



**REQUEST FOR PROPOSAL  
FOR  
HIRING LOCAL / INT'L CONSULTANT ON**

**“CONSULTANCY TO PROVIDE TECHNICAL SUPPORT TO TRAIN NOBO JATRA  
STAFF ON MARKET SYSTEMS AND FACILITATION APPROACHES”**

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

**RFP Ref No: WVB-NJP-RFP-121867,  
Issued on: Date: 2 May, 2019**

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## Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consultant for “Consultancy to provide technical support to train Nobo Jatra staff on Market Systems and Facilitation Approaches”.

### A. GENERAL

<b>Background of the Project:</b>	<p>In September 2015, World Vision Bangladesh (WVB), in a consortium with the World Food Programme (WFP), Winrock International (WI), and three local partner NGOs were awarded and undertook a \$74m, 5 year USAID Food for Peace Title II Development Food Security Activity. The activity, titled Nobo Jatra – ‘New Beginning’ seeks to improve gender equitable food security, facilitate access to water and improved sanitation facilities, and, improve maternal child health and nutrition for PLWs and children under 2 years in southwest Bangladesh. These interventions are complimented with cross-cutting interventions of disaster risk reduction, accountability and governance, and, gender to ensure a holistic, inclusive and gender sensitive approach.</p> <p>Nobo Jatra is implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) in two districts targeting four Upazilas namely; Khulna and Shatkhira districts– Dacope and Koyra, and, Shyamnagar and Kaliganj Upazilas respectively. The activity will reach a total of 856,116 direct beneficiaries and 200,495 households.</p>
<b>Objective and Scope of the Consultancy:</b>	<p>The objective of the consultancy is to enhance the staff capacity of Nobo Jatra to utilize and apply making systems strengthening especially through a market systems lens and utilizing facilitative approaches. The consultant will be responsible for designing and facilitating an introductory training for staff that have limited experience with the systems strengthening/ facilitative approach. The training should be tailored to facilitate the process of Nobo Jatra staff to start applying systems thinking and facilitation approaches to the following systems:</p> <ol style="list-style-type: none"> <li>1. Agriculture and Alternative Livelihoods</li> <li>2. Water and Sanitation systems (WASH)</li> <li>3. Health Care system through a Maternal Child Health Nutrition lens</li> <li>4. Governance and Accountability systems at local level</li> <li>5. Gender as a catalyst</li> <li>6. Disaster Risk Reduction and Resilience systems</li> </ol> <p>This consultancy is expected to cover 8 days and is expected to cover the following topics:</p> <ol style="list-style-type: none"> <li>1. Principles and introduction to the rationale of the market systems development approach (theoretical framework and key definitions) building on existing Nobo Jatra learning product “Integrating Extremely Poor Producers into Markets Field Guide” and the “Village Agent Guide: Strengthening Business Linkages for Smallholder Farmers.”</li> </ol>

	<ol style="list-style-type: none"> <li>2. Tools and frameworks for applying market systems analysis, approaches and intervention design (what is systematic change and systematic interventions)</li> <li>3. Examples and best practices of facilitative approaches using the above key systems as examples in similar contexts as Bangladesh</li> <li>4. Gender and market systems approaches</li> <li>5. M&amp;E for systemic change and adaptive management</li> </ol> <p>The consultant must design and facilitate the training through facilitative experiential learning activities, application of frameworks, case studies and discussion groups to mention a few.</p> <p>The training participants will comprise of both technical managers and program officers with limited or no prior exposure to systems thinking and facilitative approaches. The consultant will also collaboratively plan the training with the Nobo Jatra learning partners.</p>
<b>Procuring Entity</b>	<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: <a href="mailto:Ruhul_Mobin@wvi.org">Ruhul_Mobin@wvi.org</a></p> <p>Type of Service : “Consultancy to provide technical support to train Nobo Jatra staff on Market Systems and Facilitation Approaches”.</p> <p>RFP Ref: WVB-NJP-RFP-121867, Date: 2 May, 2019</p>
<b>Eligibility Criteria</b>	<p><b>Experience and Eligibility Requirements of the consultancy firm/Organization:</b></p> <ul style="list-style-type: none"> <li>• As indicated in TOR</li> </ul>
<b><u>Documents Required</u></b>	<p><b>A. <u>Technical proposal</u></b> should set out all the issues stated in Section. II (I. <u>Technical proposal submission format</u>) and Section. III (Terms of Reference) <u>Scope of work</u>’. <u>Must provide details information in Technical Proposal in light of evaluation criteria, including:</u></p> <ul style="list-style-type: none"> <li>• <u>Applicants must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service.</u></li> <li>• <u>Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each.</u></li> <li>• <u>Acknowledge and complete ‘Section IV to section VII’.</u></li> <li>• <u>Provide legal establishment / registration (up to date -Trade license, VAT registration, TAX certificate) and any other additional supporting documents (if applicable).</u></li> </ul> <p><b>B. <u>Financial proposal</u></b> should set out details breakdown following Section. II (2.Financial Proposal Submission Format) and must provide details <u>Financial proposal separately.</u></p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL &amp; FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
<b>Proposal</b>	<p>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</p>

	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.
<b>Validity</b>	The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
<b>Language</b>	The language of all correspondence and documents related to the proposal shall be in <b>English</b> .
<b>Proposal currency</b>	All prices shall be quoted in <b>BDT</b> for Cocal Consultant and <b>USD</b> for Int'l Consultant
<b>Consultancy Timeframe:</b>	08 days within the time frame mentioned in TOR

<b>Payment Terms</b>	<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

<b>Procurement Queries</b>	Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: <b>Ruhul_Mobin@wvi.org</b>
<b>Technical Queries</b>	Interested consultancy Firm/Organization may send e-mail for technical queries before submission of proposal to: Alex Bekunda, Deputy Chief of Party, Nobo Jatra Program, E-mail: alex_bekunda@wvi.org

#### C. SUBMISSION OF PROPOSAL

<b>Notice for Submission</b>	<p><b>Separate Technical and Financial proposals</b> shall be sent directly through email in <b>PDF format</b> to: <b>wvb_scm@wvi.org</b> and <b>no CC</b> to any WVB staff.</p> <p><b>Maximum file size: 9MB. If mail returned due over file size, please split the file and send in separate email.</b></p> <p>RFP reference ““Consultancy to provide technical support to train Nobo Jatra staff on Market Systems and Facilitation Approaches”. shall be mentioned in subject line.</p>
<b>Dead Line for Submission</b>	<b>Deadline for proposal submission is:</b> <b><u>On or before 24.00 AM on 20<sup>th</sup> May, 2019</u></b>

#### D. PROPOSAL EVALUATION

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

<p><b>Preliminary examination</b></p>	<p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the proposed by correction of the non-conformity.</p>																																	
<p><b>Evaluation (Technical &amp; Financial)</b></p>	<ol style="list-style-type: none"> <li>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).</li> <li>2) Technical proposal will carry 70% weight; and financial proposal will carry 30% weight (Technical Pass Mark is 65%)</li> </ol>																																	
<p><b>Evaluation Criteria</b></p>	<p>The proposal will be ranked according to combined technical and financial score using the weights.</p> <p><b>a. Technical Evaluation Criteria</b>          Technical Evaluation criteria &amp; allocated points are as follows:</p> <table border="1" data-bbox="472 1305 1439 2020"> <thead> <tr> <th>SL</th> <th>Evaluation criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td><b>A</b></td> <td><b>Experience of the Consultant/s</b></td> <td><b>35</b></td> </tr> <tr> <td>1</td> <td>Demonstrated experience designing and conducting the assignment in international development, including meeting academic requirements.</td> <td>10</td> </tr> <tr> <td>2</td> <td>Experience in working with US government grants, specifically USAID-DFSAs/ Feed the Future</td> <td>10</td> </tr> <tr> <td>3</td> <td>Experience in designing training curriculum for Market systems and Facilitation techniques for a developing country context.</td> <td>15</td> </tr> <tr> <td><b>B</b></td> <td><b>Implementation and Quality Assurance Plan</b></td> <td><b>65</b></td> </tr> <tr> <td>4</td> <td>Understanding the assignment, comments and suggestions of Consultant/s on the Terms of Reference.</td> <td>5</td> </tr> <tr> <td>5</td> <td>Team Composition and task assignment</td> <td>10</td> </tr> <tr> <td>6</td> <td>Roll out plan and calendar</td> <td>5</td> </tr> <tr> <td>7</td> <td>All proposed activities reflected in the work plan with timeline</td> <td>10</td> </tr> <tr> <td>8</td> <td>Experience in implementing market systems and facilitation activities in a developing country</td> <td>10</td> </tr> </tbody> </table>	SL	Evaluation criteria	Points	<b>A</b>	<b>Experience of the Consultant/s</b>	<b>35</b>	1	Demonstrated experience designing and conducting the assignment in international development, including meeting academic requirements.	10	2	Experience in working with US government grants, specifically USAID-DFSAs/ Feed the Future	10	3	Experience in designing training curriculum for Market systems and Facilitation techniques for a developing country context.	15	<b>B</b>	<b>Implementation and Quality Assurance Plan</b>	<b>65</b>	4	Understanding the assignment, comments and suggestions of Consultant/s on the Terms of Reference.	5	5	Team Composition and task assignment	10	6	Roll out plan and calendar	5	7	All proposed activities reflected in the work plan with timeline	10	8	Experience in implementing market systems and facilitation activities in a developing country	10
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9	List of similar assignment conducted, with names of references for each	15
10	Details and quality of methodology proposed for the assignment	10
<b>A+B</b>	<b>Total Points</b>	<b>100</b>

**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

### 1. Technical Proposal Submission Format

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

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

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

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

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

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

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

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

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

milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work schedule.

- i). Team composition / Staffing (maximum 3 pages) In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be summarized. In case of association, this chapter will indicate how the duties and responsibilities will be shared. The Consultant/s and staffing will be reflected in the Team Composition and Task Assignments.

## 2. Financial Proposal Submission Format

### Financial Offer: Summary of Cost

**Services/Assignment Name:** “Consultancy to provide technical support to train Nobo Jatra staff on Market Systems and Facilitation Approaches”.

**RFP Ref: WVB-NJP-RFP-121867, Date: 2 May, 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	
<b>Total Cost including applicable income taxes and excluding VAT as per country law</b>		
<b>VAT ( 15% or to date rate of VAT as per Govt. rule)</b>		
<b>Total Cost including applicable income taxes &amp; VAT as per country law</b>		

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 summery 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. Please feel free to communicate [ruhul\\_mobin@wvi.org](mailto:ruhul_mobin@wvi.org) for query.

### Section III. Terms of Reference (TOR)

#### Consultancy to provide technical support to train Nobo Jatra staff on Market Systems and Facilitation Approaches

##### A. Background:

In September 2015, World Vision Bangladesh (WVB), in a consortium with the World Food Programme (WFP), Winrock International (WI), and three local partner NGOs were awarded and undertook a \$74m, 5 year USAID Food for Peace Title II Development Food Security Activity. The activity, titled **Nobo Jatra** – ‘New Beginning’ seeks to improve gender equitable food security, facilitate access to water and improved sanitation facilities, and, improve maternal child health and nutrition for PLWs and children under 2 years in southwest Bangladesh. These interventions are complimented with cross-cutting interventions of disaster risk reduction, accountability and governance, and, gender to ensure a holistic, inclusive and gender sensitive approach.

Nobo Jatra is implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) in two districts targeting four Upazilas namely; Khulna and Shatkhira districts– Dacope and Koyra, and, Shyamnagar and Kaliganj Upazilas respectively. The activity will reach a total of 856,116 direct beneficiaries and 200,495 households.

In consultation with USAID-FFP, **Nobo Jatra** program requested for a cost extension for two additional years (2021 to 2022) to enhance and ensure the sustainability and long term success of the program’s key outcomes through a systems and facilitative approach. Based on USAID’s framework for inclusive market systems, it is recognized that to achieve inclusive and long term sustainability, Nobo Jatra will apply an “*inclusive market system development approach focusing on building the capacity and resilience of local systems, leveraging the incentives and resources of the private sector, ensuring the beneficial inclusion of the very poor while stimulating change and innovation that continues to grow beyond the life of the project*” (Campbell, Ruth 2014)

As a result, to ensure the success of the activity, key implementation staff require capacity building to improve their skills set to apply systems thinking and facilitative approaches that will lead to local ownership and strengthen the capacity of local systems to continue and achieve the intended development outcomes.

Based on this background, Nobo Jatra intends to shift its implementing strategy from direct service delivery to a facilitative approach using a market systems and facilitative lens following the USAID Framework for Inclusive Market Systems Development<sup>1</sup> and the Value Chain and Market Systems Development Technical Guidance<sup>2</sup>.

The outcome of this technical capacity building will lead to **Nobo Jatra staff** to acquire the capacities to adequately identify and assess local systems, design multi integrated intervention strategies that address key weaknesses in those systems, and facilitate the process of developing monitoring and evaluation tools that will accurately monitor progress of the impact of the systematic changes in the local systems.

##### B. Objective and Scope:

The objective of the consultancy is to enhance the staff capacity of Nobo Jatra to utilize and apply making systems strengthening especially through a market systems lens and utilizing facilitative approaches. The consultant will be responsible for designing and

<sup>1</sup> <https://www.marketlinks.org/library/framework-inclusive-market-system-development>

<sup>2</sup> <https://www.agrilinks.org/post/guidance-and-tools-global-food-security-programs>

facilitating an introductory training for staff that have limited experience with the systems strengthening/ facilitative approach. The training should be tailored to facilitate the process of Nobo Jatra staff to start applying systems thinking and facilitation approaches to the following systems:

1. Agriculture and Alternative Livelihoods
2. Water and Sanitation systems (WASH)
3. Health Care system through a Maternal Child Health Nutrition lens
4. Governance and Accountability systems at local level
5. Gender as a catalyst
6. Disaster Risk Reduction and Resilience systems

This consultancy is expected to cover 8 days and is expected to cover the following topics:

1. Principles and introduction to the rationale of the market systems development approach (theoretical framework and key definitions) building on existing Nobo Jatra learning product “Integrating Extremely Poor Producers into Markets Field Guide”<sup>3</sup> and the “Village Agent Guide: Strengthening Business Linkages for Smallholder Farmers.”<sup>4</sup>
2. Tools and frameworks for applying market systems analysis, approaches and intervention design (what is systematic change and systematic interventions)
3. Examples and best practices of facilitative approaches using the above key systems as examples in similar contexts as Bangladesh
4. Gender and market systems approaches
5. M&E for systemic change and adaptive management

The consultant must design and facilitate the training through facilitative experiential learning activities, application of frameworks, case studies and discussion groups to mention a few.

The training participants will comprise of both technical managers and program officers with limited or no prior exposure to systems thinking and facilitative approaches. The consultant will also collaboratively plan the training with the Nobo Jatra learning partners.

#### **6. Expected Deliverables:**

Prepare and share training materials/ approaches/ methodologies. The training material must be shared and approved by Nobo Jatra management team.

1. Design training plan with expected outcomes for each session.
2. Facilitation of 5-day training including guiding group discussions
3. Provide on-site technical back stopping for key systems that Nobo Jatra is implementing
4. Facilitate training using examples that have a contextual relevance in regards to Nobo Jatra operational area.
5. Final training report with recommendations and a thematic implementation plan on how Nobo Jatra can continue to build the technical capacities of its team members, how to use Market Systems thinking and facilitative approaches.

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<sup>3</sup><https://www.agrilinks.org/post/integrating-extremely-poor-producers-markets-field-guide-fourth-edition>

<sup>4</sup><https://www.agrilinks.org/post/village-agent-guide-strengthening-business-linkages-smallholder-farmers>

## **7. Selection Criteria:**

Demonstrated understanding of current best practices in the international application of Market systems thinking and Facilitative approaches especially within a USAID funding context:

1. Practical experience implementing Systems Change programs/ interventions using facilitative approaches
2. Practical experience of conducting a similar training in an international context
3. Practical experience of facilitating workshops/ trainings for beginners
4. Experience applying results measurements for programs using facilitative approaches.
5. Demonstrated experience applying systems thinking in development
6. Master's degree- with a preference for MBA but number of years applying systems thinking will suffice as well.

## **8. Evaluation Criteria:**

The consultant must meet the required qualifications and experience. Interested consultants should submit their applications via email to [wvb\\_scm@wvi.org](mailto:wvb_scm@wvi.org). The application should be submitted in PDF format as one document comprising Technical and Financial sections as detailed below:

1. Technical proposal including Consultant's understanding of the assignment and context, CVs, and company profile and date available to conduct the assignment.
2. Approach to the assignment
3. Methodology and Tools
4. Work plan with Deliverables
5. Financial proposal including all charges related to the assignment

Only short listed consultants will be contacted.

## **9. Payment Terms:**

Payment may be made in single / installments upon mutual agreement. All payments shall be made to the successful vendor upon receipt and acceptance of deliverables by Nobo Jatra program- World Vision Bangladesh, and receipt of a valid invoice with supporting documentation.

## **10. Location:**

The training is expected to take place in either Dhaka or Khulna, Bangladesh.

## Section IV. Vendor's Primary Information Collection Sheet

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

Information Submitted by \_\_\_\_\_  
Date:



## Section V. CP Behavioral And Security Policy Protocol

### CP Behavioral and Security Policy Protocol

**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**

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**Signature**

**Name:**

**Designation:**

**Name of the firm/organization:**

## Section VI. Declaration Of Conflict of Interest

### Conflict of Interest – Disclosure Letter

**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.

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

7. Yes/No I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.

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*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.*

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**Signature**

**Name:**

**Designation:**

**Name of the firm/organization:**

## Section VII. SWORN Statement

### SWORN STATEMENT

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

#### 1. Personal Data :

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.

-----  
Signature

Name:

Designation:

Name of the firm/organization: