

REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Firm For

End of the Project Evaluation (EVPRA) in Bangladesh

To: Consultant/Firm

Date: May 29, 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for **“End of the Project Evaluation (EVPRA) in Bangladesh”**. Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

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| RFP Name: | End of the Project Evaluation (EVPRA) in Bangladesh |
| RFP Reference: | WVB-SCM-RFP-0026-08/19 |
| Submission of Proposal: | <p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>Email Subject: “End of the Project Evaluation (EVPRA) in Bangladesh”. Shall be mentioned in subject line.</p> |
| Deadline for the submission of proposals: | Deadline for proposal submission is: <u>On or before 25th June, 2019 within 1.00 P.M</u> |
| Procurement Focal Point: | Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: Ziaul_Islam@wvi.org |
| WVB Contact regarding Technical Specification: | Bidhan Krisno Pul- M&E Coordinator, EVPRA Project, Cell# 01715750825 |
| 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> |
| List of Attachment: | <p>Attachment 1: Project and Program Evaluation</p> <p>Attachment 2: MID Term Evaluation</p> <p>Attachment 3: Logical Framework for the Project</p> <p>Attachment 4 : CSO Mapping and Capacity Assessment</p> <p>Attachment 5: Baseline Survey</p> <p>Attachment 6: Bond Tools</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.

INSTRUCTIONS TO OFFEROR

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

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| | prices of services it proposes to supply under the contract. |
| Submission of proposals | <p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>Email Subject: “End of the Project Evaluation (EVPR) in Bangladesh ”. Shall be mentioned in subject line.</p> |
| Late Proposals | Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected. |
| Modification and withdrawal of Proposals | The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form. |
| Documents comprising the proposal | <p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration of Conflict of Interest as per Annexure-6; 3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5; 4) Vendor Information Sheet Annexure-4. |
| Clarification of proposal | To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted. |
| Preliminary examination | <p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the</p> |

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| | <p>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> |
| Evaluation and comparison of proposals | <p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here: <i>F_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below: <i>CS</i> = [<i>TS</i> * 0.7 + <i>F_p</i> * 0.3]</p> <p>Here: <i>CS</i> = Combined Score <i>TS</i> = Score obtained from Technical Proposal</p> <p>Contract shall be awarded to the highest combined (Technical and</p> |

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| | Financial) score obtained Offeror. |
| Technical Evaluation Criteria | <p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> • Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal. • Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies 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. • Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients. • Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.) |
| Demonstration of Proposal | As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee. |
| Payment Terms | WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract. |

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

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately through email wvb_scm@wvi.org.
 2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
 3. Payment shall be made through Straight to Bank (S2B).
 4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
 5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
 6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
 7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
 8. The Proposal must be placed through email not later than 01:00 P.M. on the closing date.
 9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
 10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
 11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
 12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
 13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
 14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
 15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
 16. Any late submission of Proposal after the schedule date and time will be rejected.
 17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
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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 (ToR)
for
End of the Project Evaluation (EVPRA) in Bangladesh

Establishing Vulnerable Peoples' Rights and Access to Social Safety Net
Programmes (EVPRA) Project

This Project is funded by the European Union and implemented by the World
Vision, Pollisree and PUMDO.

World Vision

The contents of this publication are the sole responsibility of World Vision, Pollisree and
PUMDO and can in no way be taken to reflect the views of the European Union.

Evaluation Summary

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| Project | Establishing Vulnerable Peoples' Rights and Access to Social Safety Net Programmes (EVPRA) in Dinajpur and Joypurhat Districts, Bangladesh |
| Project timeline | January 2016 – December 2019 |
| Evaluation type | End of Project Evaluation |
| Evaluation Purpose | <ol style="list-style-type: none"> 1. Assess the progress made towards achieving project goal and impacts based on the project design and strategy (Relevance, Effectiveness, Impact, Sustainability and Efficiency) in order to better inform future WVJ programming and identify potential gaps and area-specific opportunities/focus for programme planning and improvement. 2. To come out with recommendations to guide future programming. 3. To render accountability to donors |
| Primary Methodologies | <ol style="list-style-type: none"> 1. Quantitative Method 2. Qualitative methods 3. Desk/Literature Review 4. Observation. |
| Evaluation duration (Start date) | 60 days (01/07/2019) |
| Anticipated Evaluation report release date | 31/08/2019 |

I. Background/Introduction

World Vision Bangladesh (WVB) is looking for an individual consultant/consulting firm to conduct the End of Project Evaluation for the EU funded action; “Establishing Vulnerable Peoples' Rights and Access to Social Safety Net Programmes” (EVPRA) in Bangladesh. This project is implemented through a partnership led by World Vision United Kingdom (WVUK) and direct implementation by World Vision Bangladesh (WVB), Pollisree and PUMDO (Peoples Union of the Marginalized Development Organization). The project site includes; three sub districts of Dinajpur District led by Pollisree and two sub-districts of Joypurhat District where PUMDO is leading implementation. WVB provides day to day oversight management for the project, technical, advocacy and communication and Monitoring and Evaluation support through a core Project team based in Dinajpur.

Since inception, the Project has been implemented in close collaboration with government, CSOs and communities in Joypurhat Sadar and Panchbibi sub-districts in Joypurhat district in Rajshahi Division and Fulbari, Dinajpur Sadar, and Birampur sub-districts in Dinajpur district, in Rangpur Division situated in the northern region of Bangladesh. Total population of those selected sub-districts are 1,356,052 of which 40,678 are ethnic minority. The Project targets 278,668 extremely poor people of these working

areas among them 39,953 are ethnic minority (Source: Population and Housing Census 2011). Over the implementation period, EVPRA has worked with 100 Civil Society Organisations (CSOs) composed of/led by ethnic minority people.

The Project has utilised Citizen Voice and Action (CVA) which is a proven WV's local level social accountability approach, by empowering CSOs, their membership and communities to increase their influence on access to SSNPs and related policies, and strengthen the capacity of duty bearers to respond positively to citizen participation in service delivery decision-making and monitoring processes. Trained local CSOs and CVA working group members have run that approach, targeted all vulnerable people (ethnic minority and other extreme poor) in the local communities to participate in the CVA process, together with Local Authorities-LAs.

The Project started in January 2016 and will end by December, 2019 total budget of € 1656683 with the overall objective of the Project is to Empower Civil Society Organisations (CSOs) working for the rights and development of ethnic minority groups, Local Authorities (LAs) and communities, to promote the most vulnerable peoples' social development through access to Social Safety Net Programmes (SSNPs) in targeted two Districts.

This is being achieved through 3 Specific Objectives

SO1. To strengthen organisational capacity and sustainability of targeted local CSOs that are working for the rights and development of ethnic minority groups

SO2. To promote transparency and accountability of existing government SSNPs

SO3. Increase the total number of vulnerable people with access to SSNPs from the government

The expected results of the Project are as follows

R1.1 Functional CSOs that are working for the rights of ethnic minority groups, exist with effective leadership in practice

R1.2 CSOs working for the rights of ethnic minority groups have increased their understanding of human rights and entitlements

R1.3 Effective networking and collaboration between relevant government and non-government organisations (GOs and NGOs) is established

R2.1 Inclusion of CSO representatives working for the rights of ethnic minority groups in local government committees

R2.2 Target communities satisfied with access to SSNPs information

R3.1 The vulnerable are demanding rights and entitlements set out in SSNP policies

R3.2 Evidence of barriers to vulnerable peoples' access to SSNPs are presented at national level and solutions sought in collaboration with key stakeholders

Overall Objective Indicators

O.1.1 Percentage of the target population with increased satisfaction regarding the delivery of SSNPs by the end of the Project

O.1.2 Number of policy, system, structure, practice or programmatic changes to improve access to SSNPs by the most vulnerable people, specifically including ethnic minority groups and women, contributed to by EVPRA by the end of the Project

Strategic Objective Indicators

SO1.1 Increased percentage of targeted local CSOs, that are exhibiting improved organisational and management capacity by the end of the Project

SO2.1 Percentage of vulnerable people (specifically including ethnic minority groups and women) with increased knowledge of target SSNPs, specifically eligibility criteria and/or grievance and redress mechanisms by the end of the Project

SO2.2 Number of new mechanisms (e.g. inclusion of CSO representatives, including ethnic minority groups and women, in local government committees, establishment of complaints and redress systems, transparency and accountability boards etc.) introduced by local government to enable vulnerable communities to voice concerns on the delivery of SSNPs by the end of the Project

SO3.1 Increased percentage of vulnerable people, including ethnic minority groups and women, who report accessing 1 or more of the 9 targeted SSNPs by the end of the Project

Results Indicators

R1.1.1 Percentage of targeted CSOs implementing new organisational leadership mechanisms in at least one of the areas being measured (e.g. new board standards, periodic/annual elections, inclusion of women, operational structures and systems etc) for effective CSO governance

R1.1.2 Percentage of CSOs with either women, or other vulnerable people in a leadership position by the end of year 2 of the project

R1.2.1 Increased access to knowledge and information about human rights and SSNP entitlements by the most vulnerable, including ethnic minority groups and women, by the end of the Project

R1.3.1 Increased effective engagement between GO and NGOs on issues which promote vulnerable peoples' access to SSNPs, specifically including ethnic minority groups and women

R2.1.1 Percentage increase in the number of CSO representatives included in local government committees, specifically including CSO representatives from ethnic minorities, women and other most vulnerable groups

R2.2.1 Increased proportion of people in the target communities with satisfactory access to SSNP information by the end of the Project

R3.1.1 Increased % of people (disaggregated by gender, ethnic minority and other vulnerable groups) in the target communities with access to SSNPs by the end of the Project

R3.2.1 Number of contributions to national level policy consultations with government to facilitate policy changes by the end of the Project

R3.2.2 Number of publications items and research pieces presented and disseminated at national level, to government and civil society, to advance access to SSNPs by the most vulnerable.

EVPRAs have particularly focused on increasing access to the following 9 SSNPs

1. Old Age Allowance - Ministry of Social Welfare
 2. Allowances for the financially insolvent disabled - Ministry of Social Welfare
 3. Allowance for the widowed, deserted and destitute women - Ministry of Social Welfare
 4. Maternity allowance program for poor lactating mothers - Ministry of Women and Children Affairs
 5. Vulnerable group development (VGD)- Ministry of Women and Children Affairs
 6. Vulnerable group feeding (VGF)– Ministry of Disaster Management and Relief
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7. Food for works (FFW)- Ministry of Disaster Management and Relief
8. Secondary Education Stipend Project (SESP)- Ministry of Education
9. Primary Education Stipend Project (PESP)- Ministry of Primary and Mass Education

II. Key Objectives of the Project End Evaluation

1. To measure the end result of the Project towards the overall objectives and three Specific Objectives' statements and indicators, and expected result indicators mentioned in the Logical Framework (logframe). The Project Logical Framework can be found in Annex A
2. To compare the Project End Evaluation findings with Midterm Evaluation and Baseline Survey, and other studies such as CSOs Capacity Assessment report (both annexed), as well as with national and district level data, where available in Annex B and Annex C respectively
3. Assess the performance of the project against key Organisation for Economic Co-operation and Development's Development Assistance Committee (OECD/DAC) evaluation parameters i.e Relevance, Effectiveness, Efficiency, Impact and Sustainability.
4. To identify lessons learned and good practices and sustainability framework for each the overall and specific objectives and results of the Project
5. To provide clear and actionable recommendations/way forwards for the implementing organization, donor, external audiences that will support sustainable benefits to the target communities as well as to design similar projects in other part of the country.
6. Determine the results of EVPRA at impact level, specifically the project's impact on child marriage, school dropouts, food security, economic empowerment, or any other factors that improved standards of living as a result of increased access to SNNPs.
7. Challenges encountered and accomplishments achieved by the complaint and redress mechanism.

To deliver these objectives the consultant or consultancy firm will have to review the Baseline Survey and Midterm Evaluation report, CSOs Capacity Assessment report, Project logframe, M&E framework, project interim reports etc.

III. Evaluation Target Audience

The targeted audience for the evaluation will include; community members from the selected project areas specifically targeting ethnic minority and other disadvantaged communities. Local community leadership (District, Sub-district & Union Parishad) and SSNP committee, CSO organisations, Apex bodies, national level policy makers for SSNP project, line Ministries. Other specific targets include:

- World Vision United Kingdom
- World Vision Bangladesh
- EU delegation Bangladesh
- PUMDO
- Pollsiree

IV. Evaluation Type

End of project Evaluation that intends to give feedback on achievement of project objectives, effectiveness of the project implementation and lessons for future programming.

V. Proposes Methodology and Instruments

The Project End Evaluation method will respect the Baseline Survey (May 2016) and Midterm Evaluation (February 2018) methods. The EVPRA Baseline Survey and Midterm Evaluation were conducted in five selected sub districts of Dinajpur and Joypurhat Districts., namely Birampur, Dinajpur Sadar, Fulbari, Joypurhat Sadar and Panchbibi. The surveys used a mixed method approach, beginning with a literature review of Project reports, policy documents, journals and media reports; a HHs survey of 953 selected SSNP beneficiaries and non-beneficiaries through random sampling, due to inability to extract data from local government.

Selection of Households

From each of the unions, households will be selected randomly. A total of 953 Households will be interviewed for this study. Main respondent of household will be head of the household, whereas information related to other vulnerable member of family such as unemployed, and women, widow, disabled, specific information will be asked from particular member in consultation with head of the household. A stratified approach, with pre-determined quotas could not be applied due to limitations highlighted later.

Statistical Rationale of Selection of Sample

Statistical significance while calculating the samples which was considered with great importance.

Margin of Error: Margin of error is the level of precision which we required. This is the range in which the true proportion is estimated and expressed in percentage points (e.g., $\pm 1.5\%$). A lower margin of error may give larger sample size but gives much accuracy.

Confidence Interval: The confidence level specifies the amount of uncertainty associated with our estimate. This is the chance that the margin of error contains the true proportion.

Sample Proportion: It was determined by using the results from a previous similar survey present in secondary domain, for this study $N/n = 1.5\%$ was considered. For selection of representative sample for respondent, Normal distribution was adopted i.e. population distributed normally i.e. 50%. At 1.5-2% margin of error, 95% confidence level calculation of the total sample for this study was carried out, which is best practice for similar studies.

For qualitative semi-structured key informant interviews (KIs) and focus group discussions (FGDs) with 71 Project stakeholders in government and civil society will be conducted. The Project End Evaluation quantitative and qualitative data collection tools will be used as they were used in Baseline Survey and Midterm Evaluation. Table is given the targeted number of quantitative and qualitative sample.

| Qualitative Sample | | | | Quantitative sample | |
|--------------------|--------------------------------------|----------------------|-------------|--|-------------------|
| | Stakeholder | Level | Total Units | Upazila | No. of households |
| Government | Members of Parliament | National | 2 | Birampur (Jotbani and Poliprayagpur Union) | 248 |
| | Upazila Chairman and other officials | Upazila | 35 | | |
| | Union Chairman and other officials | Union | 10 | Dinajpur Sadar (Auliapur and Kamolpur Union) | 122 |
| | Officials in district administration | District | 8 | | |
| Civil Society | USAID | Multilateral/ Global | 2 | Fulbari (Khayerbari and Shibnagar Union) | 162 |
| | Plan Bangladesh | | | | |
| | Care Bangladesh | | | JoypurhatSadar | 211 |

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| | PM of EVPRA-PUMDO and EVPRA-Pollisree (Implementing agencies) | Regional | 4 | (Badsha and Chakbarkat Union) | |
| | CSOs/CBOs | Union/Community | 4 | Panchbibi (Aolai and Bagjana Union) | 210 |
| | NGOs | Union | 4 | | |
| | NGOs' Indigenous groups | National | 2 | | |
| | Total | | 71 | | 953 |

The Project End Evaluation will involve substantial qualitative and quantitative data collection and should include general and target population data, and social protection system data. The surveys will collect data on and disaggregate results by gender, ethnic minority group and other most vulnerable groups, including people with disabilities. The Evaluation should include an extensive literature review, including of official government records and government SSNP budget allocation and policies, and analyse the political economy of the social protection system in Bangladesh. Survey questions will need to align with Baseline Survey and Midterm Evaluation findings, logframe indicators to allow measurements of overall objectives, strategic objectives and results indicators at the end of the Project.

To understand the challenges encountered and accomplishments achieved by the complaint and redress mechanism adequate qualitative tools should be used and the result should be reflected in the qualitative part of the assessment.

VI. Duties and Responsibilities

Major tasks and responsibilities of the consultant/firm

- Firm to develop methodology and necessary tools required by the evaluation
- The consultant/firm will use Baseline Survey/Midterm Evaluation tools but there is scope to play beyond questionnaires considering the context and situational changes but mandatorily having consent of the Project Management at the very beginning of the planning stage.
- The tools should insert necessary questions focused to gauge the EVPRA at impact level, actively involve beneficiaries in collecting baselines to report the project's impact on child marriage, school dropouts, food security, economic empowerment, or any other factors that improved standards of living as a result of accessing SSNPs.
- Coordinate all data collection activities in-country, either directly or through a third-party, with the support of the Project Manager and M&E Coordinators.
- All data, qualitative and quantitative, collected through the research must be disaggregated by sex, ethnic minority and other most vulnerable groups as a minimum, and as part of this disaggregation any other key determinants of marginalisation (wealth, ethnicity, location, disability, age etc.) must also be documented.
- The consultant/firm must provide any Information and Communication Technology (ICT) which they wish to use and should also factor in costs for using any ICT which they propose to use.
- The methodology used and final report must adhere to the minimum standards of evidence quality outlined in the BOND evidence principles (as attached in annex E below)
- All types of costs related to the evaluation such as training of the survey enumerators, data collection, analysis, report writing, presentation and other logistics associated with their food, accommodation and transportations will be borne by the consultant/firm;

- The male-female ratio of data enumerators must be 50:50 and enumerators must be able to explain the questions using the local dialect of the Project area;
- Read all Project background documentation, Baseline Survey, CSOs Capacity Assessment and Midterm Evaluation report and all necessary Government documentation on SSNPs; e.g. National Social Security Strategy 2015; Office order of respective ministry or department on SSNP administration, Union Parishad Manual, etc). The consultant/firm must share with World Vision a list of all the documents and verify the current relevancy of the documents with the Government of Bangladesh;
- Develop an assignment plan and schedule and seeking approval from World Vision. The plan must include the schedule and outline of the assessment design and methodologies;
- Translate the specific tools into Bengali as needed for data collection. Both language Bangla and English translated tools required to submit to the WVB evaluation management team;
- In preparation for the field mission, the consultant/firm must organise at least two (2) days comprehensive training (including field testing) for the team to ensure the Project End Evaluation objectives are understood, World Vision Child Protection policies are understood and adhered to, and the plan is developed considering the field realities;
- Provide weekly data collection updates to the World Vision team in Bangladesh, including up-to-date information on the number of surveys and interviews conducted per sample point and district, and detailed information on challenges observed, as well as solutions adopted for those;
- Organise a daylong workshop at Dinajpur to share the Project End Evaluation findings with EVPRA Project team and World Vision National and Regional Office staff, CSO and ethic group representatives and other relevant stakeholders including the project beneficiaries to collect their feedback on the initial findings;
- Submit of the draft of the Project Evaluation report along with electronic copy datasets to EVPRA team for validation and verification, review and providing feedback;
- Submit the final Project End Evaluation report (a five set of coloured copies) to the EVPRA Project Management for obtaining final approval along with a soft copy of final report and all primary data (both hard and soft copy), tables and database (all sorts of, e.g. SPSS, excel, word) based on which report has been produced. World Vision will not sign off an evaluation that does not meet the BOND minimum standards and OECD-DAC Evaluation Standards for quality of evidence, detailed in Annex F, unless there are exceptional reasons that are clearly outlined in the report
- Ensure compliance with child protection policies and informed consent of participants in the various steps of the assessment
- S/he will sign the behaviour protocol after confirming this assignment

Major tasks of the EVPRA Project and World Vision Bangladesh

The Monitoring and Evaluation Coordinator of the EVPRA Project will provide overall guidance and coordination support to the consultant/firm. World Vision, Pollisree and PUMDO will facilitate the field level activities, specific to the locations/Sub Districts each organisation is covering. If necessary, the Monitoring & Evaluation Coordinator will provide relevant and required contacts of the division or district level CSO, government department or EVPRA Project beneficiaries to the team. The EVPRA Project staff will monitor the progress and oversee the quality of outputs during the day to day activities of assessment team. Specifically, World Vision will-

- Provide relevant Project documents to the selected consultant/firm
- Monitor the progress of the Evaluation process as per the agreed plan
- Review and feedback on the work plan, tools in applicable languages, draft reports within a reasonable timeframe

- Coordinate within World Vision departments, PUMDO, and Pollisree in order to support the implementation of assignment plan and schedule of the Evaluation
- Coordinate with all reviewers (EVPRA team, World Vision National and Regional Office and WVUK Office) to ensure that comments from different reviewers are consolidated and shared with the consultant/firm in a timely manner and ensure that all comments are incorporated in the report
- Make payments based on agreed terms (the payment agreed terms i.e. 40% upon submission of 1st draft on time, 60% at final submission with agreed quality and on time)
- World Vision will review all the tools are being used to the Evaluation and give the final signal for the consultant to use them in the field.

VII. Key deliverables

At the start of the assignment, an inception report will be submitted including any changes of the technical proposal, approved data collection tools and final action plan for the evaluation. Additionally, and the main product of this assignment will be a Project End Evaluation report containing an analysis of EVPRA Project end result, including overall objectives, specific objectives and results indicators based on the baseline survey, CSOs Capacity Assessment and Midterm Evaluation and provision of recommendations for effective phase out of the Project. The consultant/firm must cover the report within a maximum of 50 pages including the following contents: cover page, contents, executive summary, background and context analysis, EVPRA logical framework, study methodology, evaluation findings and discussion, recommendation and conclusions.

Specifically, the Project End Evaluation report will be submitted together with relevant data sets in the following form:

- The final Project End Evaluation report must be in colour print (both in hard and soft copy)
- The final Project End Evaluation report must comply with EU Visibility guidelines (the EVPRA Project team will advise on this)
- The Project End Evaluation report must be accompanied by interview answer sheets and FGD data entries (where applicable)
- The Project End Evaluation report must be accompanied by a summary of primary and secondary data tables/matrixes used in the report (both in hard and soft copy)
- The Project End Evaluation report must be accompanied by summary data for the end result of Project logframe indicators based on the baseline survey, CSOs Capacity Assessment and Midterm Evaluation report
- A draft report must be submitted for review by the deadline stipulated below, and the final report submitted after incorporating comments received from World Vision

VIII. Duration and timeline

This Project End Evaluation assignment should be completed (with the final report submitted) by no later than 31st August, 2019 following the timeline below:

| | |
|-----------------|--|
| Duration | |
|-----------------|--|

| | |
|---|-------------------|
| Expected Start Date | 1st July 2019 |
| Estimated End Date | 31st August 2019 |
| Proposed Milestones to be included in Consultant Work Plan | |
| Project End Evaluation design including final detailed work plan | 30th June 2019 |
| Draft I Report | 15th August 2019 |
| Findings presentation to the EVPRA team, World Vision National and NBR team | 25th August 2019 |
| Final Evaluation Report | 31st August, 2019 |

IX. Work plan

As part of the application process, the consultant/firm must submit a proposed work plan covering the following broad elements as a minimum, and indicating the proposed number of billable days against each task:

- Review of secondary sources
- Preparation of assessment framework, methodology, tools, final work plan
- Travel to/from Project areas
- Briefing by World Vision in Bangladesh (EVPRA team), refining of field tools, if needed, and other preparatory work
- Field work (visits, interviews etc.)
- Initial data analysis on site and presentation of top findings to EVPRA team and key Project stakeholders
- Preparation of first draft and final report, including presentation to EVPRA team, World Vision National and Northern Bangladesh Regional staff
- The team to be dispatched to the field should have 50% male and 50% female composition and as much as possible be recruited locally or within the region.

X. Assignment Location

The Project End Evaluation will focus on the EVPRA Project sites namely Joypurhat Sadar and Panchbibi sub-districts in Joypurhat district, and Fulbari and Birampur sub-districts, Dinajpur Sadar, and in Dinajpur district, Rajshahi and Rangpur Division, Bangladesh.

XI. Competencies, Required Skills and Experience

WVB is seeking services from a consultant and/or firm with the following specifications:

Essential:

- Proven track record for delivering quality project evaluation studies utilising mixed methods (qualitative and quantitative methods) for a similar / comparable organisation.
- Experience and understanding of the Bangladesh working context, specifically working with Government at National and Local levels
- Lead Evaluator/Consultant MUST at least have a master's degree in relevant areas with a strong research and can demonstrate prior published / completed work
- Ability to be hands on for overseeing the evaluation process, including spending time at the field.
- Superior communication skills, specifically professional writing in English (sample writing may be needed)

Desirable:

- An understanding of the Bangladesh SSNP strategy
- Experience for working at the project areas, local cultures and customs
- Knowledge of Bangla language

The prospective consultants should show sample work done (reports)

XII. To Apply

Applications (in English) must be sent by email to wvb_scm@wvi.org by **10th June 2019**, at 23:59 Bangladesh time indicating 'Proposal for **"EVPR Project End Evaluation"** in the subject line. It should contain the following elements:

1. Consultant profile: To include organisational and legal details, core competencies of organisation/individual, relevant experiences in doing end evaluation research, a statement of confirmation that the applicant is a registered company, with its own business bank account, and its own professional liability insurance. Attach curriculum vitae of each member of the team (maximum 3 pages each) clearly spelling out qualifications and experience.
2. Detailed evaluation outline for the assignment including an outline of qualitative and quantitative data collection methods (maximum 10 pages).
3. Evidence of how the consultant/firm meet the Terms of References (ToR) requirements, setting out the conceptual framework on how the work will be undertaken. This part will be based on the information provided in the ToR.
4. Detailed work plan and detailed timeframe, covering the items listed under the work plan section heading above (and including ethical considerations, internal monitoring etc.)
5. Detailed Cost estimate in BDT (Bangladesh Taka), demonstrating value for money and including human resource mobilisation, travel expenses for data collection, supplies, salary and remuneration (separating core consultancy costs and daily rates of team members), one day workshop cost, cost of relevant tools, administrative costs and other costs in separate line items. Please specify if VAT or any local taxes have been included where applicable. **All quotations submitted must be inclusive of all costs;**
6. Indication of availability (in relation to start and end dates). **The deadline is not negotiable.**
7. A statement regarding the legal, financial and professional independence of the consultant/firm from World Vision, PUMDO and POLLISREE, and a declaration of any real or perceived conflict of interest with any of the Project stakeholder.
8. The selected consultant/firm will be required to undergo Child Protection screening, training and adhere to WV's Child Protection Policy.

9. For consulting firm/agency/organisation a copy of VAT registration certificate and valid TIN are to be presented;
10. One sample of previous relevant and related work to be attached.

XIII. Management of Applications

World Vision will not be able to acknowledge or reply to all applications received. Applicants being considered will hear from World Vision within 10 calendar days after the closing date of this request for application either for additional information or for a face-to-face presentation.

Annexes

Annex A

Project Logframe



Annex-Amended
Logical Framework c

Annex B

Baseline Survey Report



Baseline
Report_EVPRPRA Proje

Annex C

CSOs Capacity Assessment Report



CSO Capacity
Assessment Report_

Annex D

Midterm Evaluation Report



EVPRM Midterm
Evaluation Report.p

Annex E

Ethical principles for World Vision evaluation and research



WV Ethical
Considerations.pdf

Annex F



BOND Quality of
Evidence Tool.xlsx



OECD-DAC
Evaluation Standard

Annexure-4
VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

| |
|-----------------|
| Vendor's Name : |
|-----------------|

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

Information Submitted by
Date:

Annexure-5

Child Protection Behavioral and Security Policy Protocol FY-2019

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

Child Protection Behavioral and Security Policy Protocol

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

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

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

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

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

Consequences of Breach

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

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

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

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

(Signature)

Full Name:

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

Annexure-6

DECLARATION OF CONFLICT OF INTEREST

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

Circle ☐ the appropriate

Answer for each

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

| Sl. | Name of Organization | Office or Interest in Organization |
|-----|----------------------|------------------------------------|
| | | |
| | | |

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

If Yes, explain: _____

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

| Sl. | Name of WVB Employee | Position held in WVB | Relation |
|-----|----------------------|----------------------|----------|
| | | | |
| | | | |

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

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

Signature with Seal

Date:
