



REQUEST FOR PROPOSAL
FOR
“POST DISTRIBUTION MONITORING OF
CONDITIONAL CASH TRANSFERS (MATERNAL CHILD HEALTH AND
NUTRITION AND ULTRA POOR GRADUATION)”

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, NJP
Email	Ruhul_Mobin@wvi.org

RFP Ref No: WVB-NJP-RFP-187480,
Issued on: Date: 24 February, 2020

CONTENTS

Section:

- I.** Proposal Data Sheet (PDS)
- II.** Proposal Submission Format
- III.** Terms of Reference (ToR)
- IV.** Vendor's Primary Information Collection Sheet
- V.** Safeguarding Behavioral and Security Policy Protocol
- VI.** Declaration of Conflict of Interest
- VII.** SWORN Statement

Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consulting firm/organization of the services to conduct “Conducting Post Distribution Monitoring of Conditional Cash Transfers (Maternal Child Health and Nutrition and Ultra Poor Graduation)”.

A. GENERAL

Background of the Consultancy:	<p>World Vision Bangladesh (WVB), a Christian humanitarian organization is dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. We are committed to serving and partnering with people in need regardless of religion, ethnicity, gender and ability.</p> <p>‘Nobo Jatra-New Beginning’ is a five-year USAID Food for Peace Title II Development Food Assistance Project that seeks to improve gender equitable food security, nutrition and resilience in southwest Bangladesh. World Vision Bangladesh, together with the World Food Program, Winrock International and 3 local partner NGOS, undertook the project in September 2015, integrating interventions in MCHN, WASH, agriculture and alternative livelihoods, DRR, good governance and social accountability and gender to achieve its objectives. Nobo Jatra is being jointly implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh in four Upazilas under two districts – Dacope and Koyra Upazilas in Khulna and Shyamnagar and Kaliganj Upazilas in Satkhira – the project aims to reach 856,116 direct beneficiaries.</p> <p>Nobo Jatra provides two types of cash transfers; 1) MCHN - for pregnant and lactating women who belong to poor and extreme poor households, included in the 15-month nutritional safety net conditional cash transfer (CCT) and 2) Ultra Poor Graduation - for women who belong to poor and extreme poor households and are participating in the Ultra Poor Graduation activity. For the MCHN CCTs, 23,600 women are targeted and receive monthly digital cash transfers of \$26 per month for a period of 15 months. The cash transfers are intended to meet food security and nutrition needs starting from the 2nd trimester of the pregnancy till the baby transitions to complementary feeding – and the 15 months are specifically targeted within the 1,000day window of opportunity. The CCT is conditional upon participation in nutrition education, at least three GMP visits and up to four ANC visits.</p> <p>Under the Ultra Poor Graduation activity, Nobo Jatra also provides consumption smoothing cash transfers to 21,000 women in extreme poverty (approx. \$12 per month for 9 months). A proportion of these women also receive a one-time asset transfer of approx. \$177 to develop two businesses. The PDM would cover both MCHN and Ultra Poor Graduation cash transfers.</p>
Details Scope and Task of the Consultancy:	<ul style="list-style-type: none"> • Undertake PDMs based on the methodology (sample design and sampling methods, frame described in Section 5 of this Terms of Reference). The methodology can be revised in consultation and with final approval from World Vision. • Review, revise and strengthen the questionnaire for the post distribution monitoring in consultation with World Vision, including the

	<p>consent form. Based on the situation and practical needs, the questionnaire would be revised as and when required.</p> <ul style="list-style-type: none"> • Organize training for enumerators by the consultant/firm • Ensure pre-test for the questionnaire and finalize immediately • Conduct the survey quarterly in the project area using Tablet/Mobile • Consultant/firm need to develop and conduct the survey using latest online application (KoBo toolbox/ODK etc.). • If the consultant/firm finds any irregularities regarding CCT during field survey they should maintain standard communication and documentation process and channel considering type and extent of complain. Data processing and analysis. The consultant firm will prepare a tabulation plan and finalize, incorporating review and feedback from NJP. The analysis should cover the status as well as a comparison between statuses of indicators from the previous BBS related to above stated objectives. • Prepare Report in English including an executive summary with visualization of the PDM data.
<p>Procuring Entity</p>	<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: Consultancy on “Conducting Post Distribution Monitoring of Conditional Cash Transfers”.</p> <p>RFP Ref: WVB-NJP-RFP-187480, Date: 24 February, 2020</p>
<p>Eligibility Criteria</p>	<p>Experience and Eligibility Requirements of the consultancy firm/Organization:</p> <ul style="list-style-type: none"> • As indicated in TOR
<p><u>Documents Required</u></p>	<p>A. <u>Technical proposal</u> should set out all the issues stated in Section. II (I. Technical proposal submission format) and Section. III (Terms of Reference) Scope of work'. Must provide details information in <u>Technical Proposal in light of evaluation criteria</u>, including:</p> <ul style="list-style-type: none"> • <u>Applicants must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service.</u> • <u>Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each.</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) and must provide details Financial proposal separately.</u></p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>

Proposal	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The consultant/s is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents (Technical and 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
Consultancy Timeframe:	Conduct Two quarter's PDM in between March to September 2020.

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. USAID VAT Coupon will be issued against deducted VAT. Payment will be made either in installments or after successful completion of the assignment (as agreed upon).</p>
----------------------	---

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 consultancy Firm/Organization may send e-mail for technical queries before submission of proposal to e-mail address: ranak_mohanta@wvi.org

C. SUBMISSION OF PROPOSAL

Notice for Submission	<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-NJP-RFP-187480: Post Distribution Monitoring - Nobo Jatra Project” shall be mentioned in the subject line.</p>
Dead Line for Submission	Deadline for proposal submission is: Proposal should be reached to WVB <u>On or before 11:59 PM of 8th March, 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	<p>The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the proposer does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the proposed by correction of the non-conformity.</p>																								
Evaluation (Technical & Financial)	<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 60%)</p>																								
Evaluation Criteria	<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 criteria & allocated points are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">SI #</th> <th style="text-align: center;">Technical Evaluation criteria</th> <th style="text-align: center;">points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Experience in designing and developing Post distribution /customer satisfaction surveys</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Experience in designing and conducting/working with USAID funded assignments</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Understanding the assignment, comments and suggestions of consultant/s on the Terms of Reference.</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Demonstration of the quality assurance plan (Monitoring tools/ reporting plan, etc.)</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Team composition and task assignment</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Details and quality of methodology proposed for the assignment</td> <td style="text-align: center;">10</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total Points</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p style="text-align: center;">Pass Mark: 60% points.</p>	SI #	Technical Evaluation criteria	points	1	Experience in designing and developing Post distribution /customer satisfaction surveys	25	2	Experience in designing and conducting/working with USAID funded assignments	10	3	Understanding the assignment, comments and suggestions of consultant/s on the Terms of Reference.	20	4	Demonstration of the quality assurance plan (Monitoring tools/ reporting plan, etc.)	20	5	Team composition and task assignment	15	6	Details and quality of methodology proposed for the assignment	10	Total Points		100
SI #	Technical Evaluation criteria	points																							
1	Experience in designing and developing Post distribution /customer satisfaction surveys	25																							
2	Experience in designing and conducting/working with USAID funded assignments	10																							
3	Understanding the assignment, comments and suggestions of consultant/s on the Terms of Reference.	20																							
4	Demonstration of the quality assurance plan (Monitoring tools/ reporting plan, etc.)	20																							
5	Team composition and task assignment	15																							
6	Details and quality of methodology proposed for the assignment	10																							
Total Points		100																							

As a part of evaluation process, consultant/s may be interviewed / asked for presentation on submitted proposal by Proposal Evaluation Committee.

b. Evaluation of Financial Proposal

A financial proposal shall include containing Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, overhead costs (if any). Total cost of the financial proposal (after correctness and confirmation of arithmetical error, if any) will be considered for financial evaluation.

Interested consultancy Firm/Organization is requested to submit proposals in the light of the TORs and above mentioned evaluation criteria.

ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.

E. OTHER TERMS AND CONDITIONS

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

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

Signed

In the capacity of:

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

Date:

Section II. Proposal Submission Format

I. Technical Proposal Submission Format

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

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

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

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

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

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

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

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

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

- h). Work Plan/Logical Framework (maximum 2 pages). Here you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work schedule.
- i). Team composition / Staffing (maximum 3 pages) In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be summarized. In case of association, this chapter will indicate how the duties and responsibilities will be shared. The Consultant/s and staffing will be reflected in the Team Composition and Task Assignments.

2. Financial Proposal Submission Format

Financial Offer: Summary of Cost

Services/Assignment Name: Hiring Consultancy Firm/Organization for Post distribution Monitoring

RFP Ref: WVB-NJP-RFP-187480, Date: 24 February, 2020

Name of the Consultancy Firm/Organization: _____

SI	Line Item	Cost
I.	Professional Service Fees (Consultant/s)	
II.	Travel and Per Diem	
III.	Supplies and Equipment	
IV.	General Administrative Costs	
V.	Assignment Related Costs	
Total Cost including applicable taxes and others costs as per country law		

We understand you are not bound to accept any proposal you receive.

Signed

In the capacity of:

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

Date:

N.B. Please add detailed cost breakdown documents for summary 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 For Post Distribution Monitoring of Conditional Cash Transfers (Maternal Child Health and Nutrition and Ultra Poor Graduation)

1. BACKGROUND INFORMATION

A. Organization and Program 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. We are committed to serving and partnering with people in need regardless of religion, ethnicity, gender and ability.

‘Nobo Jatra-New Beginning’ is a five-year USAID Food for Peace Title II Development Food Assistance Project that seeks to improve gender equitable food security, nutrition and resilience in southwest Bangladesh. World Vision Bangladesh, together with the World Food Program, Winrock International and 3 local partner NGOS, undertook the project in September 2015, integrating interventions in MCHN, WASH, agriculture and alternative livelihoods, DRR, good governance and social accountability and gender to achieve its objectives. Nobo Jatra is being jointly implemented in partnership with the Ministry of Disaster Management and Relief (MoDMR) of the Government of Bangladesh in four Upazilas under two districts – Dacope and Koyra Upazilas in Khulna and Shyamnagar and Kaliganj Upazilas in Satkhira – the project aims to reach 856,116 direct beneficiaries.

B. Assignment Specific Background:

Nobo Jatra provides two types of cash transfers; 1) MCHN - for pregnant and lactating women who belong to poor and extreme poor households, included in the 15-month nutritional safety net conditional cash transfer (CCT) and 2) Ultra Poor Graduation - for women who belong to poor and extreme poor households and are participating in the Ultra Poor Graduation activity. For the MCHN CCTs, 23,600 women are targeted and receive monthly digital cash transfers of \$26 per month for a period of 15 months. The cash transfers are intended to meet food security and nutrition needs starting from the 2nd trimester of the pregnancy till the baby transitions to complementary feeding – and the 15 months are specifically targeted within the 1,000day window of opportunity. The CCT is conditional upon participation in nutrition education, at least three GMP visits and up to four ANC visits.

Under the Ultra Poor Graduation activity, Nobo Jatra also provides consumption smoothing cash transfers to 21,000 women in extreme poverty (approx. \$12 per month for 9 months). A proportion of these women also receive a one-time asset transfer of approx. \$177 to develop two businesses. The PDM would cover both MCHN and Ultra Poor Graduation cash transfers.

2. PURPOSE & OBJECTIVES

Post Distribution Monitoring (PDM) is a tool which aims at systematic collection and analysis of information of the project as it progresses. PDM is a project control mechanism tool feeding into the project cycle. Its results are largely quantitative and highlight broad trends in order to inform programming. Data is collected through interviews with individuals (or groups of) beneficiaries based on a sample survey format. Results of a PDM are used to feed back into the project cycle

in order to improve the way assistance is designed and delivered. It is also an accountability mechanism to track that the cash transfers are delivered timely and to the targeted participants.

A. The Overall Objective

Nobo Jatra conducts Post Distribution Monitoring (PDM) to measure the utilization of CCTs. The purpose of this assignment is to collect data, analyze and report information on the utilization of cash and assess the appropriateness of targeting, timing and understanding client satisfaction. Frequency of this monitoring is planned for quarterly, however if the results demand (if irregularities/missed targeting/ kickback etc. found) then the frequency will be increased (bi-monthly/monthly). During the enrollment of pregnant and lactating women, the project identified an estimated 50% of women participants who do not have a National Identification Card (NID). The project decided to provide a SIM card to those women who did not have an NID, using one of her family member's or close relatives NID. Through this monitoring Nobo Jatra Project also would like to see whether there are any differences in the benefits and control over resources for this alternative arrangement. Similarly, this PDM will help the project to understand how UPG participants are being benefitted through the money that they receive monthly as well as cash-grant. World Vision would like to hire an external firm to collect quarterly data on cash distribution post monitoring using tablets or other Android devices to do so.

B. The Specific objective of the assignment

- To ensure appropriate targeting;
- To monitor the utilization and control over the cash through quarterly post-distribution monitoring;
- Food consumption pattern of pregnant, lactating women, and UPG participants
- Assess the child care seeking behavior (breastfeeding, supplementary feeding-MNP, attendance of GMP/EPI sessions etc.);
- To understand progress of the UPG participants with respect to selected criteria
- To understand participant satisfaction with the CCT activity.

3. SCOPE OF WORK

- Undertake PDMs based on the methodology (sample design and sampling methods, frame described in Section 5 of this Terms of Reference). The methodology can be revised in consultation and with final approval from World Vision.
- Review, revise and strengthen the questionnaire for the post distribution monitoring in consultation with World Vision, including the consent form. Based on the situation and practical needs, the questionnaire would be revised as and when required.
- Organize training for enumerators by the consultant/firm
- Ensure pre-test for the questionnaire and finalize immediately
- Conduct the survey quarterly in the project area using Tablet/Mobile
- Consultant/firm need to develop and conduct the survey using latest online application (KoBo toolbox/ODK etc.).
- If the consultant/firm finds any irregularities regarding CCT during field survey they should maintain standard communication and documentation process and channel considering type and extent of complain. Data processing and analysis. The consultant firm will prepare a tabulation plan and finalize, incorporating review and feedback from NJP. The analysis should cover the status as well as a comparison between statuses of indicators from the previous BBSS related to above stated objectives.
- Prepare Report in English including an executive summary with visualization of the PDM data.

4. CONTRACT TIMEFRAME

The consultant/firm will be hired as soon as possible to conduct Two PDM's in between March to September 2020.

5. METHODOLOGY

Sample Design and Sampling Methods

Two-stage cluster sampling design option will be considered where two separate sampling frames will be generated. First stage cluster frame will be the list of villages from which villages will be randomly selected at the first stage of sampling. The second stage household frame will consist the list of households benefited from the project, from which households are randomly selected from the sampled clusters at the second stage of sampling. The sample size will be adjusted with the design effect for a two-stage Probability Proportional to Size (PPS¹) of the clusters (villages) sampling procedure. Following is the procedure has been applied to sample size calculation to obtain point estimation for two-stage cluster sampling:

Initial sample size:

$$n_0 = \frac{z_{\alpha}^2 \times p(1-p)}{\epsilon^2}$$

Final adjusted sample size:

$$\text{For Ultra Poor Graduation } n = d \times f_{pc} \times n_r \times \frac{z_{\alpha}^2 \times p(1-p)}{\epsilon^2}$$

N	= Total number of Ultra Poor Graduation (UPG) beneficiaries	21,000
d	= Design effect ²	1.5
Z _α	= Z-score corresponding to the degree of confidence	
P	= Estimated prevalence of an indicator at the time of first survey**	0.50
ε	= Relative precision required (margin of error 6.5%)	0.065
n _r	= Non-response rate (2%)	1.02
n₀	= Initial sample size	227
Z _{95%}	= Z value corresponding to 95% confidence level for two-tailed test	1.96
f _{pc}	= Finite population correction factor: 1/ (1+n ₀ /N)	1.0
n	= Adjusted sample size (design effect, non-response, finite population correction)	344
		≈350
n _c	= Sample size per village (cluster)	10
k	= Number of cluster to be selected	35

** P attains it's maximum value when it is 0.50 (50%)

For MCHN

N	= Total number of MCHN beneficiaries	23,600
d	= Design effect ³	1.5
Z _α	= Z-score corresponding to the degree of confidence	
P	= Estimated prevalence of an indicator at the time of first survey**	0.50
ε	= Relative precision required (margin of error 6.5%)	0.065

¹ When samples from different sized clusters are used and sampling is taken with the same probability, the chances of selecting a member from a large cluster are less than selecting a member from a smaller cluster. This is known as probability proportional to size (PPS). This is offset that larger clusters have greater chance to be in the sample but the probability of selecting a beneficiary from that

² The loss of effectiveness by the use of cluster sampling, instead of simple random sampling, is the **design effect**. The design effect is basically the ratio of the actual variance, under the sampling method actually used, to the variance computed under the assumption of simple random sampling. Usually, the design effect 2.0 is used for a two-stage cluster sampling procedure.

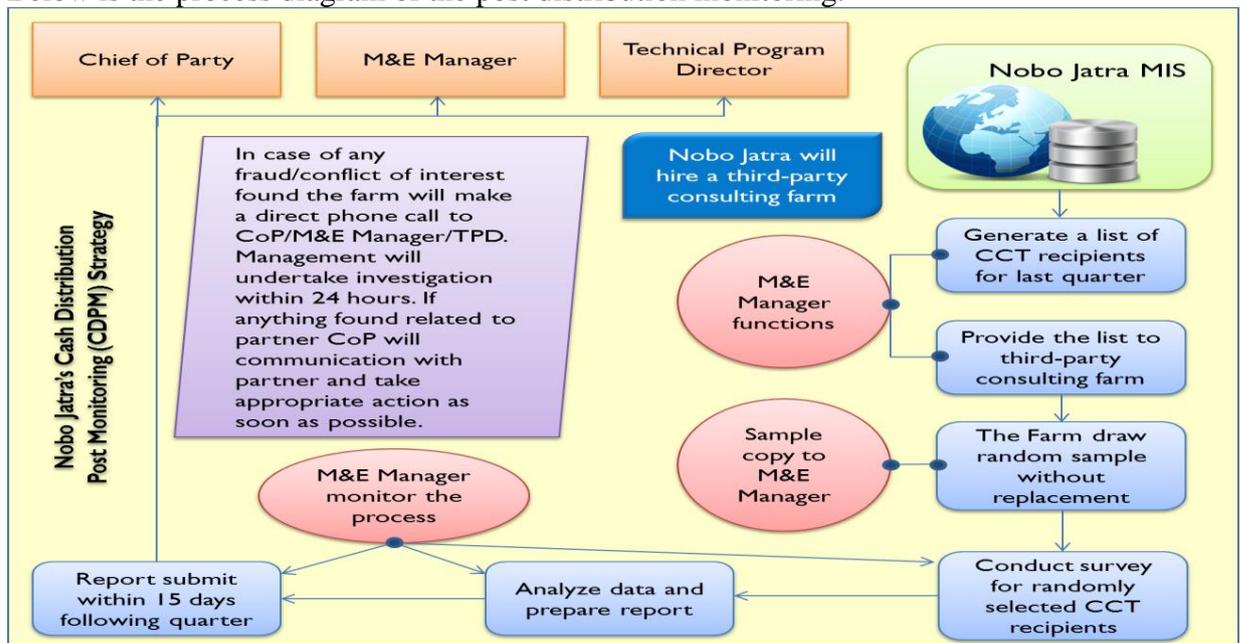
³ The loss of effectiveness by the use of cluster sampling, instead of simple random sampling, is the **design effect**. The design effect is basically the ratio of the actual variance, under the sampling method actually used, to the variance computed under the assumption of simple random sampling. Usually, the design effect 2.0 is used for a two-stage cluster sampling procedure.

n_r	= Non-response rate (2%)	1.02
n_0	= Initial sample size	227
$Z_{95\%}$	= Z value corresponding to 95% confidence level for two-tailed test	1.96
f_{pc}	= Finite population correction factor: $1 / (1 + n_0 / N)$	1.0
n	= Adjusted sample size (design effect, non-response, finite population correction)	344
		≈350
n_c	= Sample size per village (cluster)	10
k	= Number of cluster to be selected	35

** P attains it's maximum value when it is 0.50 (50%)

It will be simple random sampling without replacement. It is noted that, if found any irregularities/missed targeting/ kickback in any of the areas, then all the CCT mothers/CCT mothers of the specific villages will be interviewed to confirm no other systematic errors exists.

Below is the process diagram of the post distribution monitoring:



6. MANAGEMENT & ENGAGEMENT OF NOBO JATRA PROJECT

- The consultant/firm will appoint high quality male and female enumerators and thoroughly train them on the monitoring approach. This will include stressing the importance of all data collected remaining anonymous due to the sensitivity of the survey;
- The consultant/firm will ensure that all NJP staff and its partners are not informed about the monitoring survey. Their travel plan or any other activities related to this survey should not be disclosed for avoiding any type of influences by the project. Consultant firm staff members should not stay at partners' guesthouses or take any form of hospitality from any Nobo Jatra stakeholders;
- Consultant/firm follow field procedures and survey plan, and NJP Standard Operating Procedures (SOPs) in terms of documentation;
- The consultant/firm will plan and undertake the data collection with high standard using the tablet or any android based mobile device;
- The consultant/firm will request verbal consent before data collection as tablets will be used;

- The consultant/firm will inform all selected PLW of the CCT conditions, including multiple visits to collect data;
- If necessary, the consultant/firm will revisit individual households to reconfirm findings;
- Enumerator teams will provide daily updates from the field to the consultant/ firm. If there are any irregular occurrences, they will be reported to the NJP Sr. Manager-M&E immediately.

The consulting firm will prepare a report within a week of data collection and will send to NJP Sr, Manager-M&E with a copy to the COP. The firm will be prohibited to communicate with any project personnel or its stockholders. During the data collection, if the firm identifies any serious case/dissatisfaction that needs immediate attention, they should immediately contact NJP Sr. Manager-M&E by phone/email. The consultant firm will train the enumerators appropriately for collecting the quality, biased free data. As enumerators will interview women of CCT beneficiaries, NJP will encourage the consultant firm to hire women enumerators as much as possible to conduct the cash distribution post monitoring survey in the field. To keep the data collector out of any influence, the consultant firm data collector will visit working areas anonymously without showing any identity until or unless it is required. The M&E field team will monitor the consultant firm's activities through review of the data collection plan Data collection will be done using tablets with geo references. The M&E team will have access to the system, enabling confirmation of the consultant's visit to specific households for verification purposes.

7. EXPECTED DELIVERABLES

- Quarterly Survey Plan: The consulting firm must prepare a Survey Plan in English and obtain approval from World Vision
- Data Treatment and Analysis Plan in English. Tablets are used to capture data, name of the application and the strategy to double-check the data on a regular basis so that any inconsistencies can be identified immediately, and corrective measures can be taken within a day. Primarily the analysis would be the situation of different survey parameters and gradually the analysis plan can be modified to see the gradual changes of the situation of parameter as well as changes in behaviors and practices over the period.
- Systematic data quality check: Examine inconsistencies and edits (data cleaning, checking missing values, any outlier and fixing issues) planned to ensure logical consistency and coherence, as well as an indication of the software and data entry screen to be used.
- Field Procedure Manual in English and Bengali: The consultant firm must develop a field manual and precise definition on technical terminologies to be used as part of the training materials for survey enumerators and supervisors.
- Survey Instrument in English and Bengali: The consultant firm must develop a quantitative survey instrument.
- Data Sets: Both raw and cleaned data sets should be submitted.
- Final Survey Report: This report must be in English.

8. QUALIFICATIONS

The hired consultant firm is expected to have an extensive experience conducting quantitative surveys, particularly with surveys conducted using mobile devices. The hired firm will be responsible for identifying and hiring competent interviewers and field supervisors, organizing and participating in an enumerator training, arranging quality data collection field logistics, overseeing, supervising and quality control of data collection, management and transmission of data from the field, and delivery of a final dataset to the Nobo Jatra M&E team.

The firm must have the following key qualifications for this contract:

- Relevant experience in conducting satisfaction/verification surveys
- Work experience in remote coastal communities of Khulna Division
- Experience using mobile devices for data collection and online based data management systems
- Bilingual in Bengali and English, with high writing proficiency in English.

9. LEGAL AND ETHICAL MATTERS

- Consultant/Firm should abide by the terms and conditions mentioned in the TOR and the subsequent Request for Proposals (RFP).
- It is important that the consultant/firm do not have any links with the project management or should not have any other conflict of interest that would interfere with the independence of the assignment.

10. CONTACT PERSON:

Ranak C. Mohanta, Sr.Manager-M&E, Rakesh Katal, Chief of Party, and Ruhul Mobin, Supply Chain Manager-Nobo Jatra Project, World Vision Bangladesh. 35, Abedin Tower, Kamal Atarurk Avenue, Banani, Dhaka-1213

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:

Section V. Safeguarding Behavioral and Security Policy Protocol

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

Safeguarding Behavioral and Security Policy Protocol

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

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

1. I will always behave with children and adult beneficiaries in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children and adult during my tenure of service with World Vision.
2. I will always be appropriate and culturally sensitive during all interactions with children and adult.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child's house, in WV's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children and adult I will always take initiative with consent from appropriate line management within WVB.
5. I will always comply with "two adult rule" (where possible and practical) when conducting WVB work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children and adult when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians, adult and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned AP office or NO or at both level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in WVB Safeguarding policy.

8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause shame or humiliation, or is belittling or degrading for children and adult both.
9. I will never expose, facilitate or condone the exposure of children and adult to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children and adult is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children and adult in any inappropriate or culturally offensive way.
10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children and adult, I will be subject to action by WVB and/or relevant national authorities, and that I expose myself to any consequent decision that such instances may result in. Should any I have a contractual relation with WV, and should I be found guilty by WVB of breaching WVB Safeguarding policy, I authorize WVB to disclose such information to any prospective employer who asks references about me to WVB.
11. I will comply with any safeguarding related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.
12. I will not hire children below 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the National Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.
13. I will not behave in an inappropriate physical manner with children and adult, and as per child act 2013 I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children and adult.
14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.
15. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
16. I will behave positively with disable children, and will not humiliate them at any cause.
17. 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.
18. I will report any safeguarding incident suspected or happened by WVB staffs or affiliates, any humanitarian's aid worker or stranger in the community to WVB staffs/NO CP lead through established reporting mechanism.
19. I am aware of WV's policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that WV Bangladesh will not be responsible in the event of a kidnap or hostage situation.
20. I am aware of the country's political and security situation and will follow WVB's security

advice. I will not hold WVB responsible if anything goes wrong with regard to my personal security during my tenure of service with World Vision Bangladesh.

Consequences of Breach

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

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

Acknowledgement of receipt and undertaking to comply:

I, (insert name) _____ of (insert address)

hereby agree and confirm that:

- I have received, understand and will abide by WVB's Safeguarding Behavioral and Security Policy Protocols; and
- (*) (where applicable) In the course of contracted work, I agree that where I have interaction with children and adult beneficiaries

The data –

- (i) I will act in the best interest of children and uphold WVB's Safeguarding Behavioral and Security Policy Protocol and other adult safeguarding measures as requested AND
- (ii) if I become aware of any harm or risk to children and adult I will inform WVB immediately

Signed by:

Date:

Name:

Designation:

Department/Project:

Section VI. Declaration Of Conflict of Interest

Conflict of Interest – Disclosure Letter (FY20)

The National Director World Vision Bangladesh

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

Circle the appropriate

Answer for each

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

Name of Entity/ Corporation/NGO	Office or Interest in Organization	Approximate annual Dollar Value of Business involved with World Vision

2. Yes/No I am (or a relative of mine is) received, during the past 12 months, a gift or loan or other direct or indirect financial benefit from an organization or person as described in #1 above and Note Below:

Type of benefits received	Received by	Relationship

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

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
<hr/>		
<hr/>		

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
<hr/>		
<hr/>		

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
<hr/>		

6. Yes/No I hold a position in the government of my country:

Name of Govt. Agency	Position Held	Length of service in years
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

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

SWORN STATEMENT

(To be signed by staffs, facilitators, volunteers, interns, donors and consultants during interview)

All WV staffs, volunteers, interns, donors and visitors who are not World Vision staffs (formal partners, consultants, suppliers, and any other affiliate who gains access to children and adult beneficiaries or their personal information through his or her affiliation with WVB for the wellbeing of them) will acknowledge and sign this SWORN Statement during interview.

I. Personal Information:

First Name:

Middle Name:

Last Name/Family Name:

Present Address:

Permanent Address:

2. I declare under oath that:

I have not been violated and convicted for violation of child protection rights and sexual harassment to adult beneficiaries including:

(Please update the checkbox manually)

<ul style="list-style-type: none"> • Physical mistreatment • Psychological abuse • Sexual abuse • Abandonment • Abduction • Abduction or Human Trafficking 	<ul style="list-style-type: none"> • Kidnapping • Murder • Assault • Labor Exploitation • Any forms of violence against children
--	---

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