

**REQUEST FOR PROPOSAL (RFP)  
Hiring Consultant/Firm For**

**Enhancing the capacity of World Vision Bangladesh to be a Gender responsive organization**

Date: 14 May 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for **“Enhancing the capacity of World Vision Bangladesh to be a Gender responsive organization”**.

Please be guided by the information attached below with annexures:

**General RFP Guidelines and Instructions:**

<b>RFP Name:</b>	<b>WVB Gender Capacity Building</b>
RFP Reference:	WVB-SCM-RFP-0024-08/19
<b>Submission of Proposal:</b>	<p><b>Separate Technical and Financial</b> proposals shall be sent directly through email in <b>PDF format</b> to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a></p> <p><b>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</b></p> <p><b>“WVB Gender Capacity Building”</b> Shall be mentioned in <b>subject line</b>.</p>
Deadline for the submission of proposals:	<b>Deadline for proposal submission is: <u>On or before 27<sup>th</sup> May, 2019 within 1.00 P.M</u></b>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: <a href="mailto:Ziaul_Islam@wvi.org">Ziaul_Islam@wvi.org</a>
WVB Contact regarding Technical Specification:	Md. Zahidul Kabir, National Coordinator, Social Inclusion and Policy Analysis, +88 01713257132, <a href="mailto:mdzahidul_kabir@wvi.org">mdzahidul_kabir@wvi.org</a>
List of Annexures:	<p>Annexure-1: Instructions to Offeror</p> <p>Annexure-2: General and Particular Terms and Conditions</p> <p>Annexure-3: Terms of Reference (ToR)</p> <p>Annexure-4: Vendor’s Primary Information Collection Sheet</p> <p>Annexure-5: CP Behavioral And Security Policy Protocol</p> <p>Annexure-6: Declaration of Conflict of Interest</p>

**INSTRUCTIONS TO OFFEROR**

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

Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Submission of proposals	<p><b>Separate Technical and Financial</b> proposals shall be sent directly through email in <b>PDF format</b> to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a></p> <p><b>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</b></p> <p>RFP reference “WVB-SCM-RFP-0024-08/19: <b>“WVB Gender Capacity Building”</b>”. Shall be mentioned in subject line.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.</p>
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	<p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> <li>1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;</li> <li>2) Declaration of Conflict of Interest as per Annexure-6;</li> <li>3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5;</li> <li>4) Vendor Information Sheet Annexure-4.</li> </ol>
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
Preliminary examination	<p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is</p>

	<p>obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.</p>
<p>Evaluation and comparison of proposals</p>	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here:  <i>F<sub>p</sub></i> = Financial Score of Offeror being evaluated  <i>F<sub>m</sub></i> = Lowest Financial proposal among technically qualified Offerors  <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below:</p>

	$CS = [TS * 0.7 + F_p * 0.3]$ <p>Here:  <i>CS = Combined Score</i>  <i>TS = Score obtained from Technical Proposal</i></p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> <li>• Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal.</li> <li>• Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) Technical supporting staffs (d) experiences of the consultant with World Vision Bangladesh.</li> <li>• Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients.</li> <li>• Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)</li> </ul>
Demonstration of Proposal	<p>As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.</p>
Payment Terms	<p>WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract.</p>

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

## GENERAL AND PARTICULAR TERMS AND CONDITIONS

### A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately through email [wvb\\_scm@wvi.org](mailto:wvb_scm@wvi.org).
  2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
  3. Payment shall be made through Straight to Bank (S2B).
  4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
  5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
  6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
  7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
  8. The Proposal must be placed through email not later than 01:00 P.M. on the closing date.
  9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
  10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
  11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
  12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
  13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
  14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
  15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
  16. Any late submission of Proposal after the schedule date and time will be rejected.
  17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
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18. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-6).
21. The Offeror has to agree to comply with WV Child protection policy and will have to complete CPP Form (Annexure-7).
22. The Offeror has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-8).

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

Name & Signature of the Offeror: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Date with Seal of the Company: \_\_\_\_\_

## Terms of Reference

### Enhancing the capacity of World Vision Bangladesh to be a Gender responsive organization.

#### I. Understanding the Assignment/Task

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. It's around 46,000 staff members in nearly 100 countries are committed to working with the world's most vulnerable people regardless of religion, race, ethnicity, gender or sexual orientation. In Bangladesh World Vision is currently serving around 3.5 million people among them around one million are children covering one million households in 434 Unions under 93 sub-districts of 30 districts. Currently World Vision Bangladesh is focusing on health, nutrition & WASH, education, economic development, social accountability and child protection and participation.

Gender equality is important to World Vision because it affirms the inherent worth and dignity of women and men created equally in the image of God, as described in the Bible. We seek to reinforce the value of women, men, girls and boys and the significance of their contributions to their families, communities and society. World Vision also believes in promoting gender equality because transformed gender relationships address the root causes of poverty and promote sustainable development, ultimately helping us to achieve our mission and vision.

From this viewpoint, WVB has taken an initiative to enhance the organizational capacity to address gender equality. This will include the training needs assessment of staffs, development of training tools/modules, implementation of training programs, monitoring, assessment of impact, updating organizational policies etc.

#### II. Process to be followed:

World Vision Bangladesh will recruit a consultant/consultancy firm to implement the entire process. The consultant/consultancy firm will conduct the following tasks according to the mentioned time-

Task	Time
<b>Training Needs Assessment</b> <ul style="list-style-type: none"> <li>• Develop in-person assessment tool</li> <li>• Develop on line assessment tool</li> <li>• Conduct Assessment with SMT</li> <li>• Conduct Assessment with Sr. Managers</li> <li>• Develop on-line assessment with field staff</li> <li>• Review all assessment data</li> <li>• Submit assessment report</li> </ul>	30 days
<b>Review organizational policies and suggest recommendations for gender equality.</b>	5 days
<b>Develop in-person training modules</b>	10 days



<b>Develop online training modules</b>	10 days
<b>Conduct training for staffs</b> (Three days residential trainings outside Dhaka city, WVB preferred CDM Rajendrapur or CDM Savar)  <ul style="list-style-type: none"> <li>• Training with SMT members</li> <li>• Training with 40 Sr. Managers</li> <li>• Training with 80 field staff</li> </ul>	55 days
<b>Conduct Training Evaluation and training evaluation reporting</b>  <ul style="list-style-type: none"> <li>• Develop training evaluation instrument</li> <li>• Implement training evaluation</li> <li>• Prepare Training Impact Evaluation Report</li> </ul>	30 days

### III. Deliverables:

1. Report on Training Needs Assessment (English)
2. Review report on organizational policies for gender equality (English)
3. Training modules (English and Bangla)
4. Online module (English and Bangla)
5. Training completion report (English)
6. Training evaluation tools (English)
7. Training evaluation report (English)

Consultant has to submit all the deliverables both in hard and soft copy with discretion that WVB can use those materials when and where required.

### IV. Counterpart Support:

WVB will arrange logistics, hotel accommodation, travel, and food cost for the participants and two trainers for the residential trainings.

### V. Qualification for consultant/consultancy firm

1. The consultant or lead consultant of consultancy firm must be a post graduate or above in Gender studies or Social Science or Relevant subject from reputed University.
2. The consultant or lead consultant of consultancy firm should have sound understanding and experiences on gender.
3. The consultant/consultancy firm must have strong background of developing training module following required process.
4. The consultant/consultancy firm must have experiences of conducting training on gender equality.
5. The consultant/consultancy firm should have experience of organizational development.
6. The consultant/consultancy firm must have excellent English writing and/or editorial skills and experiences. Previous research publication would add value.

### VI. Budget, Payment and Timeframe

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**Timetable:**

Time duration of task would be four months from the date of signing.

**Remuneration and mode of payment:**

WVB is expecting very realistic budget proposal from interested bidders in BDT including Tax and VAT. Tax and VAT will be deducted at source as per Government rules. WVB finance section will facilitate payments. The payment would be made through bank transfer by two installments: (i) Forty percent (40%) of the contract value will be paid after submission of training needs assessment report; and (ii) rest sixty percent (60%) will be made after evaluation of the training upon receiving the evaluation report. All payments are subject to timely and satisfactory completion of the contracted job. The consultant /team shall bear all costs associated with the preparation and submission of the technical proposal.

**VII. Selection Procedure****Submission of proposals**

Interested individual consultants or firm must submit the following documents/information to demonstrate their qualifications:

**(a) Technical proposal**

1. Background including basic gender understanding.
2. Outline of training needs assessment, training modules, online module and training evaluation report.
3. Detailed timeframe.
4. Prior experience and other form of documentation relevant to this assignment.
5. Detailed CV of the consultant and the team containing experience on relevant issues.

**(b) Financial proposal**

1. Personnel Cost
2. Assessment and evaluation related Activity Cost
3. Training facilitation cost
4. General operating cost

**VIII. Copyrights**

All publication and reports produced during the assignment are to be treated as WVB property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to World Vision Bangladesh. The publication/report or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of WVB.

**IX. Termination of the Agreement**

Either party can terminate this agreement with a written notice within 15 (fifteen) days from the date of signing this agreement. WVB reserves the right to unilaterally terminate the contract if:

1. The External Consultant cannot fulfill any clause of Terms of Reference.
2. The External Consultant cannot submit their reports within the specified time.

**X. Key Contact**

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Md. Zahidul Kabir, National Coordinator, Social Inclusion and Policy Analysis of WVB will be the key contact persons for this work on behalf of WVB. The consultant/consulting firm will keep close contact with him for the total service and for any clarification, and vice-versa. For any clarifications, please write to Md. Zahidul Kabir (mdzahidul\_kabir@wvi.org)

## **XI. General Terms and Conditions**

1. The individual consultant/ firm will not permit any of his/her duties or obligations made under this contract to be performed or carried out by any other person, or reassign its' interest in a contract without first obtaining the consent in writing from WVB.
2. In the event that the consultant requires additional time to complete the contract, over and above that previously agreed to, but without WVB changing the scope of work, WVB' s prior written concurrence to the same is necessary.
3. WVB may make general changes, in written within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, WVB shall make equitable adjustment in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.
4. In the event of failure on the Consultant's part to meet the agreed deadline WVB reserves the right to penalize the Consultant or his/her Farm.
5. Notwithstanding anything contained in the agreement or these conditions, WVB may at any time terminate this agreement in whole or in part by requiring the consultant to stop performing the work or any part thereof. In this event the consultant shall have no claim against WVB by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.

## **XII. Ethical Consideration and Child Protection Policy**

Ethical issues will be considered in the whole research process, from design to report. Special care will be taken to work with children. Informed consent will be obtained before interviewing and observing. Anonymity, confidentiality and voluntary participants for participating in this research will be ensured. Strategies of using pseudonyms will be undertaken in writing up of the findings and the production of the final report.

World Vision is a child focused organization. The child Protection Policy of World Vision Bangladesh will strictly be followed in the entire process. Any violation /deviation in complying with WVB's child protection policy will not only result-in termination of the agreement but also WVB will initiate appropriate action in order to make good the damages/losses caused due to non-compliance of WVB Child Protection Policy.

Accepted by:

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Date:

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**Annexure-4**

**VENDOR'S PRIMARY INFORMATION COLLECTION SHEET**

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

Information Submitted by  
Date:

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## Annexure-5

**Child Protection Behavioral and Security Policy Protocol FY-2019**

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

**Child Protection Behavioral and Security Policy Protocol**

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

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

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

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

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

#### **Consequences of Breach**

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

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

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

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

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**(Signature & Date)**

**Full Name:**

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

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**Annexure-6**

**DECLARATION OF CONFLICT OF INTEREST**

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

Circle  the appropriate

**Answer for each**

1. YES NO I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

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

If Yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

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

Sl.	Name of WVB Employee	Position held in WVB	Relation

4. YES NO I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.

\_\_\_\_\_  
 \_\_\_\_\_

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