



**REQUEST FOR PROPOSAL
FOR
HIRING MEDIA HOUSE/AGENT**

**TO ORGANIZE A MEDIA ROUND TABLE CONFERENCE ON
“DIGITALIZATION OF SOCIAL SAFETY NET: EXPERIENCES FROM
NOBO JATRA PROGRAM”**

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

**RFP Ref No: WVB-NJP-RFP-182178
Issued on: 4th February, 2020**

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Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the media/agencies of the services “To organize a Media Round Table Conference on “Digitalization of Social Safety net: experiences from Nobo Jatra Program”

A. GENERAL

Background of the Consultancy:	<p>Nobo Jatra Program, a five- year USAID Food for Peace Title II Development Food Security Activity, being designed to improve gender equitable food security, nutrition and resilience in southwest Bangladesh, has been working since 2015 with its key interventions focusing at Maternal Child Health and Nutrition (MCHN), Water, Hygiene and Sanitation (WASH), Agriculture and Livelihoods, Disaster Risk Reduction, Ultra-Poor Graduation (UPG), Gender, Good Governance and Social Accountability in Koyra, Dacope, Kaliganj and Shyamnagar of Khulna and Shatkhira respectively.</p> <p>Under its UPG and MCHN components, Nobo Jatra program has successfully applied digital cash transfer technology using SIM card of mobile phone and e-wallet for the 21000 participants and 25000 participants respectively. The program has appointed bKash as the financial institution to implement the cash grant transfer. This has led financial inclusion of the most vulnerable people. In addition, digital cash transfer method using bKash has ensured transparency and accountability of the UPG program.</p> <p>Digital cash transfer is a technological breakthrough that has blessed ultra-poor program participants to receive cash by traveling lesser distance, which saves both cost and energy. In line with National Social Security Strategy (NSSS), G2P payment system is in place for improving cash transfer to beneficiaries of Social Safety Net Programmes. Linking MIS with cash disbursement is the primer for efficacy of cash transfer.</p> <p>Please visit ToR for more information.</p>
Details Objective of the Media Round Table:	<p>Objectives of media roundtable:</p> <ul style="list-style-type: none"> - To share the prospect of scalability of targeting, inclusion and digital cash transfer model of Nobo Jatra project aligning with the digitization of safety net program enshrined in the National Social Security Strategy of Bangladesh - To invite subject matter experts from relevant government and non-government institutions to provide their insights and comments on the topic - To engage a print media partner to facilitate roundtable and eventually publish article on “Digitalization of Social Safety net: experiences from Nobo Jatra program” - To find scopes for advocacy with General Economic Division and Planning Commission towards scalability of the model - To reach out the part of country’s population involved with policy development and execution.

	<p>Expected outcome of the event:</p> <ul style="list-style-type: none"> - Harmonization and alignment is made regarding Digitalized social safety net model of Nobo Jatra, Government and INGOs - Consensus is gained about applicability, efficacy and scalability of targeting, inclusion and digital cash transfer method - Scope and linkage with Cabinet Division and General Economic Division is established for further advocacy on the UPG model and digitalization of the process -
Procuring Entity	<p>Name of Purchaser: World Vision Bangladesh (WVB)</p> <p>Contact Person : Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: Ruhul_Mobin@wvi.org</p> <p>Type of Service : Round Table Conference on “Digitalization of Social Safety net: experiences from Nobo Jatra Program”</p> <p>RFP Ref: WVB-NJP-RFP-182178, Date: Feb 04, 2020</p>
Eligibility Criteria	<p>Experience and Eligibility Requirements :</p> <p>The media /agents with relevant and progressive work experience in the field of facilitate roundtable conference in the renowned newspaper house and eventually publish article. The experiences for relevant assignments have to be proven.</p>
Documents Required	<p>A. <u>Technical proposal</u> should set out all the issues stated in light of <u>evaluation criteria and documents should be clearly stated as below</u>, including:</p> <ul style="list-style-type: none"> • <u>Assurance of meeting the given date (on or before 26 February 2020)</u> • <u>Guest Confirmation</u> • <u>Moderator selection</u> • <u>Highest coverage through:</u> • <u>News coverage on the next day of the event</u> • <u>A full page supplement after week of the event (Date TBD)</u> • <u>Still Photographs</u> • <u>Video (live on their social media)- TBD</u> • <u>Food</u> • <u>Banner</u> • <u>Sound system</u> • <u>Other logistics</u> • <u>Acknowledge and complete ‘Section IV to section VII’.</u> • <u>Provide legal establishment / registration (up to date -Trade license, VAT registration, TAX certificate) and any other additional supporting documents (if applicable).</u> <p>B. <u>Financial proposal</u> should set out details breakdown following <u>Section. II (2.Financial Proposal Submission Format)</u> and must provide details Financial proposal separately.</p>
Proposal	<p>Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The consultant/s is expected to examine all corresponding instructions, forms, terms and specifications</p>

	contained in the Solicitation Documents. Failure to comply with these documents (Technical and Financial proposal) will be at the consultant/s risk and may affect the evaluation of the Proposal. Sending only CV without details Technical and Financial proposal will not be considered as complete proposal.
Validity	The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
Language	The language of all correspondence and documents related to the proposal shall be in English .
Proposal currency	All prices shall be quoted in BDT

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

Procurement Queries	Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: Ruhul_Mobin@wvi.org
Technical Queries	Interested media/ agents may send e-mail for technical queries before submission of proposal to e-mail address: Mohammed_Norul_Alam@wvi.org

C. SUBMISSION OF PROPOSAL

Notice for Submission	<p>Separate Technical and Financial proposals shall be sent directly through email in <u>PDF format</u> to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due over file size, please split the file and send in separate email.</p> <p>RFP reference WVB-NJP-RFP: 182178 : To organize a Media Round Table Conference on “Digitalization of Social Safety net: experiences from Nobo Jatra Program”</p>
Dead Line for Submission	Deadline for proposal submission is: <u>On or before 15th Feb, 2020</u>

D. PROPOSAL EVALUATION

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

Preliminary examination	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.
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	<p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the proposer by correction of the non-conformity.</p>
<p>Evaluation (Technical & Financial)</p>	<p>1) Proposal evaluation committee (PEC) or Procurement committee (PC) set out by WVB, will review the technical as well as financial proposal as per Eligibility/Qualification and Technical criteria (mentioned below).</p> <p>2) Technical proposal will carry 70% weight; and financial proposal will carry 30% weight (Technical Pass Mark is 65%)</p>
<p>Evaluation Criteria</p>	<p>The proposal will be ranked according to combined technical and financial score using the weights.</p> <p>a. Technical Evaluation Criteria</p> <p>Technical Evaluation will be based on below criteria:</p> <ul style="list-style-type: none"> • <u>Assurance of meeting the given date (on or before 26 February 2020)</u> • <u>Guest Confirmation</u> • <u>Moderator selection</u> • <u>Highest coverage through:</u> • <u>News coverage on the next day of the event</u> • <u>A full page supplement after week of the event (Date TBD)</u> • <u>Still Photographs</u> • <u>Video (live on their social media)- TBD</u> • <u>Food</u> • <u>Banner</u> • <u>Sound system</u> • <u>Other logistics</u> <p style="text-align: center;">Pass Mark: 65% points.</p> <p>As a part of evaluation process, consultant/s may be interviewed / asked for presentation on submitted proposal by Proposal Evaluation Committee.</p> <p>b. Evaluation of Financial Proposal</p> <p>A financial proposal shall include containing Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, overhead costs (if any). Total cost of the financial proposal (after correctness and confirmation of arithmetical error, if any) will be considered for financial evaluation.</p>

E. OTHER TERMS AND CONDITIONS

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

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

Signed

In the capacity of:

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

Date:

Section II. Proposal Submission Format

I. Technical Proposal Submission Format

Technical proposal should clearly indicate the set criteria and experience for this assignment.

2. Financial Proposal Submission Format

Please add detailed cost breakdown documents for summery of cost. Above line items are mentioned as example for understanding. Please add separate sheet or more Column & Row for detail information, if necessary.

Section III. Terms of Reference (TOR)

Terms of Reference (TOR)

For

To organize a Media Round Table on “Digitalization of Social Safety net: experiences from Nobo Jatra Program”

Introduction:

Nobo Jatra Program of World Vision Bangladesh plans to organize a half-day long media roundtable jointly with one of the country’s leading print media on or before 26 February 2020 to create a space for sharing evidences about the efficacy of digitalization of safety net model of the program with the government and non-government stakeholders particularly working with poverty, maternal & child health, nutrition, ultra poor graduation and safety net issues. This evidence sharing will also be an effective channel to reach out the mass people of the country as well as to advocate with the policy maker in covering a larger number of ultra-poor people through these kind of models. This is expected to be a high level policy discussion for developing a consensus about digitalization of “Safety net model”. Because engaging a much selected number of relevant stakeholders in event like this, will help to open up door for adapting learning from such proven model and eventually scope for scalability.

Background:

Nobo Jatra Program, a five- year USAID Food for Peace Title II Development Food Security Activity, being designed to improve gender equitable food security, nutrition and resilience in southwest Bangladesh, has been working since 2015 with its key interventions focusing at Maternal Child Health and Nutrition (MCHN), Water, Hygiene and Sanitation (WASH), Agriculture and Livelihoods, Disaster Risk Reduction, Ultra-Poor Graduation (UPG), Gender, Good Governance and Social Accountability in Koyra, Dacope, Kaliganj and Shyamnagar of Khulna and Shatkhira respectively.

Under its UPG and MCHN components, Nobo Jatra program has successfully applied digital cash transfer technology using SIM card of mobile phone and e-wallet for the 21000 participants and 25000 participants respectively. The program has appointed bKash as the financial institution to implement the cash grant transfer. This has led financial inclusion of the most vulnerable people. In addition, digital cash transfer method using bKash has ensured transparency and accountability of the UPG program.

Digital cash transfer is a technological breakthrough that has blessed ultra-poor program participants to receive cash by traveling lesser distance, which saves both cost and energy. In line with National Social Security Strategy (NSSS), G2P payment system is in place for improving cash transfer to beneficiaries of Social Safety Net Programmes. Linking MIS with cash disbursement is the primer for efficacy of cash transfer.

Objectives of media roundtable

- To share the prospect of scalability of targeting, inclusion and digital cash transfer model of Nobo Jatra project aligning with the digitization of safety net program enshrined in the National Social Security Strategy of Bangladesh
- To invite subject matter experts from relevant government and non-government institutions to provide their insights and comments on the topic
- To engage a print media partner to facilitate roundtable and eventually publish article on “Digitalization of Social Safety net: experiences from Nobo Jatra program”

- To find scopes for advocacy with General Economic Division and Planning Commission towards scalability of the model
- To reach out the part of country's population involved with policy development and execution.

Expected outcome of the event

- Harmonization and alignment is made regarding Digitalized social safety net model of Nobo Jatra, Government and INGOs
- Consensus is gained about applicability, efficacy and scalability of targeting, inclusion and digital cash transfer method
- Scope and linkage with Cabinet Division and General Economic Division is established for further advocacy on the UPG model and digitalization of the process

SCOPE OF WORK:

Role of Nobo Jatra Program:

- This joint initiative of Nobo Jatra Program and selected media house will add value to area of "safety net programs" through this event by sharing experiences and learning and by depicting empirical evidences of empowerment of most vulnerable through SIM card, mobile phone technology, e-wallet and so on.
- The governance of digitalized safety net of the project will also be explained, which would be valuable for wider audience to adapt such model.
- In the roundtable, experience and insights of the project will be shared about digital cash transfer for the UPG program and its efficacy.
- As selection of beneficiaries is a critical area to make sure that the safety net program is inclusive about poorest and most vulnerable, hence insightful discussion in the roundtable about "targeting and inclusion" would interest decisions makers of government, academic and representatives of development agencies as well as donors to put strong inclusion criteria and process.
- Social security programs are important for addressing poverty and vulnerability but there exist significant exclusion and inclusion errors. Considering this, Nobo Jatra program having state-of-the-art MIS system will share empirical evidences from years of experiences on digitalized safety net program shedding light on selection, targeting, inclusion, digital cash transfer and post distribution monitoring.

Role of Selected media house:

- Assurance of meeting the given date (on or before 26 February 2020)
- Guest Confirmation
- Moderator selection
- Highest coverage through:
 - News coverage on the next day of the event
 - A full page supplement after week of the event (Date TBD)
- Still Photographs
- Video (live on their social media)- TBD
- Food
- Banner
- Sound system
- Other logistics

Guests for the roundtable:

- Senior Secretary, General Economic Division, Planning Commission
- 1 Official from SDG Unit, Prime Minister's Office

- 1 Official from Ministry of Planning, Government of the People' Republic of Bangladesh
- 1 official of Cabinet Division, Government of the People' Republic of Bangladesh
- 1 official from Ministry of Finance, Government of the People' Republic of Bangladesh
- 1 official from Ministry of Women and Children Affairs, Government of the People' Republic of Bangladesh
- 1 official from Ministry of Disaster Management and Relief, Government of the People' Republic of Bangladesh
- 1 official from Ministry of Social Welfare, Government of the People' Republic of Bangladesh
- 1 official from Access to Information in Bangladesh (A2i) Programme
- 1 official from Bangladesh Bureau of Statistics (BBS)
- 1 UP Chairman
- 1 Beneficiary of Nobo Jatra Project
- 1 official from USAID
- 1 official from Department of Foreign Affairs and Trade (DFAT)- Bangladesh
- 1 official from UNDP
- 1 official from Bkash
- 1 official from NAGAD (by Teletalk)
- 2 Officials from World Vision Bangladesh
- 1 Official from World Food Programme (WFP)

**Note: Guest detail will be shared further

Event Format

The event will follow a formal arrangement with focused presentation on experience sharing of Nobo Jatra's digital social safety net program, relevant information by moderator and speeches by the chief guest, special guests as well as Chief of Party, Nobo Jatra, World Vision Bangladesh. They will share valuable insights on the study findings.

Venue

Through consultation and agreement with print media partner, venue will be selected.

Marking, branding and media strategy

Throughout the event, all design and printed materials including banners, slideshows, signage, stationery will follow USAID branding and compliance regulations ensuring the logos of USAID, Government of Bangladesh, and WVB. The event will also be documented through high quality photography for subsequent use for the Nobo Jatra website and program outreach materials. WVB will liaise with the WV internal communications team and coordinate strategies with USAID, and print media partner to ensure thorough media coverage.

Technical Evaluation Criteria for Final Selection:

Proposal evaluation committee (PEC) or Procurement committee (PC) set out by WVB, will review the technical as well as financial proposal as per Eligibility/Qualification and Technical criteria (mentioned below).

Technical proposal will carry 70% weight; and financial proposal will carry 30% weight (Technical Pass Mark is 65%):

- I. Media house that meet following mentioned areas of support for the event:
 - Guest Confirmation

- Highest coverage through:
 - News coverage on the next day of the event
 - A full page supplement after week of the event (Date TBD)
 - Still Photographs
 - Video (live on their social media)- TBD
 - Food
 - Banner
 - Sound system
 - Other logistics
2. Financial proposal: Financial proposal shall include containing Summary of Costs, Breakdown of other miscellaneous costs. Total cost of the financial proposal (after correctness and confirmation of arithmetical error, if any) will be considered for financial evaluation.

Mode of Payment:

The payment will be made through the A/C Payee Cheque in favor of the contract holder after the completion of the roundtable.

Section IV. Vendor's Primary Information Collection Sheet

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

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

Information Submitted by _____

Date:

CP Behavioral and Security Policy Protocol-FY-2016

**To be signed by Staff/Interns/volunteers/Contractors/Board members/Consultants of WV Bangladesh
(During accepting the offer)**

All WV staffs, volunteers, interns, donors, visitors-outside from World Vision Offices, partners and independent consultants, contractors, acknowledge in writing the receipt and understanding of WV Bangladesh behavior protocols and also committed to abide by this. Any violation of the provisions of this document will be ground for taking any disciplinary or legal action by WVB authority to the person as appropriate.

My Commitment: I am aware of the pertinent sections of World Vision Bangladesh Child Protection and Security Policy, procedures & protocols and I commit that;

1. I will behave with children with due respect to their rights, respective perception and language.
2. I will always be appropriate and culturally sensitive during all interactions with children in particular.
3. I will not stay alone with any child, whether in the child's house or elsewhere.
4. I will always comply with two adult rule during conducting WVB work where two or more adults will be visible, supervise and be present at all time when children are involved.
5. I will only photograph project children when they are appropriately dressed, and I will respect their dignity and right to privacy at all times.
6. I will take consent from parents/legal guardians/children themselves before taking photograph and will keep record of the consent in the file.
7. I will not use verbal conduct such as derogatory comments, pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child.
8. I will not hold, fondle, hug, kiss, or touch the children in any inappropriate or culturally offensive way.
9. For any confirmed instance of abuse or exploitation or inappropriate behavior towards children in general I realize that I will be subject to appropriate action by appropriate authority of WVB and LEA members of Bangladesh where necessary in addition to disciplinary action and leave myself open to any consequent decision that such behavior from my side will result in.
10. I will comply with any investigation (external and internal) of the violation of the WVB Child Protection Policy and Standards and committed to make available of information or any document necessary for the completion of the investigation.
11. I will be intentional in caring to the needs and in protecting the rights of the children during my tenure of service with World Vision.

CP Behavioral and Security Policy Protocol-FY-2016

12. 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.
13. 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.
14. I will not hire children below 18 years of age in any form of child labor, in particular will not hire as house made/help. (Child labour is work that is mentally, physically, socially or morally dangerous and harmful to development of children, or that interferes with their schooling. See ILO Convention 182 and 138 for further explanation of child labour.)
15. I will not behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of legal age of consent in the country.
16. I will not condone or participate in behaviour with a child which is illegal, unsafe or abusive; including harmful traditional practices such as early marriage, dowry, and spiritual or ritualistic abuse.
17. I will not hit, mentally torture or use other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
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.

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

Signature

Name:

ID No:

Department/ADP/Project:

Date

Designation:

Section VI. Declaration Of Conflict of Interest

Conflict of Interest – Disclosure letter (FY '16)

The National Director
World Vision Bangladesh

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

Circle the appropriate

Answer for each

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

Name of Entity/ Corporation/NGO	Office or Interest in Organization	Approximate annual Dollar Value of Business involved with World Vision
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2. Yes/No I am (or a relative of mine is) received, during the past 12 months, a gift or loan or other direct or indirect financial benefit from an organization or person as described in #1 above and Note Below:.

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

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

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

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

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

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

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

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

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

Section VII. SWORN Statement

World Vision

Bangladesh

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

SWORN STATEMENT - FY-2016

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

1. Personal Data :

ID NO:

First Name:

Middle Name:

Last/Family Name:

Present Address:

Permanent Address:

2. I declare under oath that:

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

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

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

Name of Staff /Volunteer/
Facilitator/Intern/Consultant

Signature

Date