



REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Firm

To organize and facilitate the Lifebuoy School of Five Behavior Change Model

To: Consultant/Firm

Date: 19 August 2019

Dear Sir/Madam:

We kindly request you to submit a proposal **“To organize and facilitate the Lifebuoy School of Five Behavior Change Model”**.

Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	School of Five (So5)
RFP Reference:	WVB-SCM-RFP-0031-11/19
Submission of Proposal:	Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email. RFP reference “WVB-SCM-RFP-0031-11/19: “School of Five (So 5)” ”. Shall be mentioned in subject line.
Deadline for the submission of proposals:	Deadline for proposal submission is: <u>On or before 1st September, 2019 within 3.00 P.M</u>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: Ziaul_Islam@wvi.org , Cell: 01755625763
WVB Contact regarding Technical Specification:	Proshanto Ranjan Roy , Project Manager, WVB, Contact: 01711-888-430, Md.Kamruzzaman , GAM Manager/Sr. Manager, WVB, Contact: 01713-444-277, Abdullah Al Mubin , Media & Digital Partner, Unilever, Contact: 01711-408-807
List of Annexures:	Annexure-1: Instructions to Offeror Annexure-2: General and Particular Terms and Conditions Annexure-3: Terms of Reference (ToR) Annexure-4: Vendor’s Primary Information Collection Sheet Annexure-5: WV safeguarding behavioural protocol_Bangla Annexure-6: Declaration of Conflict of Interest

INSTRUCTIONS TO OFFEROR

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

Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Submission of proposals	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>RFP reference “WVB-SCM-RFP-0012-06/19: “Baseline Study of SHOMOTA Project””. Shall be mentioned in subject line.</p> <p>A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.</p>
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	<p>The Proposal shall comprise the following components:</p> <ol style="list-style-type: none"> 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration of Conflict of Interest as per Annexure-6; 3) Declaration on Child Protection and Behavioral and Security Policy Protocol as per Annexure-5; 4) Vendor Information Sheet Annexure-4.
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
Preliminary examination	<p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is</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_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:</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"> • 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	<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>

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 03:00 P.M. on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.

18. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-4).
21. The Offeror has to agree to comply with WV safeguarding behavioural protocol_Bangla (Annexure-5).
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-6).

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

To organize and facilitate the Lifebuoy School of 5 Behavior Change Model

SHOMOTA – Strengthening Gender Equality and Social Inclusion in WASH

July 2019

**World Vision Bangladesh
and
Unilever Bangladesh**

Project Details

Project Name	SHOMOTA – strengthening gender equality and social inclusion in WASH in Bangladesh project
Project Number	B210123
Country and Districts	Gaibandha, Jamalpur and Satkhira district, Bangladesh
Start and End Date of Project	July 2018 to December 2022
Proposed Start Date of work	August 2019
Expected End Date of work	February 2020
Source of funding	DFAT (Department of Foreign Affairs and Trade)
Estimated Beneficiaries (Direct)	59,686 people

1. Introduction and Background

World Vision Bangladesh (WVB), a Christian humanitarian organization is dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. It is committed to serve and partner with people in need regardless of religion, ethnicity, gender and ability. The organization is working for fulfilling its objective 'Building a better life for girls and boys in Bangladesh' with the Vision that is "Our vision for every child, life in all its fullness; our prayer for every heart, the will to make it so". For achieving its current objective WVB laid emphasis on 4 major strategic objectives:

- Increase in children who have positive and peaceful relationships in their families and communities
- Increase in Girls and Boys protected from violence
- Increase in children who are well-nourished (ages 0-5)
- Increase in primary school children who can read

During the MDG period, Bangladesh made significant gains in increasing water and sanitation coverage. However, there are still communities including those in areas that are hard to reach due to geographical location, and marginalised populations, which include minority groups, women, elderly, and persons with disabilities who are unable to access WASH services that meet the national standard. Compared to the MDG's the SDG's shift from increasing basic access to improving service delivery of WASH to ensure equitable access. Bangladesh has a number of policies and strategies guiding the water, sanitation and hygiene sector. Key policies include: The National Sanitation Strategy 2005, National Water Management Plan 2004, The Pro Poor Strategy for Water and Sanitation 2005, The Sector Development Plan 2011-2025, The National Strategy for Water and Sanitation in Hard to Reach Areas, The National Hygiene Promotion Strategy for Water Supply and Sanitation Sector in Bangladesh 2012, The National Cost Sharing Strategy for Water Supply and Sanitation in Bangladesh 2012, and National Strategy for Water Supply and Sanitation 2014.

The statutory responsibility for the water, sanitation and hygiene sector is diversified across multiple agencies – leading to some ambiguity around roles and responsibilities, with little sense of ownership or accountability. The principle responsibility is vested in the Ministry of Local Government, Rural Development & Cooperatives (MoLGRD&C). Within this Ministry, the Local Government Division (LGD) shares the responsibility of policy decisions, sectoral allocation and funding with the Planning Commission and Ministry of Finance. The LGD is also responsible for the administrative control of Department of Public Health Engineering (DPHE), Local Government Engineering Department (LGED) and Local Government Institutions (LGI)¹. Discussions with UNICEF, Upazila and Union officials highlighted that in many rural contexts local governments lack the capacity and/or resources, or do not prioritise spending to ensure inclusive WASH interventions. The Ministry of Health and Family Welfare (MoHFW) and Ministry of Education (MoE) play a significant role in WASH activities through Upazila Health and Family Planning Officers, Upazila Education Officers and Union Health and Family Planning Assistants, who are working at community level and members of the respective WASH committees. They are to strengthen their present role in WASH committees for hygiene promotion activities in their jurisdictions. Consultations with communities, local government and DPOs have identified lack of communication and coordination between Union Parishad, Upazilla Parishad and DPHE, no specific budget for hygiene promotion, and lack of planning and monitoring mechanisms of ward and Union WatSan committees as some of the barriers in ensuring community WASH services. Other barriers that were identified for ensuring inclusive WASH include lack of knowledge, lack of participation of women and men with disabilities in Union Parishad and communities and inadequate budgetary allocation to meet the specific needs of women and people with disabilities.

¹ Sixth South Asian Conference on Sanitation (SACOSAN-VI) COUNTRY PAPER BANGLADESH accessed at: http://www.sacosanvi.gov.bd/data/frontImages/Bangladesh_Country_Paper.pdf

From the national context in Bangladesh, due to extreme poverty and poor communication networks more than 27% people of Coastal, Wetland, Char, Barind, Hilly and urban slum areas cannot access mainstream services including water and sanitation. National improved sanitation coverage stood at 61%. In absence of appropriate technological options, availability of safe water and sanitation facilities in these areas still remains in a precarious condition and people are severely affected by unsafe water, poor sanitation and unhygienic practices. A number of good policies and strategies have been developed at national level to address these issues, but implementations of these are not yet satisfactory. Thus, supporting local and national level government to roll out inclusive, gender sensitive hygiene and health promotion programs and campaigns and supporting communities, CSOs and Governments is of significant importance at this stage to change the hygiene practices based on an increased knowledge and understanding of the link between hygiene and health outcomes. Promoting community behaviour change using techniques based on an understanding of relevant cultural and social norms is also a challenge, which the proposed intervention will target. Jamalpur, Gaibandha and Satkhira districts in particular have some of the highest rates of poverty in Bangladesh with all featuring in the districts targeted in the Government of Bangladesh's five-year plan with the goals of providing better health outcomes as well as gender and disability inclusion².

District	Poverty Rate (%)
Kurigram	63.7
Barisal	54.8
Shariatpur	52.6
Jamalpur	51.1
Chandpur	51.0
Mymensingh	50.5
Sherpur	48.4
Gaibandha	48.0
Satkhira	46.3
Rangpur	46.2

Table 1: Highest Rates of Poverty in Bangladesh by District³

The Ministry of Primary and Mass Education is mandated to ensure hygiene education in the primary schools, and the Ministry of Education in secondary schools. The Ministry of Education is also responsible for ensuring suitable WASH facilities, including running water system, are present in schools through Directorate of Primary Education (DPE) at Upazila and district levels⁴. However, it is clear from the assessment of schools in the program areas that these policies are not being fully implemented. There is also no reliable data on the proportion of schools with functional WASH facilities and no comprehensive survey has been conducted on disability accessible WASH facilities in school and access to such facilities is believed to be low⁵. The School Management Committee and Parent Teacher Associations can influence and ensure the proper operation and management of school WASH facilities and monitoring hygiene sessions. However, there is minimal concern displayed by School Management Committees regarding the implementation of national standards. Additionally, it has been highlighted that there are opportunities for mobilising resources through effective linkage between schools and communities through a well-managed SMC⁶.

² Government of the Peoples Republic of Bangladesh General Economics Division, 2016, 7th Five Year Plan FY2016-FY2020 Accelerating Growth, Empowering Citizens

³ Ibid

⁴ National Hygiene Promotion Strategy for Water Supply and Sanitation Sector in Bangladesh 2012 accessed at <http://www.psu-wss.org/assets/book/nhps.pdf>

⁵ Situation Analysis on Children with Disabilities in Bangladesh, Unicef 2016

⁶ School WASH Research: A Country Report, Wateraid 2016

There has been much progress made in relation to coverage of water and sanitation facilities in Bangladesh but not in hygiene promotion. According to the Bangladesh National Baseline Hygiene Survey 2014, although more than two-thirds of the households had a hand washing facility near the toilet, only 40% had water and soap available. During hand washing demonstrations, only 13% children of three to five years of age and 57% of mothers or female caregivers washed both hands with soap. There is a need to drive improved behaviour change with behaviour change interventions. The Bangladesh National Hygiene Baseline⁷ - survey found that 35% of schools had a hand washing location inside or near the toilet with water and soap and only 28% students washed both hands with soap during hand washing demonstrations.

Based on collective efforts of World Vision Bangladesh and Unilever Bangladesh, the project will deliver the School of Five approach for hand washing with soap in five critical time. Hence, the project needs to engage an agency/ consultant to organize and facilitate the Unilever School of Five approach in SHOMOTA project intervention primary and secondary schools. The school of five approach will implement based on the document of Unilever. The project proposal and other supporting documents are to be provided to the agency/consultant. The School of Five approach would be implemented in all the 6 sub districts of SHOMOTA working areas.

2. Overview of the Project

The SHOMOTA Project is an integrated project incorporating water, sanitation, hygiene, empowerment of women, and women and men with disabilities and government and private sector engagement. The primary project goal is to improve gender and disability inclusive WASH in schools and communities. The project will work with change agents to strengthen the capacity of sub-national government officials, schools and CBOs to build sustainable institutions, improve engagement throughout the sector to increase efficacy and drive improved WASH behaviours. It will create space for women and people with disabilities to influence decisions related to resource allocation, design, and monitoring of WASH services. The project will facilitate the uptake of innovation and technologies by strengthening collaboration between different actors to increase demand for hygiene products and WASH technologies and providing incentives to local WASH entrepreneurs. Through greater representation and meaningful participation, women and people with disabilities will influence social norms, institutions and communities to prioritise their needs.

Project activities are designed to achieve four key end-of-project outcomes:

- Change agents at community, school and UP level have the drive and ability to support inclusive MHM and ODF behaviour change in schools and communities
- Improved equitable access to and use of WASH facilities and services in schools and communities
- Increased leadership and participation of women and people with disabilities in household, community and school decision making
- Evidence generated by the project on sustainable, inclusive WASH promotion is shared and implemented

The project will reach **59,686** direct beneficiaries through:

- Inclusive hygiene behaviour change interventions through Lifebuoy school of five approach
- Systems strengthening, and integrated gender transformative and disability inclusive interventions to promote meaningful engagement of women and people with disabilities and Citizen Voice and Action
- Overcoming the barriers to WASH access that women and people with disabilities face by promoting the “Men's Care Approach”
- Mobilising the change in gender division of labour for access to WASH services

⁷ Bangladesh National Hygiene Baseline Survey accessed at https://assets.publishing.service.gov.uk/media/57a08990e5274a31e0000152/Research_Brief_Bangladesh-National-Hygiene-Baseline-Survey_Feb2015.pdf

These activities align with the Government of Bangladesh's Sector Development Plan, WASH Strategy and Hygiene Promotion Strategy as well as the Australian Government's Aid Investment Plan for the country ensuring buy-in at the highest level for the project objectives. Learning's generated through SHOMOTA will build the knowledge of the WASH sector in-country and across the Water for Women Partnership particularly with engagement with the UTS Institute for Sustainable Futures through the Water for Women Fund Research Awards in studying the impact of Citizen's Voice in Action Programmes on project effectiveness.

3. Overview of Unilever handwashing programs

Every year, over 1.7 million children below the age of five die from diarrhea and pneumonia, the top two causes of child deaths. Yet the simple act of handwashing with soap is a life-saving and cost-effective way to prevent these deaths. As a result Unilever's health soap Lifebuoy has a vision to improve the hygiene behaviours of 1 billion people by 2020. Unilever has rolled out various programs to achieve this mission.

- School of 5: Working with marketing communication and behavior change experts, child specialists and public health professionals, Lifebuoy developed "School of 5", a direct contact program reaching millions since 2010, proven to change handwashing behaviors of students and their families. Primary school children are targeted for the intervention as children develop much of their behavior during their primary school years. The campaign is based on a multi-contact model, delivered by teachers or promoters to deliver hand washing messages, run over a 4 week kickoff period followed by activities to sustained handwashing. Face washing has also been integrated into the existing model, towards the prevention of trachoma for selected projects. Unilever has also extended the School of 5 program to reach out to the mothers to drive behavior change through its mothers program.

4. Unilever Lifebuoy School of 5 (So5) Behaviour Change Model

For this partnership, Unilever Bangladesh Limited is supported to World Vision Bangladesh to provide execution of its proven Lifebuoy School of 5 behaviour change model in the identified 173 primary schools and 24 secondary schools once in year 2 of the project – and once again in year 4 of the project.

Under this service:

Content

- Educate ALL the school children present in the classroom on the days of visit regarding the importance of regular handwashing with soap everyday on 5 key occasions – and teaching the children how doing so can protect against preventable diseases such as diarrhea. It will do so by sending trained brand representatives to visit each of the chosen schools three times over a period of 21 days.
- Every child will be educated using Unilever's proprietary content which that is fun, engaging and at the same time educational for the children. The administered content will contain –
 - Educational messaging regarding germs and their dangers
 - Live demonstration using glow-germ demo that proves how washing hands with soap removes germs (whereas washing with only water doesn't.)
 - Children's cartoons and comic books on how lifebuoy soap fights germs
 - Lifebuoy jingle inspiring the kids to wash their hands 5 times a day. (Video link of actual execution: <https://www.youtube.com/watch?v=lf0jHiOCEB0>)

- A pledge which every child will make 3 times (once on each visit) to wash their hands with soap on 5 occasions everyday
- A free sample of Lifebuoy soap for every child
- A 21-day calendar checklist (which the children's parents must sign and we will check during each subsequent visit) to ensure that the children really are forming the habit that want them to
- Lifebuoy posters & boards with celebrity cricketer Shakib-Al-Hasan installed inside each of the schools that activate to ensure reinforcement of the message
- Free lifebuoy soap provided in for the wash room area of the visited school

Community and stakeholder engagement

- On the day of each school session, in the afternoon each brand representative will administer rural courtyard meetings with the mothers residing in the surrounding areas. They will also engage with key opinion leaders such as local Imams, health care workers and teachers.
 - All of these stakeholders will also be educated regarding the dangers of germs and how the simple act of handwashing with soap regularly can protect them and their families from preventable diseases like diarrhea

Number of children influenced

- Through this School of 5 program, in Y1 project estimate that project will be able to directly teach –
 - 25,950 primary school children (173 primary schools X ~30 students per class X 5 classes)
 - 3,000 secondary school children (24 secondary schools X ~25 students per class X 5 classes)
 - 5910 adults (inclusive mothers, imams, teachers, etc.) (197 schools X 30 people per school)
- Through the above program, project will be able to positively influence over 156,870 lives (34,860 students and adults X avg. 4.5 people-per-household multiplier) regarding regular handwashing practices.

Modality of the Activation

Visit 1

- BP to conduct briefing session for teachers
- Conducts briefing session for Monitors / Doctors
- Installs posters and places soap in washrooms
- Enters classroom and installs backdrop
- Introduces the activity to the students
- Talks about the 5 handwashing occasions
- Plays the jingle
- Talks about handwashing instructions
- Distributes booklet
- Reads out Comic 1 from flipchart
- Conducts quiz session and distributes comic stickers to the winners
- Distributes 21 day checklist
- Pledge & Hi5
- Sampling –LB Bar 75g
- Announcement for next visit & competition
- Collecting acknowledgement letter

Visit 2

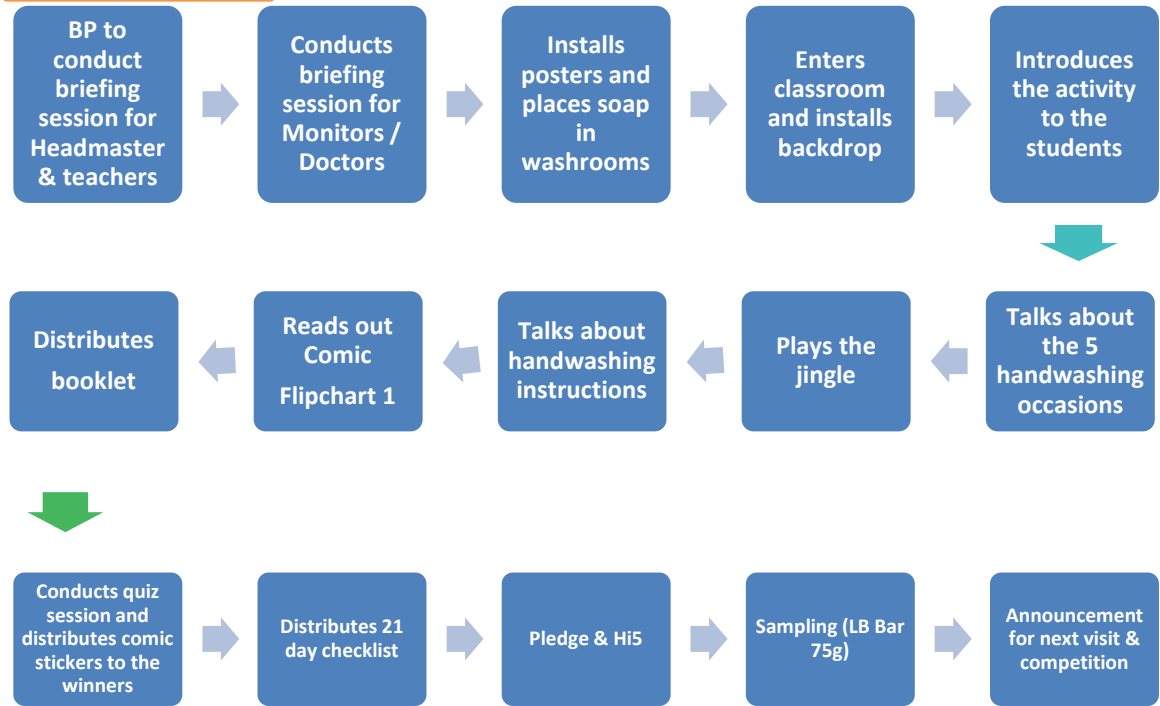
- BP to conduct briefing session for teachers
- Enters classroom and installs backdrop.
- Introduction
- Recaps Key Activities from Day -1
- Explains 5 occasions
- Plays Jingle
- Reads out Comic 2 from flipchart (After recapping comic 1)
- Conducts quiz session
- Selects winner & distributes comic 2 to the winners
- Shows Glo-germ demo with 2 volunteers
- Shows Pledge & Hi5
- Follows up for 21 day checklist
- Reminder for next visit & competition
- Collecting acknowledgement letter

Visit 3

- BP to conduct briefing session for teachers
- Gets signature from headmaster on certificates for winners.
- Enters classroom and installs backdrop.
- Recaps Key Activities from Day -2
- Explains 5 occasions.
- Reads out Comic 3 from flipchart
- Conducts quiz session
- Selects winner & distributes comic 3 to the winners
- Glo-germ Demo with Dr. Lifebuoy
- Collects 21 day checklist (Painting & story collection)
- Distributes mask
- Jingle, Pledge, Hi5
- Announces winners for art & story competition
- Distributes certificate & gift
- Takes group picture
- Collecting acknowledgement letter

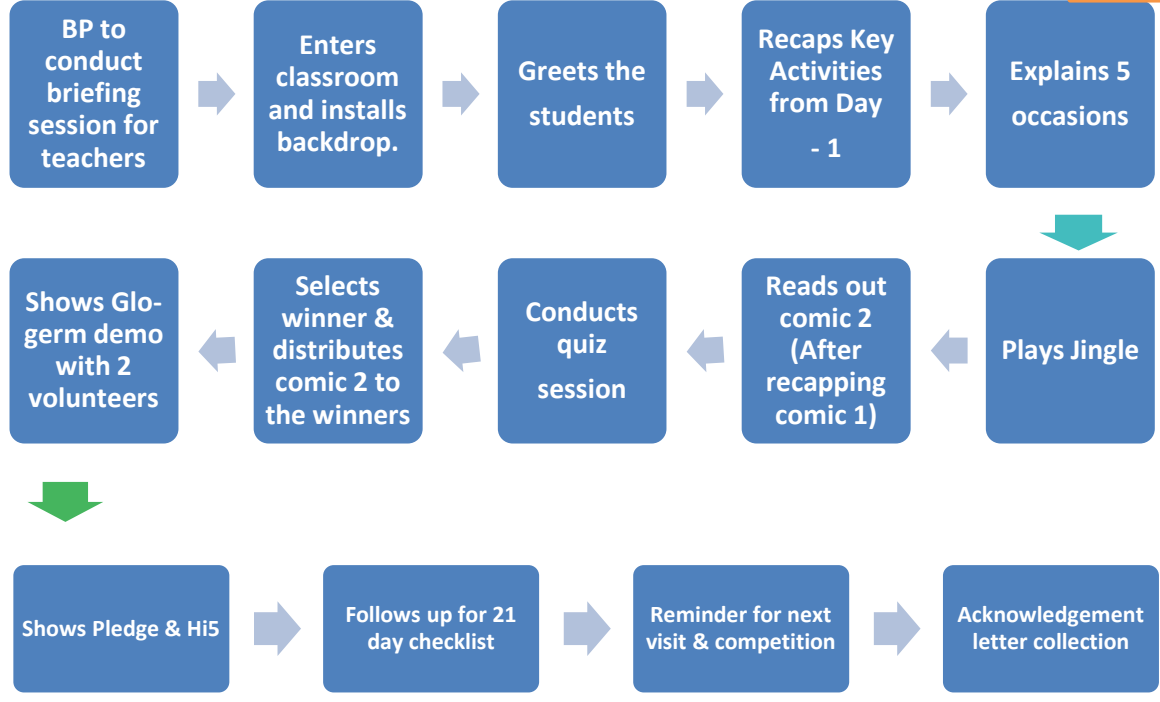
Activity flow - - -

1st visit



Activity flow - - -

2nd visit





5. Purpose of the assignment

- Educate ALL the school children present in the classroom on the days of visit regarding the importance of regular handwashing with soap everyday on 5 key occasions – and teaching the children how doing so can protect against preventable diseases such as diarrhea. Agency will do so by sending their trained brand representatives to visit each of the chosen schools *three times* over a period of 21 days.
- Every child will be educated using Unilever’s proprietary content which that is fun, engaging and *at the same time educational for the children.*

6. Target Audience for Assignment

The most important audiences of assignment are student of 173 primary school and 24 secondary including boys and girls, SMC, Teacher.

7. Methodology

Unilever Lifebuoy School of 5 (So5) approach will use for educating the children

8. Programme Area

Project working area of the assignment will be Assasuni and Satkhira Sadar sub districts of Satkhira district, Islampur and Jamalpur Sadar sub districts in the district of Jamalpur, Fulchari and Gaibandha Sadar sub districts of Gaibandha district. The study will cover the 12 Union Parishad including primary schools, secondary schools, special schools for children with disability, and other relevant stakeholders like WASH service providers in local and national level. The specific geographical areas are:

Name of District	Name of Sub District	Number of Union Parishad	Name of Union Parishad	# of school in target area	
				Primary	Secondary
Satkhira	Satkhira Sadar	02	Balli	8	3
			Fingri	16	2
	Assasuni	02	Kulla	15	2
			Dargapur	14	1
Jamalpur	Jamalpur Sadar	02	Laxmir Char	11	2
			Tulshir Char	17	2
	Islampur	02	Goaler Char	23	2
			Belgacha	10	2
Gaibandha	Gaibandha Sadar	02	Mollar Char	11	1
			Gldhari	18	2
	Fulchari	02	Kanchipara	16	4
			Uria	14	1
Total				173	24

8.2 Quality assurance technique

The consulting firm will mention details and measure a strong measurement of quality control technique in the proposal and will maintain it by own management. Overall programme quality control and assurance will be responsible by the consultancy firm. For any discrepancies, consultancy will be liable.

A quality assurance team will be formed by Unilever and SHOMOTA project of WVB. The team will track and check the quality of programme in the field level.

9. Division of Roles and Responsibilities of assignment:

7.1 Role of World Vision Bangladesh

The WVB will responsible to accomplish some activities:

- Hire Consultant / consultancy firm
- Explain the local context and practices of the Provide project documents
- Provide list of schools

- Provide general and geographic information about the Project working area, school etc.
- Review and provide feedback on networking/ action plan
- Monitor closely about programme implementation quality
- Monitor and follow up the overall performance of the assignment.
- Coordinate with Unilever, consultant / consultancy firm, World Vision Australia, implementing partners & other stakeholders for implementing the programme
- Ensure timely payments to the firms with having proper documents

7.2 Role of Consultancy Firms/Agency

- **Design and develop networking plan for implement Unilever Lifebuoy school of 5 approach/ model.**
- Review project document to gain better understanding about the project activities, target location.
- Form a team for the programme and manage coordination and communication with Unilever and World Vision Bangladesh
- Prepare inception report and share with World Vision Bangladesh.
- Hire / recruit skilled quantitative and qualitative Brand Promoter (BP);
- Organize training for BP. Ensure that all BP have the skills to organize and facilitate the programme @ school.
- Communicate with SMC and teacher and conduct briefing session
- Coordinate with SHOMOTA project team in the district level i.e. Satkhira, Jamalpur and Gaibandha for smoothly implementation of programme
- Implement Unilever Lifebuoy School of Five in 197 schools (173 primary & 24 Secondary) according to guideline and standard of Unilever Bangladesh
- Take programme picture of different stages and submit to World Vision Bangladesh as JPG form
- Submit the assignment completion report to the World Vision Bangladesh
- Maintain regular communication with key contact person(s) of World Vision Bangladesh and Unilever Bangladesh throughout the assignment period.
- The payment relating the activities, required logistic supports, resources and services should be placed in detail in the application;

7.3 Role of Unilever Bangladesh

- Provide technical support to World Vision Bangladesh for selecting the agency
- Provide technical support to selected agency for implementing Lifebuoy School of Five approach
- Provide relevant materials to selected agency
- Monitor and Supervision the quality of programme and provide feedback to agency
- Coordinate with World Vision Bangladesh and provide necessary guidance.

7.4 Role of SMC and School Teacher

- Cooperate to agency for implementing Unilever Lifebuoy School of Five approach in his/ her school
- Assist to resolve conflict/problems (if any)

10. Expected Deliverables

The agency/consultant is expected to produce and submit the following deliverables:

- An inception report with detailed work plan where the consultancy firm will describe details how So5 programme will be implemented.
- Organize and Facilitate the session in 197 schools as per standard and guideline of Unilever Lifebuoy School of Five model
- Submit the photograph (Softcopy) of programme (different stages) to World Vision Bangladesh. Photograph should be submitted in portable hard drive.
- Submit programme completion report

11. Profile of Agency

- **Proven experience in implementing Unilever Lifebuoy School of Five Approach/ Model(firm need to share the documents of evidence as experience)**
- Experience in development programs
- Proven experience in working with student, teacher, SMC in rural communities
- Experience and skill on organizing and facilitating the hygiene behaviour change event at school and community level
- Proven experience in implementing the quality programme maintaining the deadline
- Good understanding on child behaviour
- Problem solving capacity and motivating team members to produce quality document.
- Good understanding on good governance and it's components.
- Excellent report writing and communication skills in English.
- Recent experience on So5 will get preference

12. Assignment time frame

The consultant will submit a proposed work plan with key milestones within a week of signing the contract; this work plan will be reviewed and approved by World Vision Bangladesh. It is anticipated that the programme will be completed within **February, 2020** of signing of the contract. During the whole period of the assignment, follow up meetings will be held between the contracted consultant/consulting firm and World Vision Bangladesh and Unilever as frequently as possible. Any field problems should be anticipated and addressed beforehand.

Activities	Time Frame Year 2019/ 2020																											
	Sept.				Oct.				Nov.				Dec.				Jan.				Feb.							
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4

13. Financial terms and mode of payment

Consultant will receive payment in BDT as per agreed amount finalized after negotiation. The payment will be made for all the necessary activities/items that agreed as per the budget proposal. The payment will be subject to the quality of work that accepted by World Vision Bangladesh. Income tax and applicable VAT will be deducted from the payment as per the law of Bangladesh Government. Consulting firm should have VAT registration number and TIN number.

All payment would be in S2B/ account payee cheque and VAT/TAX should be deducted as per govt. policy and according to the agreement signed in between the consulting Firm and WVB (Supply Chain Management). The consulting firm will have the opportunity to take 40 percent payment after submitting the inception report (networking plan, hiring BP, Communicate with SMC teacher, training of BP), 60 percent after submission of the programme completion report and agreed by WVB.

Please note that any delay in completion that not agreed by World Vision Bangladesh of the task will be penalized as per rule of World Vision Bangladesh. World Vision Bangladesh reserves full rights to cancel the work if the output of the assignment doesn't meet the required quality.

14. Project Management, Logistics and Security

The Consultants are responsible for arranging their own logistics requirements including transport and hotel bookings, and organizing meetings. The consultant will be responsible for and expected to take any necessary precautionary action while carrying out this assignment with regard to security and safety.

15. Checklist for Proposal Submission

The agency/consultant will submit a detailed proposal for the assignment. The proposal must reflect the implementation process and plan in detail. The proposal should be divided into two parts i.e. technical and financial.

▪ **Technical proposal**

The technical proposal should demonstrate the firm, knowledge and understanding of the World Vision Bangladesh's development approach, general and detailed methodology that the firm is proposing for the assignment. Consulting firm/ agency need to share the evidence of experience on implement Unilever Lifebuoy School of Five approach/ model.

▪ **Financial proposal**

- Head-wise cost-estimate;
- Salary/honorarium of professional/experts and other support staff including social costs (VAT, tax etc.);
- Cost of BP, Team;
- Cost of stationeries and logistics
- Cost of transportation and accommodation etc.

Interested consultant/organisation is requested to submit proposal and documents in a sealed envelope on or before 3:00 pm, ---- September, 2019 to World Vision Bangladesh, National Office, Abedin Tower, 2nd floor, 35 Kemal Ataturk Avenue, Banani, Dhaka -1213. The Envelop must be marked with the title of the assignment.

16. Evaluation Criteria for the Firm

The technical quality of the proposals will be evaluated on the basis of two major score points:

- **Understanding the work (45 points)** i.e. (a) Understanding the objectives, (b) Quality of methodology, (c) Innovativeness, (d) Work programme, (e) Comments on ToR and (f) Presentation of proposal.
- **Quality of firm, its logistics and human resources (55 points)** i.e. (a) Experience of firm and similar and different types of works (b) Experience of the Consultants/ Team Leader (c) Technical supporting staffs and logistics facilities (d) evidence of experience on implement Unilever Lifebuoy School of Five approach/ model.

17. Standard of Ethics and Child Protection

The Team Leader will be responsible for ensuring that programme implementation are designed to mitigate child protection risks, and protect participants' privacy and wellbeing by establishing and following credible ethical evaluation principles. The team leader must ensure all members of the team has been oriented in the ethical considerations employed in the programme. Ethical principles will include the following:

Do No Harm: Project and programme themes must be screened for topics and questions that may cause distress to some interviewees. Mitigating approaches and referral options must be developed accordingly.

Integrity: Data from participants must be presented honestly and proportionately, such as the authoritativeness, extent-shared and intensity of opinions across the target population, and aligning quotes with the evaluative themes intended by the informant. Unexpected or contentious findings should be triangulated with other forms of data to gauge significance.

Child Protection: If children (under the age of 18) are to be participated, it will be in the presence of a responsible adult from the child's family or other implied guardian from the community/ school. Children will not be exposed to questions of a highly personal, sensitive, potentially distressing or embarrassing nature. If children are to be interviewed, child protection reporting protocols will be established and all staff made aware of when and how to report any issues that arise from programme.

Team Leader must have completed and been cleared by a police check within the last two years. All team members will be required to review, sign, and adhere to a child protection code of conduct.

- **Reporting language**

English is mandatory for producing the assignment report.

18. Bindings

All documents, papers and data produced during the assignment are to be treated as World Vision's property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to national office of World Vision Bangladesh. Furthermore, World Vision Bangladesh reserves the right to monitor the quality and progress of programme.

19. Disclaimer

World Vision Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

20. Roots of Communication

Key Contact Person in this Assignment:

Project Manager, WVB	GAM Manager, WVB	Media & Digital Partner, Unilever
Name : Proshanto Ranjan Roy Contact: 01711888430	Name : Md Kamruzzaman Contact: 01713444277	Abdullah Al Mubin Contact: 01711-408807

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 WV safeguarding behavioural protocol_Bangla

সুরক্ষা আচার-আচরণ এবং নিরাপত্তা বিধিমালা (শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী) - ২০১৮

ওয়ার্ল্ড ভিশন বাংলাদেশের সকল কর্মকর্তা-কর্মচারী, শিক্ষানবীশ, স্বেচ্ছাসেবী, পণ্য সরবরাহকারী, বোর্ড সদস্য, পরামর্শক, ওয়ার্ল্ড ভিশনের কর্মী নয় এমন অতিথি, আনুষ্ঠানিক অংশীদার (ফরমাল পার্টনার এবং যে কেউ শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী উন্নয়নের জন্য অথবা তাদের ব্যক্তিগত তথ্য ব্যবহার করে শিশুসহ প্রাপ্তবয়স্ক সুবিধাভোগীদের মঙ্গলের জন্য কাজ করবেন, তারা সকলেই এই অঙ্গীকার নামায় স্বাক্ষর করবেন।
(প্রস্তাব গ্রহণ/সম্মত হওয়ার সময়)

শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সুরক্ষায় আচার-আচরণ এবং নিরাপত্তা নীতিমালা নির্দেশিকা:

ওয়ার্ল্ড ভিশনের সকল কর্মকর্তা-কর্মচারী, স্বেচ্ছাসেবী, শিক্ষানবীশ, দাতা, ওয়ার্ল্ড ভিশনের কর্মী নয় এমন অতিথি, আনুষ্ঠানিক অংশীদার (ফরমাল পার্টনার), পরামর্শক, সরবরাহকারী, এবং যে কেউ শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী উন্নয়নের জন্য অথবা তাদের ব্যক্তিগত তথ্য ব্যবহার করে শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী মঙ্গলের জন্য কাজ করবেন, তারা সকলেই ওয়ার্ল্ড ভিশন বাংলাদেশের শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সুরক্ষায় আচার-আচরণ এবং নিরাপত্তা বিধিমালায় স্বাক্ষর পূর্বক তা মেনে চলবেন এবং পালন করার জন্য শপথ করবেন। এই আচরণ বিধিমালায় বর্ণিত যে কোন শর্তের ব্যত্যয় ঘটলে ওয়ার্ল্ড ভিশন বাংলাদেশ তার বিরুদ্ধে শৃঙ্খলা ভঙ্গের শাস্তি এবং/অথবা যে কোন ধরনের সুবিধা বা চুক্তি বাতিল; এমনকি আইনানুগ ব্যবস্থাও নিতে পারে।

আমার অঙ্গীকার:

আমি ওয়ার্ল্ড ভিশনের বাংলাদেশের শিশু সুরক্ষা নীতিমালা তার ব্যবহার বিধি এবং নির্দেশিকা পড়ে এবং বুঝে নিম্নলিখিত বিষয়ে অঙ্গীকার করছি

- আমি এমন পরিবেশ তৈরি ও বজায় রাখব যাতে শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী যৌন শোষণ প্রতিরোধ করতে পারে এবং এই আচরণ চুক্তি বাস্তবায়নে অগ্রসর হতে পারে। আমি শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের সাথে যোগাযোগ স্থাপনের সময় আমি সর্বদা যথাযথভাবে এবং সাংস্কৃতিক ও সামাজিকভাবে সংবেদনশীল বিষয়গুলি মেনে চলব।
- আমি সবসময় শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের প্রতি এমনভাবে আচরণ করব যেন তাদের অধিকারের প্রতি সূচু সম্মান প্রদর্শন করা হয়। সেই সাথে আমি আমার চিন্তায়, কথায়, কাজে এবং তাদের সঙ্গে সম্পর্কের বিষয়েও সাদা সতর্ক থাকব। ওয়ার্ল্ড ভিশনে সেবা প্রদানকালে আমি স্বতঃস্ফূর্তভাবে শিশুদের অধিকার সুরক্ষায় যত্নবান হব।
- আমি কোন শিশু সাথে একা, এমনকি শিশুর বাড়ি বা ওয়ার্ল্ড ভিশনের প্রাঙ্গন কিংবা অন্য কোথাও, অন্যদের থেকে পৃথকভাবে, দরজা বন্ধ অবস্থায় অথবা কোন বিচ্ছিন্ন এলাকায় মাত্রারিক্ত বা অপ্রয়োজনে সময় কাটাবো না।
- কোন শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী যদি কোন জরুরী সহায়তার প্রয়োজন হয় যেমন, চিকিৎসা সহায়তা অথবা পরামর্শ সহায়তা; সেক্ষেত্রে আমি সবসময় ওয়ার্ল্ড ভিশন বাংলাদেশের যথাযথ কর্তৃপক্ষের কাছ থেকে লিখিত অনুমতি নিব।
- ওয়ার্ল্ড ভিশন বাংলাদেশের যে সকল কর্মকাণ্ডে শিশুদের অংশগ্রহণ জরুরী সেখানে আমি দুই অথবা ততোধিক প্রাপ্তবয়স্ক পরিদর্শকের প্রত্যক্ষ উপস্থিতির বিষয়টি নিশ্চিত করব।
- আমি শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী এবং প্রাপ্ত বয়স্ক সুবিধাভোগী দর যথাযথ পোশাক পরিহিত অবস্থায়ই কেবল ছবি বা স্থিরচিত্র বা ভিডিও চিত্র ধারণ করব এবং আমি সর্বদা তাদের সম্মান ও গোপনীয়তা বজায় রাখার বিষয়ে গুরুত্ব দিব। আমি কখনোই অসহায় অবস্থায় অথবা মানসিকভাবে বিপর্যস্ত শিশুদের স্থিরচিত্র বা ভিডিও চিত্র ধারণ করব না।
- শিশুদের শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের স্থিরচিত্র, ভিডিও চিত্র অথবা যেকোন ধরনের যোগাযোগ স্থাপনকারী কার্যক্রমে ব্যবহার্য সামগ্রী ব্যবহারের পূর্বে শিশুর পিতামাতা, আইনানুগ অভিভাবক এমনকি শিশুর নিজের লিখিত অনুমতি নিব। এইসব লিখিত অনুমতির অনুলিপি/মূলকপি স্থানীয় এপি অফিসে অথবা ন্যাশনাল অফিসে দায়িত্বপ্রাপ্ত ব্যক্তির নথিভুক্ত করবেন। ওয়ার্ল্ড ভিশন বাংলাদেশের শিশু সুরক্ষা নীতিমালা অনুযায়ী শিশু, তার অভিভাবক এবং পিতামাতার লিখিত অনুমতি গ্রহণের বিষয়ে আমি সাদা সচেতন থাকব।
- আমি কখনই শিশুর এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের জন্য ক্ষতিকর এমন কোন মন্তব্য বা ভাষা ব্যবহার করব না কিংবা তার অনুপযুক্ত এমন উপদেশ অথবা পরামর্শ দেব না যা তাদের জন্য যা লজ্জার বা অবমাননাকর, যা তাদেরকে হেয় প্রতিপন্ন করে।

৯. আমি কখনোই শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের প্রতি প্রভাব বিস্তার করে অথবা বলপূর্বক তাদের সাথে যৌনকর্মে লিপ্ত হব না অথবা যৌন কর্মে লিপ্ত হতে তাদেরকে প্রভাবিত করব না। আমি সবসময় শিশুদের সাথে এমন আচরণ করব যা স্থানীয় সমাজ এবং সংস্কৃতির সাথে মানানসই। স্থানীয় সমাজ এবং সংস্কৃতির সাথে অসঙ্গতিপূর্ণ বিষয় যেমন তাদের জড়িয়ে ধরা, চুমু দেওয়া, তাদের গায়ে হাত দিয়ে স্পর্শ করা করা থেকে বিরত থাকব।
১০. আমি স্বীকার করছি যে, যেকোন ধরণের অবহেলা, যৌন নির্যাতন, অবজ্ঞা, সহিংসতা অথবা শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের প্রতি যেকোন ধরণের অসৌজন্যমূলক আচরণের জন্য আমি ওয়ার্ল্ড ভিশন বাংলাদেশ, অথবা আইন প্রয়োগকারী সংস্থা অথবা এ বিষয়ে জাতীয় যে কতৃপক্ষ কাজ করে তারা যে সিদ্ধান্ত নিবেন তা মানতে বাধ্য থাকব; আমি যদি ওয়ার্ল্ড ভিশন বাংলাদেশের শিশু সুরক্ষা নীতিমালা অনুযায়ী দোষী বলে গণ্য হই, এমনকি তাদের সাথে আমার যদি চুক্তি ভিত্তিক সম্পর্ক থাকে; আমি ওয়ার্ল্ড ভিশন বাংলাদেশকে অন্য যে কোন নিয়োগদানকারী কর্তৃপক্ষের জন্য আমার সম্পর্কে তথ্য প্রদানের পূর্ণ স্বাধীনতা প্রদান করছি।
১১. আমি শপথ করছি যে সুরক্ষা বিষয়ক কোন তদন্ত (অভ্যন্তরীণ ও বাহ্যিক) চলাকালীন যে কোন ধরণের তথ্য প্রদান অথবা নথি সরবরাহ করতে বাধ্য থাকব।
১২. আমি আঠারো বছরের নীচে কোন শিশুকে শ্রমিক হিসেবে নিয়োগ প্রদান করব না এমনকি তাদের গৃহকর্মেও নিয়োজিত করব না। আমি যদি কোন শিশুকে (১৮ বছরের নীচে) কাজে নিয়োগ দান করতে চাই সে ক্ষেত্রে ন্যাশনাল অফিসের শিশু সুরক্ষা বিশেষজ্ঞের পরামর্শ ক্রমে জাতীয় ও আন্তর্জাতিক নিয়ম মেনে তা করব।
১৩. আমি শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগীদের সাথে আকার ইঙ্গিত বা ইশারায় খারাপ বা অশ্লীল আচরণ করব না; শিশু আইন ২০১৩ অনুযায়ী স্বীকৃত যে বয়স (আঠারো নীচে) সেই বয়সের কোন শিশুর সাথে কখনোই শারীরিক/যৌন সম্পর্ক স্থাপন করব না। যদি কোন শিশু কখনো যৌন কাজে আহ্বান করে তবে আমি তা অবজ্ঞা করব এবং আমি সবসময় শিশুর প্রতি আচরণে নিজেই সচেতন থাকব। আমি শিশুদের সাথে ঝুঁকিপূর্ণ অথবা সমঝোতাপূর্ণ পরিস্থিতি তৈরি করা থেকে বিরত থাকব।
১৪. আমি বাল্যবিবাহকে সম্পূর্ণ ভাবে নিরুৎসাহিত করব এমন কি আমার তত্ত্বাবধানে কোন ধরণের প্রত্যক্ষ এবং পরোক্ষভাবে বাল্যবিবাহের কোন ঘটনা ঘটবে না। আমি অনৈতিক, অসৌজন্যমূলক, অনিরাপদ, আক্রমণাত্মক, ক্ষতিকর গতানুগতিক আচরণ, বাল্যবিবাহ, যৌতুক এমন কি ধর্মীয়ভাবে অবমাননাকর আচরণ করা বা অংশগ্রহণ করা থেকে বিরত থাকব।
১৫. আমি সবসময় শিশুদের আচরণ মূল্যায়নের ক্ষেত্রে ইতিবাচক এবং অহিংস পদ্ধতিতে কাজ করব। এমনকি ওয়ার্ল্ড ভিশন বাংলাদেশের তত্ত্বাবধানে বা ওয়ার্ল্ড ভিশন বাংলাদেশের কোন প্রকল্পের সাথে সম্পৃক্ত কোন শিশুকে আমি কখনই শারীরিক ভাবে আঘাত, মানসিক নির্যাতন অথবা যে কোন ধরণের শারীরিক শাস্তি প্রদান থেকে বিরত থাকব।
১৬. আমি বিশেষভাবে সক্ষম (প্রতিবন্ধী) শিশুদের সাথে ইতিবাচক আচরণ করব এবং কখনই কোনভাবেই তাদের অবজ্ঞার চোখে দেখব না।
১৭. একান্ত জরুরী না হলে এবং অভিভাবক ও কর্তৃপক্ষের লিখিত অনুমতি ছাড়া কোনভাবে কখনই আমি কোন শিশুকে একা ওয়ার্ল্ড ভিশন বাংলাদেশের কোন কাজে মোটর গাড়িতে বা পরিবহনে বহন করব না।
১৮. আমি অবিলম্বে প্রতিষ্ঠিত রিপোর্টিং পদ্ধতির মাধ্যমে কোন ও পরিচিত বা সন্দেহভাজন নিরাপত্তামূলক ঘটনা ওয়ার্ল্ড ভিশনের কর্মী বা অনুমোদিত কোন অংশীদার, অথবা অন্য কোন সংস্থার মানবিক সহায়তা কর্মী এই নীতি লঙ্ঘন করে তা রিপোর্ট করব।
১৯. আমি জিম্মি অথবা অপহরণের ঘটনায় ওয়ার্ল্ড ভিশনের নীতিমালা যথা কোন মুক্তিপণ দেওয়া হবে না এসব সম্পর্কে অবগত। আমি নিশ্চিত করছি যে ওয়ার্ল্ড ভিশন বাংলাদেশ এ ধরণের জিম্মি বা অপহরণ ঘটনায় ওয়ার্ল্ড ভিশন দায়ী থাকবে না।
২০. আমি দেশের রাজনীতি এবং নিরাপত্তা বিষয়ে সচেতন এবং ওয়ার্ল্ড ভিশন বাংলাদেশের সুরক্ষা সংক্রান্ত উপদেশাবলী মেনে চলব। ওয়ার্ল্ড ভিশন বাংলাদেশের সাথে সংযুক্ত থাকা অবস্থায় যদি কোন ব্যক্তিগত নিরাপত্তায় শঙ্কা দেখা দেয় সে ক্ষেত্রে আমি ওয়ার্ল্ড ভিশন বাংলাদেশকে কোন ভাবেই দায়ী করব না।

আচরণ লঙ্ঘনের শাস্তি :

যদি কেউ নীতিমালা লঙ্ঘন করে অথবা শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী প্রতি যে কোন ধরণের অনৈতিক আচরণ করে তবে শৃঙ্খলা ভঙ্গের শাস্তি স্বরূপ এই নীতিমালার আলোকে ওয়ার্ল্ড ভিশন বাংলাদেশ তাকে চাকুরী, স্বেচ্ছাসেবী/ইন্টার্নশিপ অথবা বোর্ড সদস্য/উপদেষ্টা পরিষদের সদস্যপদ থেকে অব্যাহতি প্রদান করবে।

কোন বিক্রয়কারী বা সরবরাহকারী যদি এই আচার-আচরণ নীতিমালা অমান্য অথবা লঙ্ঘন করে তবে তার চুক্তি বাতিল বলে গণ্য হবে।

শিশুর সর্বোত্তম স্বার্থ নিশ্চিত করার লক্ষ্যে এই নীতিমালা লঙ্ঘনকারী যে কেউ যদি দোষী হিসেবে চিহ্নিত হয়, সেক্ষেত্রে ওয়ার্ল্ড ভিশন বাংলাদেশ কর্তৃপক্ষ বাংলাদেশ সরকারের স্থানীয় আইন প্রয়োগকারী সংস্থার সহায়তায় তার বিরুদ্ধে আইনগত ব্যবস্থা নিতে পারবে।

প্রাপ্তি স্বীকার এবং প্রতিশ্রুতি প্রদানে অঙ্গিকার:

আমি, (পূর্ণ নাম সংযুক্ত করুন)

আমি এই মর্মে সম্মতি জ্ঞাপন এবং নিশ্চিত করছি যে:

- আমি ওয়ার্ল্ড ভিশন বাংলাদেশের শিশু এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সুরক্ষা ও নিরাপত্তা সম্পর্কে জেনেছি এবং বুঝতে পেরেছি এবং তা মেনে চলতে বাধ্য থাকব।
এবং
- (*) (যেখানে প্রযোজ্য) আমি দৃঢ়ভাবে সম্মতি জ্ঞাপন করছি যেখানে আমি শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সাথে যোগাযোগ স্থাপন বা শিশু কিংবা শিশুদের তথ্য ব্যবহারের ক্ষেত্রে
 - (i) শিশুদের এবং প্রাপ্ত বয়স্ক সুবিধাভোগী সর্বোচ্চ স্বার্থ রক্ষায় ওয়ার্ল্ড ভিশন বাংলাদেশের নিরাপত্তা নীতিমালা এবং যে সব বিষয়ে পদক্ষেপ নেওয়ার জন্য অনুরোধ করা হয়েছে আমি তা মেনে চলব
এবং
 - (ii) যদি কখনও দেখি যে শিশুরা কোন বিপদাপন্ন বা ক্ষতির সম্মুখীন, আমি অনতিবিলম্বে ওয়ার্ল্ড ভিশন বাংলাদেশকে অবহিত করব।

স্বাক্ষরঃ

তারিখঃ

নামঃ

অফিসঃ

পদবিঃ

বিভাগ/প্রকল্পঃ

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: