the documents reviewed, etc.)</p>	
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Contact Persons

Consultant will communicate to Mr. Rubayat Ahsan, Knowledge Management and Communication Coordinator, Nobo Jatra Program, for accomplishing tasks and for submitting deliverables. Consultant will also inform and work closely with the Manager, M&E, Manager, Gender component and Manager, Knowledge Management and Communication.

Section IV. Vendor's Primary Information Collection Sheet

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

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

Information Submitted by

Date:

Section V. CP Behavioral And Security Policy Protocol

CP Behavioral and Security Policy Protocol-FY18

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 (During accepting the offer)

CP 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 bellow 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.

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

Signature

Name:

Designation:

Name of the firm/organization:

Section VI. Declaration Of Conflict of Interest

Conflict of Interest – Disclosure letter (FY '16)

The National Director
World Vision Bangladesh

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

Circle the appropriate

Answer for each

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

**Name of Entity/
Corporation/NGO**

**Office or Interest
in Organization**

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

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

Type of benefits received

Received by

Relationship

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

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

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

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

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

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

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

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

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

Section VII. SWORN Statement

World Vision

Bangladesh

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

SWORN STATEMENT - FY-2016

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

1. Personal Data :

ID NO:

First Name:

Middle Name:

Last/Family Name:

Present Address:

Permanent Address:

2. I declare under oath that:

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

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

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

Name of Staff /Volunteer/
Facilitator/Intern/Consultant

Signature

Date