



**REQUEST FOR PROPOSAL  
FOR  
HIRING CONSULTING FIRM/ORGANIZATION TO CONDUCT**

**“ANNUAL PARTICIPANT BASED SURVEY (PABS)” FOR THE NOBO  
JATRA PROJECT**

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

**RFP Ref No: WVB-NJP-RFP-275260,  
Issued on: Date: 14 June, 2021**

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## Section I. Proposal Data Sheet (PDS)

The following specific data shall be provided by the Consulting firm/organization of the services to conduct “Annual Participant Based Survey (PaBS)” for Nobo Jatra Program, World Vision Bangladesh.

### A. GENERAL

**Background of the Consultancy:**

Nobo Jatra – new beginning’ is a seven-year (2015-2022) USAID Bureau of Humanitarian Assistance (BHA) funded Resilience Food Security Activity led by World Vision Bangladesh. Initially Nobo Jatra was awarded as a 5 year activity (2015-2020), however, BHA awarded Nobo Jatra a two year cost extension (that is running from October 2020 - September 2022) to focus on sustaining key outcomes achieved during the first 5 years of implementation. The Nobo Jatra Project (NJP) is implemented in close partnership with the Ministry of Disaster Management and Relief, Government of Bangladesh (GoB) and Winrock International. The goal is to “improve gender equitable food security, nutrition and resilience of vulnerable communities” in Koyra, Dacope, Kaliganj and Shyamnagar sub districts in southwest Bangladesh. Nobo Jatra targets 856,116 direct participants with multi sectoral interventions in Water Sanitation and Hygiene, Maternal Child Health and Nutrition, gender, agriculture and alternative livelihoods, disaster risk reduction and good governance and social accountability.

**Service Delivery Models and Monitoring Approach during the cost extension:**

During the NJP CE phase, a comprehensive M&E plan has been designed to track key service delivery models and sustainability approaches considering the four pillars of the sustainability matrix (motivation, resources, capacity and linkages). The M&E during the CE phase takes a facilitation approach whereby NJP will monitor whether key systemic actors are functional and implementing key services in health, nutrition, agriculture and alternative livelihoods and disaster risk reduction. NJP has designed several process and outcome-monitoring indicators to track the performance of NJP’s selected sustainability service delivery models’ in line with the four sustainability pillars. NJP will track the performance of indicators through different M&E approaches such as PaBS, learning utilization assessment, capacity assessment, routine monitoring-project document review etc. NJP will monitor key systemic stakeholders and actors including Water Management Committees/Plant Management Committees, Village Savings Lending Associations, Village Agents, Government extension services, Cyclone Preparedness Programme etc.

Tools and techniques will be developed for different monitoring approaches to oversee the service delivery models prioritized during the CE. The objective is to measure key progress as per targets, outcomes, and measure the key changes among the key service receivers and recipients during the CE. Questions will be added in the relevant tools to see the outcome and performance of the service delivery models and also track the scale of the service beyond NJP working areas and its frequency. The following questions will be taken into consideration for see the efficacy of the indicators in related to PaBS and LUA approaches:

- How will the service providers continue to have access to resources to provide critical services? How would the access to resources be

	<p>different for services that are considered public vs private?</p> <ul style="list-style-type: none"> <li>• How are the key service providers strengthening their capacity? How will the service providers continue to strengthen their technical capacity to deliver the services?</li> <li>• What will keep the beneficiaries motivated to invest their time and resources to practice what they learned from the project? How will the service providers be motivated to continue to provide quality services to the communities?</li> <li>• Do the service providers have linkages with other organizations or entities to complement resources, strengthen capacity, and motivate frontline service providers and beneficiaries?</li> </ul> <p>Please visit ToR for more information.</p>
<p><b>Details</b> <b>Scope and Task of the Consultancy:</b></p>	<p>The survey will be carried out on a sample of participant households to assess progress against targets of pre-defined annual monitoring indicators. The indicator values that are estimated from the PaBS and other sources of a specific reporting year (October 2020 to September 2021) will be compared to target values of that reporting year.</p> <p>Nobo Jatra has developed a two-year Monitoring and Evaluation (M&amp;E) plan to track progress and outcome of the project regularly and periodically for Cost Extension Phase. Out of total 78 project indicators, 26 annual monitoring indicators are planned to be measured by conducting a Participant Based Survey (PaBS) for FY21. These 26 indicators are planned to be monitored for yearly performance through generating data for annual reporting and to provide timely information for program management decisions. Due to COVID-19 NJP will adhere to do BHA and WV do no harm policies and also ensure social distancing. The 26 annual indicators for FY21 are shown in Table I as per BHA guideline under FY21 PaBS. NJP M&amp;E team worked closely with Winrock International and World Vision HQ Technical Specialist to develop a PaBS data collection strategy and tool.</p> <p>NJP seeks the service of a qualified consulting firm to conduct the data collection, cleaning and aggregation pieces of the PaBS survey for FY21. The consulting firm will be selected through a competitive bidding process and will be responsible for organizing, managing and implementing the data collection, cleaning and aggregation activities following agreed up on PaBS survey protocols and standards procedure. Nobo Jatra M&amp;E staff will provide close oversight to the consulting firm and ensure accountability of the firm to process data collection, cleaning and aggregation and delivery of high-quality data meeting the expectation of NJP. The consulting firm is expected to have extensive practical experience and expertise in conducting large-scale complex quantitative sample surveys in the remote areas. They should have clear understanding of local demography, socio-economic context, culture and challenges where NJP is implementing. The consulting firm will have to strictly follow BHA and WV do no harm policies and COVID-19 safety measures (mask wearing, social distancing, hand washing with soap).</p> <p>The hired consulting firm will be responsible for identifying and hiring competent interviewers and field supervisors; organizing and leading in training enumerators; arranging data collection field logistics; overseeing, supervising and conducting quality control of data collection; management and transmission of data from the field, and delivery of a final report and dataset to the NJP M&amp;E team . The firm/consulting team will also develop the field survey manual and survey protocols with the guidance from NJP M&amp;E team and also develop a</p>

	contingency plan for ensuring data quality in the context of COVID-19 situation.
<b>Procuring Entity</b>	<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: <a href="mailto:Ruhul_Mobin@wvi.org">Ruhul_Mobin@wvi.org</a></p> <p>Type of Service: Consultancy on “Annual Participants Based Survey (PaBS)” for Nobo Jatra Program, World Vision Bangladesh.</p> <p>RFP Ref: WVB-NJP-RFP-275260, Date: 14 June, 2021</p>
<b>Eligibility Criteria</b>	<p><b>Experience and Eligibility Requirements of the consultancy firm/Organization:</b></p> <ul style="list-style-type: none"> <li>As indicated in TOR</li> </ul>
<b>Documents Required</b>	<p><b>A. <u>Technical proposal</u></b> 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 Technical Proposal in light of <b>evaluation criteria</b>, including:</p> <ul style="list-style-type: none"> <li><u>Applicants must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service.</u></li> <li><u>Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each.</u></li> <li><u>Acknowledge and complete 'Section IV to section VII'.</u></li> <li><u>Provide legal establishment / registration (up to date -Trade license, VAT registration, TAX certificate) and any other additional supporting documents (if applicable).</u></li> </ul> <p><b>B. <u>Financial proposal</u></b> should set out details breakdown following Section. II (2.Financial Proposal Submission Format) and must provide details Financial proposal separately.</p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL &amp; FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
<b>Proposal</b>	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.
<b>Validity</b>	The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
<b>Language</b>	The language of all correspondence and documents related to the proposal shall be in <b>English</b> .
<b>Proposal currency</b>	All prices shall be quoted in <b>BDT</b>
<b>Consultancy Timeframe:</b>	40 days in between August-September, 2021

<b>Payment Terms</b>	<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**

<b>Procurement Queries</b>	Md. Ruhul Mobin, Supply Chain Manager, Nobo Jatra Program Mobile: +8801708123865, E-mail: <a href="mailto:Ruhul_Mobin@wvi.org">Ruhul_Mobin@wvi.org</a>
<b>Technical Queries</b>	Interested consultancy Firm/Organization may send e-mail for technical queries before submission of proposal to e-mail address: <a href="mailto:ranak_mohanta@wvi.org">ranak_mohanta@wvi.org</a>

#### **C. SUBMISSION OF PROPOSAL**

<b>Notice for Submission</b>	<p><b>Separate Technical and Financial proposals shall be sent directly through email in <u>PDF format</u> to: <a href="mailto:wvb_scm@wvi.org">wvb_scm@wvi.org</a> and no CC.</b></p> <p><b>Maximum file size: 9MB. If mail returned due over file size, please split the file and send in separate email. Please do not wait for the last minute submission.</b></p> <p>RFP reference <b><u>“WVB-NJP-RFP-275260: Annual Participant Based Survey (PaBS)-Nobo Jatra Project”</u></b> shall be mentioned in the email subject line. WVB will not be held liable for the missing RFP if ‘RFP reference’ is not mentioned accurately in the mail.</p>
<b>Dead Line for Submission</b>	<p><b>Deadline for proposal submission is: <u>On or before 11.59 PM (BST) on 4<sup>th</sup> July, 2021</u></b></p>

#### **D. PROPOSAL EVALUATION**

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

<b>Preliminary examination</b>	<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</p>
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	<p>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>												
<p><b>Evaluation (Technical &amp; Financial)</b></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 70%)</p>												
<p><b>Evaluation Criteria</b></p>	<p>The proposal will be ranked according to combined technical and financial score using the weights.</p> <p><b>a. Technical Evaluation Criteria</b>          Technical Evaluation criteria &amp; allocated points are as follows:</p> <table border="1" data-bbox="424 857 1396 1675"> <thead> <tr> <th>CRITERIA</th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>Proposed Methodology for Carrying Out The Task</td> <td>35</td> </tr> <tr> <td>Proposed data collection process in field by taking the all precautions of COVID-19 Pandemic</td> <td>15</td> </tr> <tr> <td> <b>Relevant Experience:</b> <ul style="list-style-type: none"> <li>• Well conversant with BHA/USAID and FANTA requirement</li> <li>• Experience in designing and managing large scale socio-economic and agriculture and nutrition, surveys for Title II development food assistance programs or similar scope and scale in Bangladesh</li> <li>• Expertise in handling large volumes of complex data sets and analysis. should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests</li> <li>• Expertise in developing sampling method according to FANTA and USAID requirement , applying standard processes</li> </ul> </td> <td>30</td> </tr> <tr> <td><b>Quality of Key Professional Staff</b></td> <td>20</td> </tr> <tr> <td><b>Total</b></td> <td>100</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Pass Mark: 70% points.</b></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>b. Evaluation of Financial Proposal</b>          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>	CRITERIA	POINTS	Proposed Methodology for Carrying Out The Task	35	Proposed data collection process in field by taking the all precautions of COVID-19 Pandemic	15	<b>Relevant Experience:</b> <ul style="list-style-type: none"> <li>• Well conversant with BHA/USAID and FANTA requirement</li> <li>• Experience in designing and managing large scale socio-economic and agriculture and nutrition, surveys for Title II development food assistance programs or similar scope and scale in Bangladesh</li> <li>• Expertise in handling large volumes of complex data sets and analysis. should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests</li> <li>• Expertise in developing sampling method according to FANTA and USAID requirement , applying standard processes</li> </ul>	30	<b>Quality of Key Professional Staff</b>	20	<b>Total</b>	100
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<b>Total</b>	100												

**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. Attentions also need 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 Annual Participant Based Survey (PaBS) for the Nobo Jatra Project

RFP Ref: WVB-NJP-RFP-275260, Date: 14 June, 2021

**Name of the Consultancy Firm/Organization:** \_\_\_\_\_

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

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

#### To conduct Annual Participants Based Survey (PaBS) – FY21 for USAID’s Resilience Food Security Activity ‘Nobo Jatra-New beginning’

##### **I Nobo Jatra Project Overview:**

Nobo Jatra – new beginning’ is a seven-year (2015-2022) USAID Bureau of Humanitarian Assistance (BHA) funded Resilience Food Security Activity led by World Vision Bangladesh. Initially Nobo Jatra was awarded as a 5 year activity (2015-2020), however, BHA awarded Nobo Jatra a two year cost extension (that is running from October 2020 - September 2022) to focus on sustaining key outcomes achieved during the first 5 years of implementation. The Nobo Jatra Project (NJP) is implemented in close partnership with the Ministry of Disaster Management and Relief, Government of Bangladesh (GoB) and Winrock International. The goal is to “improve gender equitable food security, nutrition and resilience of vulnerable communities” in Koyra, Dacope, Kaliganj and Shyamnagar sub districts in southwest Bangladesh. Nobo Jatra targets 856,116 direct participants with multi sectoral interventions in Water Sanitation and Hygiene, Maternal Child Health and Nutrition, gender, agriculture and alternative livelihoods, disaster risk reduction and good governance and social accountability.

##### **Service Delivery Models and Monitoring Approach during the cost extension:**

During the NJP CE phase, a comprehensive M&E plan has been designed to track key service delivery models and sustainability approaches considering the four pillars of the sustainability matrix (motivation, resources, capacity and linkages). The M&E during the CE phase takes a facilitation approach whereby NJP will monitor whether key systemic actors are functional and implementing key services in health, nutrition, agriculture and alternative livelihoods and disaster risk reduction. NJP has designed several process and outcome-monitoring indicators to track the performance of NJP’s selected sustainability service delivery models’ in line with the four sustainability pillars. NJP will track the performance of indicators through different M&E approaches such as PaBS, learning utilization assessment, capacity assessment, routine monitoring-project document review etc. NJP will monitor key systemic stakeholders and actors including Water Management Committees/Plant Management Committees, Village Savings Lending Associations, Village Agents, Government extension services, Cyclone Preparedness Programme etc.

Tools and techniques will be developed for different monitoring approaches to oversee the service delivery models prioritized during the CE. The objective is to measure key progress as per targets, outcomes, and measure the key changes among the key service receivers and recipients during the CE. Questions will be added in the relevant tools to see the outcome and performance of the service delivery models and also track the scale of the service beyond NJP working areas and its frequency. The following questions will be taken into consideration for see the efficacy of the indicators in related to PaBS and LUA approaches:

- How will the service providers continue to have access to resources to provide critical services? How would the access to resources be different for services that are considered public vs private?
- How are the key service providers strengthening their capacity? How will the service providers continue to strengthen their technical capacity to deliver the services?
- What will keep the beneficiaries motivated to invest their time and resources to practice what they learned from the project? How will the service providers be motivated to continue to provide quality services to the communities?
- Do the service providers have linkages with other organizations or entities to complement resources, strengthen capacity, and motivate frontline service providers and beneficiaries?

**Key service delivery models/interventions and related PaBS indicators with monitoring approaches are described in Annex- I.**

NJP's two-year Cost Extension (FY21-FY22: 1 October 2020 - 28 September 2022) is focused on sustaining key outcomes through systems actors and stakeholders including community structures, the Government of Bangladesh and private sector. The cost extension is designed around the following Key Outcomes (KOs):

**KO-1. Improved and safely managed water and sanitation facilities and hygiene practices at household and community levels.** Activities focus on strengthening and sustaining relationships between Government stakeholders including Water and Sanitation or 'WatSan' committees, Union Parishad (grassroots tier of local government responsible for WASH budget allocations) Standing Committees, Department of Public Health Engineering (Government unit responsible for rural WASH services) and the Local Government Division. In doing so, the objective is for these system actors and stakeholders to actively play their mandated role in allocating local WASH budgets, monitoring and providing technical support to WatSan committees and Water Management Committees so that water options stay functional and provide communities with access to safe water all year round.

**KO-2. Improved nutritional status of children under five years of age, pregnant and lactating women and adolescent girls.** Through the Citizen Voice and Action (CVA) approach, which builds local capacity to demand inclusive and quality services and support from government institutions, the NJP has strengthened Community Clinics (CCs) and developed better linkages with sub-district health complexes. Through conditional cash transfers and multiple channels of SBC, the NJP has followed the 1,000-day approach and raised awareness on appropriate mother and childcare, especially during pregnancy and for children under 2 years of age (CU2), ultimately improving nutrition practices. To reduce child marriage, activities are focused on facilitating and ensuring that key systems such as Government Child Protection Committees, Upazila Nirbahi Officers (UNO-highest ranking Government official at sub district level) and the Ministry of Women and Children's Affairs are monitoring the issue, raising awareness on Government legislation, particularly the laws pertaining to child marriage and messaging on the risks of child marriage. Important stakeholders also include secondary school management committees and adolescents. To increase adoption of maternal child health and nutrition practices, activities include Growth Monitoring and Promotion, one-time cash transfers to meet immediate household needs and nutrition SBC. NJP will take a lighter touch approach whereby system actors such as private sector partner Social Marketing Company, Multi-Purpose Health Volunteers under the Government's Community Based Health Care unit, Ministry of Health and Family Welfare and Institute of Public Health and Nutrition will be facilitated to continue basic health and nutrition service provision through existing Government structures at the community level.

**KO-3. Increased engagement in gender equitable off-farm income opportunities** Activities are focused on strengthening linkages between youth, Government and private sector, enhancing business relationships between market actors and improving the capacity of producers. Strengthening Village Savings and Lending Associations through linkages with banks and digital applications to improve management and performance is also a major focus on KO-3 and KO-4. System actors include entrepreneurs, lead farmers, producer groups, village agents, input and output buyers, local NGOs, Government (Department of Youth Development, Ministry of Social Welfare, Women and Child Affairs.), and Technical Vocational Education Training institutes. For poor/ultra-poor producers, business environment partners also include: private sector, youth clubs, NGOs, and government departments (expanded to include Marketing Department, a2i project of Ministry of Communications and IT, BSCIC).

**KO-4. Increased engagement in gender equitable on farm income opportunities.** Strengthen relationships with input dealers and retailers (vegetable, aquaculture, and poultry), traders and buyers, and government departments (Agriculture Extension, Fisheries, and Livestock). Incentives include business expansion and increased profits, bulk buying and selling of inputs, and trade licenses and commissioning prices to mobile seed vendors. Stakeholders include Departments of Agriculture

Extension, Fisheries and Livestock Services, Bangladesh Agricultural Development Corporation, Bangladesh Agricultural Research Institute, Bangladesh Livestock Research Institute, Bangladesh Fisheries Research Institute, and a2i project.

**KO-5. Sustainability of the enhanced DRR actions by public institutions at sub national level to improve resilience of the disaster vulnerable communities.** Activities will facilitate Disaster Management Committees to play their role in disaster awareness, implement risk reduction action plans and monitor household disaster preparedness plans. Key systems actors include the Disaster Management Committees, youth clubs and Village Development Committees.

NJP interventions are designed to overlap so that participants and households receive an integrated package of interventions designed to elevate them out of poverty and build overall resilience. NJP has targeted 856,116 direct participants and 1,243,116 indirect participants over the life of the award.

Under this Scope of Work, NJP would like to track FY21 progress for a set of indicators through an Annual Participants Based Survey. A detail scope of work is mentioned below:

## **2 The Scope of Work:**

The survey will be carried out on a sample of participant households to assess progress against targets of pre-defined annual monitoring indicators. The indicator values that are estimated from the PaBS and other sources of a specific reporting year (October 2020 to September 2021) will be compared to target values of that reporting year.

Nobo Jatra has developed a two-year Monitoring and Evaluation (M&E) plan to track progress and outcome of the project regularly and periodically for Cost Extension Phase. Out of total 78 project indicators, 26 annual monitoring indicators are planned to be measured by conducting a Participant Based Survey (PaBS) for FY21. These 26 indicators are planned to be monitored for yearly performance through generating data for annual reporting and to provide timely information for program management decisions. Due to COVID-19 NJP will adhere to do BHA and WV do no harm policies and also ensure social distancing. The 26 annual indicators for FY21 are shown in Table I as per BHA guideline under FY21 PaBS. NJP M&E team worked closely with Winrock International and World Vision HQ Technical Specialist to develop a PaBS data collection strategy and tool.

NJP seeks the service of a qualified consulting firm to conduct the data collection, cleaning and aggregation pieces of the PaBS survey for FY21. The consulting firm will be selected through a competitive bidding process and will be responsible for organizing, managing and implementing the data collection, cleaning and aggregation activities following agreed up on PaBS survey protocols and standards procedure. Nobo Jatra M&E staff will provide close oversight to the consulting firm and ensure accountability of the firm to process data collection, cleaning and aggregation and delivery of high-quality data meeting the expectation of NJP. The consulting firm is expected to have extensive practical experience and expertise in conducting large-scale complex quantitative sample surveys in the remote areas. They should have clear understanding of local demography, socio-economic context, culture and challenges where NJP is implementing. The consulting firm will have to strictly follow BHA and WV do no harm policies and COVID-19 safety measures (mask wearing, social distancing, hand washing with soap).

The hired consulting firm will be responsible for identifying and hiring competent interviewers and field supervisors; organizing and leading in training enumerators; arranging data collection field logistics; overseeing, supervising and conducting quality control of data collection; management and transmission of data from the field, and delivery of a final report and dataset to the NJP M&E team. The firm/consulting team will also develop the field survey manual and survey protocols with the guidance from NJP M&E team and also develop a contingency plan for ensuring data quality in the context of COVID-19 situation.



**Table 1: List of annual monitoring indicators for Participant Based Survey**

SL	Indicators	Sampling Frame
1.	M33 (TBD-24): Value of annual sales of producers and firms receiving USG assistance (BHA- RiA, Outcome)	7,084 VC [1,612 Bottle Gourd, 1,284 Bitter Gourd, 1,196 GIFT Tilapia (Fish-pond), 2,093 Duck and 899 watermelon]
2.	M15 (TBD-11): Yield of targeted agricultural commodities among program participants with USG assistance (BHA RiA, Outcome)	7,084 VC [1,612 Bottle Gourd, 1,284 Bitter Gourd, 1,196 GIFT Tilapia (Fish-pond), 2,093 Duck and 899 watermelon]
3.	M9 (TBD-8): Number of hectares under improved management practices or technologies with USG assistance (BHA RiA, Outcome).	18,884 (7,084 VC farmers +11,800 agriculture producer)
4.	M16 (TBD-12 EG 3.2-24): Number of individuals in the agriculture system who have applied improved management practices of technologies with USG assistance (BHA RiA Outcome).	18,884 (7,084 VC farmers +11,800 agriculture producer)
5.	Custom 36: Percentage of agriculture participants who have used locally available extension services in the last 12 months (Custom Outcome)	18,884 (7,084 VC farmers +11,800 agriculture producer)
6.	M14 (TBD 11 EG.3-10.11.12): Number of farmers who practiced the value chain activities promoted by the activity (BHA RiA Outcome)	18,884 (7,084 VC farmers +11,800 agriculture producer)
7.	M6 (BHA 75 EG.3.3-10) Percentage of female participants of USG nutrition-sensitive agriculture activities consuming a diet of minimum diversity (BHA RiA, Outcome)	18,884 (7,084 VC farmers +11,800 agriculture producer)
8.	M22( BHA 48: Number of people gaining access to basic sanitation services as a result of USG assistance, by sex (BHA- RiA, Outcome)	93,900 WASH beneficiaries
9.	Custom 92: Percent of households using basic drinking water services (Custom Outcome)	93,900 WASH beneficiaries
10.	Custom 93: Percent of households using basic sanitation services (Custom - Outcome)	93,900 WASH beneficiaries
11.	M34 (BHA 60 (GNDR 2) Percent of participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income or employment) that are female. (BHA- R, Output)	50,000 Off farm and On Farm participants (20,000 off farm+30,000 on farm)
12.	M35 (TBD-25 youth 3) Percent of participants in USG assisted programs designed to increase access to productive economic resources who are youth (15-29). (BHA RiA Outcome)	50,000 Off farm and On Farm participants (20,000 off farm+30,000 on farm)
13.	M38 (TBD-29) Number of participants who reported increased access to targeted public services (BHA RiA Outcome)	168,284 (7,084 VC farmers +11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH
14.	Custom 86: Percentage of people who have advocated to or engaged directly with their local leaders, government officials and local service providers for services improvement (Custom Outcome)	168,284 (7,084 VC farmers +11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH
15.	M4 (TBD-5 (HL.8.2-5): Percent of households with soap and water at a hand washing station commonly used by household members (BHA- RiA, Outcome)	168,284 (7,084 VC farmers +11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH
16.	Custom 100: Percentage of respondents reported that Union Parishad is responsive to community demand in last 12 months. (Custom Outcome)	168,284 (7,084 VC farmers +11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH
17.	M2: BHA 57 (HL 9-1): Number of children under five (6-23 months) reached by nutrition-specific intervention through USG-supported nutrition programs (BHA RiA, Output)	168,284 (7,084 VC farmers +11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH
18.	Custom 101: Percentage of men and women with children under two who have knowledge of maternal and child health nutrition (MCHN) practices segregated by gender & age	168,284 (7,084 VC farmers +11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900

		WASH
19.	Custom 102: Percentage of children under 2 (0-23 months old) participating in growth monitoring and promotion, by sex of a child (GMP) (Custom Outcome)	168,284 (7,084 VC farmers + 11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH)
20.	M 24 (BHA 53): Number of live births receiving at least four antenatal care (ANC) visits during pregnancy.	168,284 (7,084 VC farmers + 11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH)
21.	M7 (BHA 79 (HL 9-2): Number of children under two (0-23 months) reached with community-level nutrition interventions through USG-supported programs (BHA- RiA, OUTPUT)	168,284 (7,084 VC farmers + 11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH)
22.	Custom 24: Percent of respondents who think men and women should share household tasks, such as cleaning, cooking and taking care of children, segregated by gender and age (Custom Outcome Indicator)	168,284 (7,084 VC farmers + 11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH)
23.	Custom 22: Percent of men who think that women should be consulted on household budgeting and purchases (Custom Outcome Indicator)	168,284 (7,084 VC farmers + 11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH)
24.	Custom 23: Percent of men who think that women should be able to access markets, health care services, and other public locations without restrictions or prior consultation (Custom Outcome)	168,284 (7,084 VC farmers + 11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH)
25.	M36 (TBD-27): Index of social capital at the household level (BHA RiA Outcome)	168,284 (7,084 VC farmers + 11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH)
26.	M11 (BHA 77 (EG 11-6): Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance. (BHA- RiA, Outcome)	168,284 (7,084 VC farmers + 11,800 agriculture producer + 20,000 PG + 23,100 MCHN + 12,400 DRR + 93,900 WASH)

Indicators 1 - 4 in Table 1 (**M33, M15, M9 & M16**) are important annual monitoring indicators for BHA reporting and are the same Feed the Future agriculture indicators. These indicators are considered more challenging in terms of the associated data collection. Therefore, the Feed the Future PaBS sampling guideline has been used to develop the PaBS sampling strategy for the annual results monitoring survey. Sample weights will be applied during data analysis following the PaBS guideline.

The results of this PaBS will be used in the context of NJP monitoring to ensure that NJP implementation is rolling out as expected and that project interventions are on track for achieving the intended outcomes and targets in the participant population in the first year of Cost Extension phase. The results of this exercise will be used to inform decisions about project strategies and to make corrections to project components if required.

### **3 Survey Design/Sampling Plan**

Feed the Future's PaBS sampling guideline is used to develop the PaBS sampling strategy for this annual PaBS survey. While the sampling guideline is written for the Feed the Future (FtF) agricultural indicators, the guidance on sampling approach and weights will be applied on other non-FtF indicators appropriately.

Certain project outcomes will be monitored each year to generate data for annual reporting and to provide timely information to program managers, donors and other relevant stakeholders. A number of 26 annual indicators are identified for estimating values on an annual basis. Survey design involves complex options related to clustering, to choosing the number of cluster, stages of selection and selecting a sample. The sample size calculations are associated with different type of indicators. Selecting

the appropriate sampling formula, applying multiplicative adjustments to the initial sample size are critical to the survey design and sampling plan. The 26 indicators selected for PaBS are linked with several individual and combined sampling frames. Thus, the sample size estimation process has been considered accordingly. Following are the details on the sampling frame, final sample size and sampling methodology for the FY21 annual PaBS.

### 3.1. PaBS sampling frame:

Over the life of the award, Nobo Jatra continues working with different community groups and individual households. The main direct participant households (23,100 HHs) are for the Maternal Child Health and Nutrition (MCHN) components, Direct participants from UPG (20,000 HHs). Three other types of direct participants are WASH (93,900), agriculture and livelihood participant (18,884 HHs), 12,400 participants reached through DRR training, Risk Reduction Action Plans and Disaster Risk Reduction activities. Achievements in terms of number of participants reached in FY21 is shown in Table 2.

**Table 2: Type of participants**

Type of Beneficiary (FY21)	Number
Value Chain (VC) Beneficiary	7,084
Producer Group (PG) Beneficiary	11,800
Conditional Cash Transfer (CCT) for MCHN and UPG	43,100
Disaster Risk Reduction (DRR) Intervention, training, RRAP	12,400
Water and Sanitation (WASH) Beneficiaries	93,900
<b>Total</b>	<b>168,284</b>

NJP has provided support and flow up services to 38,884 participants (VC, PG, and Graduation) in FY21 for the agriculture and livelihood component, including 7,084 Value Chain (VC) farmers, 11,800 Producer Groups (PG) farmers, and 20,000 Extreme Poverty Graduation participants. The indicators M33 & M15 needs to be collected exclusively from the value chain beneficiary sampling frame. Other agriculture related indicators are M9, M16, custom 36, custom 74 and custom 75 are applicable for all value chain farmers (7,078) as well as producer group farmers (11,800) who will apply project promoted improved technologies or management practices as well as received services from LSPs. Thus, the sampling frame for those five annual indicators (M9, M16, custom 36, custom 74 and custom 75) would be all value chain farmers and producer group farmers (7,084 + 11,800 = 18,884farmers).

There are five (5) value chain commodities (Bottle Gourd, Bitter Gourd, Watermelon, Duck and GIFT Tilapia-Fish pond) that NJP is promoting to the five different groups of value chain farmers. During FY21 reporting year, NJP project worked and followed-up with 1,612 participants for Bottle Gourd, 1,284 participants for Bitter Gourd, 899 participants for Watermelon, 2,093 participants for Duck, and 1,186 participants for GIFT Tilapia.

Given the relative mix of programming activities and indicators selected to monitor program progress through the PaBS, five sample frames will be sufficient to capture the information necessary to track all identified 26 PaBS annual indicators.

### 3.2. Estimation of Sample Size

As per the PaBS guideline, the “Yield of Agricultural Commodities” indicator should be reported for all producers working within crop, livestock, or aquaculture production systems. Therefore, the participants covered by the “Yield of Agricultural Commodities” indicator are a subset of the participants covered by the “Number of Hectares under Improved Management Practices” indicator, who in turn are a subset of the participants covered by the “Value of Sales” indicator, who in turn are a

subset of the participants covered by the “Number of Individuals Using Improved Management Practices” indicator.

NJP estimated sample size for the five value chain commodities applying the standard deviation from previous survey. The details of estimation and sample size calculation is given in **table 4**. Sample participants have estimates from five sampling frame one is for indicators serial number 1-2 (M33 & M15 – from Agriculture Commodities); frame two is for serial number 3-7 (M9, M16, Custom 36, Custom 74 and Custom 75); Frame three is for serial numbers 8-10 (M22, Custom 92 and Custom 93); Frame four is for serial number 11-12 (M34 and M35); and last combined fifth frame is for serial numbers 13-26 in table 1.

A two-stage cluster sampling procedure will be applied to select the sample households. The clusters are made of the project villages and will be selected using the Probability Proportional to the Size (PPS) method. For the purposes of PPS selection, ‘size’ of the cluster will be the total number of beneficiary households from the two sampling frames (Agriculture and Combined all beneficiaries) within that cluster.

**Table 3: Sampling frame wise indicators distribution**

Sample Frame	Indicators
1	M33 (TBD-24): Value of annual sales of producers and firms receiving USG assistance (BHA-RiA, Outcome)
	M15 (TBD-11): Yield of targeted agricultural commodities among program participants with USG assistance (BHA RiA, Outcome)
2	M9 (TBD-8): Number of hectares under improved management practices or technologies with USG assistance (BHA RiA, Outcome).
	M16 (TBD-12 EG 3.2-24): Number of individuals in the agriculture system who have applied improved management practices of technologies with USG assistance (BHA RiA, Outcome)
	Custom 36: Percentage of agriculture participants who have used locally available extension services in the last 12 months (Custom Outcome)
	M14 (TBD 11 EG.3-10,11,12): Number of farmers who practiced the value chain activities promoted by the activity (BHA RiA, Outcome)
	M6 (BHA 75 EG.3.3-10) Percentage of female participants of USG nutrition-sensitive agriculture activities consuming a diet of minimum diversity (BHA RiA, Outcome)
3	M22( BHA 48: Number of people gaining access to basic sanitation services as a result of USG assistance, by sex (BHA- RiA, Outcome)
	Custom 92: Percent of households using basic drinking water services (Custom Outcome)
	Custom 93: Percent of households using basic sanitation services (Custom Outcome)
4	M34 (BHA 60 (GNDR 2) Percent of participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income or employment) that are female. (BHA- R, Output)
	M35 (TBD-25 youth 3) Percent of participants in USG assisted programs designed to increase access to productive economic resources who are youth (15-29). (BHA RiA, Outcome)
5	M38 (TBD-29) Number of participants who reported increased access to targeted public services (BHA RiA Outcome)
	Custom 86: Percentage of people who have advocated to or engaged directly with their local leaders, government officials and local service providers for services improvement (Custom Outcome)
	M4 (TBD-5 (HL.8.2-5): Percent of households with soap and water at a hand washing station commonly used by household members (BHA- RiA, Outcome)
	Custom 100: Percentage of respondents reported that Union Parishad is responsive to community demand in last 12 months (Custom Outcome)
	M2: BHA 57 (HL 9-1): Number of children under five (6-23 months) reached by nutrition-specific intervention through USG-supported nutrition programs (BHA RiA, Output)
	Custom 101: Percentage of men and women with children under two who have knowledge of maternal and child health nutrition (MCHN) practices segregated by gender & age (Custom Outcome)
	Custom 102: Percentage of children under 2 (0-23 months old) participating in growth

monitoring and promotion, by sex of a child (GMP) (Custom Outcome)
M 24 (BHA 53): Number of live births receiving at least four antenatal care (ANC) visits during pregnancy. (BHA RiA, Output)
M7 (BHA 79 (HL 9-2): Number of children under two (0-23 months) reached with community-level nutrition interventions through USG-supported programs (BHA- RiA, Output)
Custom 24: Percent of respondents who think men and women should share household tasks, such as cleaning, cooking and taking care of children, segregated by gender and age (Custom Outcome)
Custom 22: Percent of men who think that women should be consulted on household budgeting and purchases (Custom Outcome)
Custom 23: Percent of men who think that women should be able to access markets, health care services, and other public locations without restrictions or prior consultation (Custom Outcome)
M36 (TBD-27): Index of social capital at the household level (BHA, RiA, Outcome)
M11 (BHA 77 (EG 11-6): Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance. (BHA- RiA, Outcome)

NJP plans to report point estimates of indicators every year to compare the indicator achievement with the set targets over LOA. **Participant-Based Survey Sampling Guide for Feed the Future Annual Monitoring Indicators**<sup>1</sup> by Diana Maria Stukel, PhD has been followed to estimate sample size for the indicators.

Following are the formulas and calculations to estimate minimum required sample sizes for indicators given in **Table 3**:

**A. Sampling formula<sup>2</sup> to estimate sample size for the indicators M33, M15, M9, M16 and M11:**

$$n = \frac{N^2 \times Z^2 \times S^2}{MOE^2}$$

Where,

- Z** = critical value from the normal probability distribution (95% confidence level: 1.96)
- N** = total number of beneficiary in the respective sampling frame
- S** = standard deviation of the distribution of beneficiary data as per FY20 PaBS
- MOE** = margin of error (p \* target value of indicator)

**B. Sampling formula to estimate indicators with percent value (indicators 8 to 15 and 17 in table I):**

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

Where,

- Z<sub>α</sub>** = is the critical value for normal probability distribution at 95% confidence level = 1.96
- P** = Proportion of population with desired attribute
- ε** = Maximum desired sampling error = 5% = 0.05

When the initial sample calculated is greater than or equal to 5% of the beneficiary population, a finite population correction factor should be applied:  $FPC = 1/(1+n_1/N)$ , where  $n_1$  is the initial sample size and  $N$  is the population size

In accordance with guideline, a design effect that accounts for cluster sampling, as well as, an estimated non-response factor will be applied to obtain an adjusted final sample size estimate.

<sup>1</sup> [https://www.fantaproject.org/sites/default/files/resources/Sampling-Guide-Participant-Based-Surveys-Sep2018\\_0.pdf](https://www.fantaproject.org/sites/default/files/resources/Sampling-Guide-Participant-Based-Surveys-Sep2018_0.pdf)

<sup>2</sup> Three of the four FtF critical indicators expressed as total thus formula that is based on a total was considered as appropriate

Table 4: Overall sample size estimation for FY21 PaBS

Formula that is based on a Total	N	max	min	s	p	MOE		CI	z	n <sup>initial</sup>			adj <sup>pc</sup>		D				
Indicator	Population of beneficiaries	Estimate of maximum (for s)	Estimate of minimum (for s)	Standard deviation (s)	Acceptable percentage of error (for MOE)	Target value of indicator (for MOE)	Margin of error (for MOE)	Confidence level	Critical value (z)	Initial sample size	Ratio Of initial sample size to population size	Finite population correction needed?	n <sup>initial</sup>	Adjusted sample size (1)	Design effect	Adjusted sample size (2)	Non response rate	Sample size	Final sample (rounding)
Indicator # M33 (TBD-24) & M15 (Sample Frame-1)																			
Bottle Gourd	1612		\$0.00	8.69	5.00%	\$50,223.10	2511.16	95%	1.96	116	7.30%	Yes	0.93	108	2	217	10%	238	240
Bitter Gourd	1284		\$0.00	11.94	5.00%	\$78,406.48	3920.32	95%	1.96	58	4.50%	Yes	1	58	2	116	10%	127	135
GIFT Tilapia (Fish-Pond)	1196		\$0.00	8.68	5.00%	\$64,943.76	3247.19	95%	1.96	39	3.30%	Yes	0.97	38	2	75	10%	83	105
Duck (Chicken-Poultry)	2093		\$0.00	9.33	5.00%	\$122,696.00	6134.8	95%	1.96	38	1.80%	Yes	0.98	37	2	74	10%	82	105
Water Melon	899		\$0.00	61.41	6.50%	\$237,894.75	15,463.16	95%	1.96	49	5.40%	Yes	0.95	46	2	92	10%	102	105
Total																		632	690
Indicators # M9, M16, Custom 36, Custom 74 and Custom 75 (Sample Frame-2)																			
Total Agriculture beneficiaries	18884	4	0	0.67	9.00%	20050	1805	95%	1.96	187	1.00%	No	1	187	2	374	3%	386	390
Indicators # M22, Custom 92 and Custom 93 (Sample Frame -3)																			
Total Agriculture beneficiaries	93,900		0	0.50	9.00%	65730	5916	95%	1.96	242	1.30%	No	1	242	2	484	5%	510	525
Indicators # M34 and M35 (Sample Frame-4)																			
Total Agriculture beneficiaries	50000	4	0	0.67	10.00%	50000	5000	95%	1.96	171	1.30%	No	1	171	2	342	5%	360	363
Indicators # Serial 13 to 26 from Table 1 (Sample Frame -5)																			
Combined beneficiaries	168,284	0	0	0.67	8.50%	168,284	12621	95%	1.96	239	1.10%	Yes	1	239	2	478	5%	504	525
Indicators # 13 to 26 Table 1																			
N = Total targeted beneficiaries in FY 2021																			168,284
Z $\alpha$ is the critical value for normal probability distribution at 95% confidence level																			1.96
P = Proportion of population with desired attribute																			0.8
e = Maximum desired sampling error = 7.5%																			0.08
Initial sample size n1 (n1 is less than 5% of the total number of beneficiary. So the finite population correction factor is not necessary)																			239
Design effect adjusted sample size (239 x 2)																			478
The non-response rate is expected to be 5%, therefore the final sample size for those indicators would be 504 (Round for cluster sampling is 525)																			525

For value chain indicators a separate sample size calculation is necessary for each of the commodities, however if the sample size become unmanageable, FtF recommends to choose most important three commodities, as NJP FY21 value chain sample size is quite manageable (Last year it was only 683 and this year it is 690) NJP would like to consider all the five value chain commodities for sample calculation and analysis.

Table 5: Final Sample size for FY21 PaBS with overlapping calculation:

Indicators	Commodity	Population (a)	Sample (b)	Sample accounting overlap (c)	Total sample for different indicators (c-b)	Remarks
Value Chain (M33, & M15)	Bottle guard	1612	240	-	240	No overlap
	Bitter Gourd	1284	135	-	135	No overlap
	Gift	1196	105	-	105	No overlap
	Duck	2093	105	-	105	No overlap
	Watermelon	899	105	-	105	No overlap
Total Value Chain Farmers		7084	690	-	690	
Agriculture (Indicators # M9, M16, Custom 36, Custom 74 and Custom 75: Sample Frame-2)	N/A	18,884	390	146	244	37.5% overlap with VC
WASH Indicators (Indicators # M22, Custom 92 and Custom 93: Sample Frame -3)	N/A	93,900	525	-	525	No overlap
Off Farm and On	N/A	50,000	363	138	225	38% overlap



Indicators	Commodity	Population (a)	Sample (b)	Sample accounting overlap (c)	Total sample for different indicators (c-b)	Remarks
Farm Indicators (Indicators # M34 and M35 : Sample Frame-4)						with AG, VC
Indicators 13-26 in table 1 for combined frame (Sample Frame 5)	NA	168,284	525	414	111	79% overlap with AG, WASH, PG
<b>Total Sample for PaBS FY21</b>			<b>2,493</b>	<b>698</b>	<b>1,795</b>	28% overall overlap

The sample size of 690 from indicators M33 & M15 is not overlapped with other sampling frames. So, the sample of 690 value chain beneficiaries for M33 & M15 needs to be selected exclusively from the value chain sampling frame. This sample size is enough to estimate the BHA and the FtF guidance for minimum required sample size 525 for annual monitoring of value chain commodities<sup>3</sup>.

The second sampling frame 390 samples required for estimating M9, M16, Custom 36, Custom 74 and Custom 75, as the second sampling frame is 37.5% overlapped with Frame 1. Therefore, 146 (37.5%) come from sample frame 1, and rest of the 244 sample drawn from sample frame 2.

The third sampling frame 525 samples required for estimating M22, Custom 92 and Custom 93 and there is no overlap in the sampling frame.

The fourth sampling 363 samples required for estimating M34 and M35 and 38% sample overlapped with VC and AG sample frame. Therefore, 138 (38%) will come from sample frame 2 and rest of the 225 sample will draw from this sample frame.

The fifth minimum required sample size for the indicators 13-26 serial of Table 1 is 525. 79% of beneficiaries are overlapped with the agriculture, WASH and Off Farm and On farm beneficiary sampling frame. The sample will be drawn from combined sampling frame for the indicators 13-26 of Table 1. The final sample size for PaBS FY21 will be between  $(690+244+525+225+111)$  1,795 to  $(690+390+525+363+525)$  2,493. To confirm high sampling efficiency Nobo Jatra will consider the maximum sample size, thus the final sample size for FY21 PaBS would be 2,493. This sample size is enough to estimate the BHA and the FtF indicators<sup>4</sup>.

### 3.3. Sampling Procedure

The research firm should follow the process of selecting sample cluster and survey respondent which has been clearly define in 9.4.1 section of Sampling Guide for Participant-Based Survey- Diana Maria Stukel, September 2018.

The general steps of the sample household selection and data collection process are:

#### **Selection of Cluster:**

Select 80 clusters from first sampling frame (Value chain), 30 clusters from 2<sup>nd</sup> sampling frame (agriculture), WASH indicators will be 35 cluster, Off farm and on fam is 33 cluster and combined frame will be 35 clusters from combined sampling frame from the list of Nobo Jatra project villages where activities of different components are being implemented during reporting year FY21, using Probability Proportional to the Size (PPS) procedure.

<sup>3</sup> Page 52 of the sampling guide for Participants based sample survey for legacy FFP/FTF by Diana Maria Stukel

<sup>4</sup> Page 53 of the sampling guide for Participants based sample survey for legacy FFP/FTF by Diana Maria Stukel

### **Selection of Survey respondent:**

Survey respondents will be selected before fieldwork is conducted using the method of fractional interval systematic sampling from a comprehensive list of beneficiaries using one of two variants of an equal probability method. As there is no prescriptive formula for determining how many clusters to choose and how many participants to choose within each cluster however there are competing interests in terms of what is most operationally expedient versus what is most statistically efficient. For statistical efficiency, BHA/BHA's recommendation (Sampling guide, page 54) the smallest number of participants possible from each cluster was proposed, so that the largest number of clusters be selected and finally increased statistical efficiency and decrease the design effect. Cluster wise sampling frames are given below:

Table 6: Cluster wise sampling

Sampling Frame	Population	Sample	Sample per cluster	Number of Cluster
Bottle Gourd	1612	240	12	20
Bitter Gourd	1284	135	9	15
GIFT Tilapia (Fish-pond)	1196	105	7	15
Duck	2093	105	7	15
Water melon	899	105	7	15
Agriculture	18,884	390	13	30
WASH	93,900	525	15	35
Off Farm and On Farm	50,000	363	11	33
Combined	168,284	525	15	35

The FY21 PaBS sampling frame has already been constructed from the Nobo Jatra's online MIS system. The MIS database has been designed to identify households by beneficiary type with unique identifiers for both households and individuals in those households. The research firm (having support from a statistician and Senior M&E Manager of Nobo Jatra) will prepare the sampling plan and sampling frame. The research firm will deploy a number of survey teams in line with the field data collection schedule and number of survey locations. Movement from one Upazila to another should also be considered during the survey planning. The M&E team will monitor the data collection process and conduct a data quality assessment throughout the survey period.

The primary selection unit is the beneficiary. This survey has five sampling frames: value chain, agriculture, WASH, Off Farm and On farm and other combined beneficiaries, the survey team will provide skip logic in the questionnaire for each of these groups where specific modules do not apply. Further sufficient training and guidance to enumerators on the morning of surveys is required to ensure that there is clear instruction on the sample frame and modules applicable for each household they will visit.

### **3.4. Sampling Weights & the Treatment of Non-Response**

Sampling weights to be included on the data file. The formulae used to calculate the sampling weights should be included as part of a data dictionary document. Proportional sampling will add complexity to the sampling weights; research firm should make sure they are appropriately constructed in order to calculate the final indicator estimate." The contractor should also make sure that standard procedures in developing sampling weights are followed according to FANTA guideline. Note that a household non-response adjustment should be made to the sampling weights as part of the final weighting system and description on how the outliers would be addressed. abstract

## **4. Survey Questionnaire(s)**

### **4.1 SURVEY TOOLS AND SURVEY QUESTIONNAIRE**

A structured questionnaire will be used based on the Participant Based Survey (PaBS) indicators and other Environment Monitoring and Mitigation Plan (EMMP) Indicators and other information required as per World Vision and BHA requirements. The research firm will develop a questionnaire for the FY21 PaBS in support of the NJP M&E and technical team. The research firm will work closely with the Nobo



Jatra team for revision/updating of the FY21 questionnaire following the Feed the Future (FtF) and BHA guidelines & current local context of COVID-19 pandemic in the project implementation area of NJP.

#### **4.2 TRANSLATION OF QUESTIONNAIRE**

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The questionnaire should be translated into Bangla by the research firm. The system should allow the enumerators to use either language at any time on the mobile/tablet data collection device adapting the questionnaire to the local context and if additional questions will be added. Translating the approved questionnaire instrument and manual from English into Bangla and then translating the questionnaire from Bangla to English with a second translator to ensure it is accurately translated in Bangla. Necessary changes to Bangla questionnaire will be made based on the translation.

Final Bangla and corresponding English questionnaires and manual will be reviewed and approved by World Vision.

#### **4.3 PRE-TESTING AND FINALIZATION OF QUESTIONNAIRE**

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After receiving requisite approvals, the questionnaire will be tested in the field by the surveyor with the oversight of Nobo Jatra M&E staff to ensure that the questionnaire is refined and adequately contextualized.

### **5. Data Collection and Entry**

Electronic devices or tablets will be used as part of data collection, complemented with both online and offline android apps. Interviewers will also be provided with paper forms to use in case of malfunction of devices. The use of mobile devices and an electronic questionnaire improves data quality by allowing data validation rules and consistency checks to be integrated as part of data collection. Mobile devices reduce data entry burden as data are entered at the interviewer level and records are uploaded to a cloud server using the built-in internet connectivity of the devices. Daily data uploading to the cloud server will ensure the regular data backup process. This will also allow the data analysis to review data consistency frequently and ensure the data are ready for analysis almost immediately after the completion of data collection from all sample beneficiaries.

### **6. Data Quality Control**

There will be four/five data collection teams where each team is comprised of five/six enumerators and one supervisor from the contracted research firm. The team supervisors are mainly responsible for monitoring data collection, quality control and overall team guidance. The field supervisors will review data from the mobile device daily to ensure data quality. The supervisors will also utilize additional data quality monitoring controls. One such control will be the re-interviewing of one household per day using tablets, based on a condensed survey limited to a subset of critical questions. Supervisors will verify that non-response households are unavailable, or truly opted out of participation.

Field supervisors will regularly collect all mobile/tablet devices from the interviewers and review all the interview records, question by question. Cross-referencing of re-interview records with the original records collected by the enumerators will happen at this time. If necessary, the M&E field staff will edit the original data records and re-train interviewers. Finally, field supervisors will upload finalized data to the cloud server through a secure transmission.

The NJP central M&E team, with support from external technical consultant, will also remotely monitor data consistency throughout the ongoing data collection process using data periodically downloaded from the cloud server. The M&E team and external consultant will be able to run frequency and cross tabulations by enumerator, cluster and beneficiary category remotely. If they find any inconsistency of data for a particular enumerator or cluster, they will immediately inform the data collection team so that they can make necessary adjustment during data collection. This will ensure data quality instantly from different level of quality checking, not just depending on the team supervisors. Feedback will be provided to the field teams to ensure 100% data quality and accuracy of the data.

*If data collection method is paper, each interviewer will collect information using a paper based questionnaire and team supervisors will collect completed questionnaires from the team member for his/her review and*

uploading to cloud server. In this process, the research firm will involve a data entry operator to enter data into cloud server from the paper-based questionnaire.

Instant feedback system will be established (by email, telephone) to the field teams to support data quality on regular basis.

## **7. Key Tasks**

The External research firm (third party firm) will be responsible for the following:

1. Develop survey tools (questionnaire) in English, translating into Bangla
2. Print hard copies of questionnaire for back up support
3. Develop field survey manual and protocol
4. Recruit survey team, including Enumerators (data collectors) for training and field work
5. Organize training for Enumerators and Supervisors
6. The research firm would adapt and follow a **Do No Harm** policy (WHO, BHA and WV) of COVID-19 pandemic situation duration of training and field data collection and take necessary pre-cautions
7. Preparing a contingency planning for ensuring data quality in the context of COVID-19 pandemic situation
8. Review training materials and field procedure manuals and translating into Bangla (if required)
9. Manage the logistical and administrative aspects of the fieldwork
10. Implement data collection process in field by taking the all pre-cautions of COVID-19 pandemic situation
11. Supervise and monitor daily data collection, and upload/data entry to the cloud server
12. Ensure daily data quality assurance in the field, including Supervisors providing regular feedback to the enumerators
13. Prepare field report, including highlights and challenges of the field data collection, number of villages completed non-response rates, re-interview rates, data entry status, and proposed corrective actions, etc.
14. Data cleaning and analysis, including generating final weighted PaBS indicator values
15. Provide indicator wise data in the IPTT as per disaggregation
16. Adjusting all the comments from NJP Team, WV HQ and BHA review and concern
17. Provide Codebook, dataset, consent form for submitting BHA DDL information
18. Prepare final report and make a presentation

## **8. Fieldwork Operations**

### **a. Human Resources for Fieldwork**

Below is an indicative team composition model. The contractor must provide a detailed and more specific plan on team composition, qualification and numbers. The proposal should reflect the positions and roles of team members and describe the educational qualifications, years of experience, level of skills and competencies, background for each member during proposal submission: The contractor must ensure that only the qualified candidates are engaged for this survey. The composition and number of the team members has deliberately not been exactly defined, leaving it to discretion of the contractor to customize, although the following indicative team composition model is suggested to serve as an initial guide.

- Survey Team Leader (Survey Expert) (1),
- Statistical Expert/ Data Analyst (1),
- Field Survey Supervisor and Quality Control Officer (XX @ one per survey cluster),

- Data Editor (xx, 1 per team),
- Data Entry Operators (*if applicable for paper based data collection*)
- Enumerators (xx @ x per survey cluster).

The team members must have experiences in managing large scale socio-economic and health and nutrition, anthropometric quantitative surveys for USAID food security programs or of similar scope and scale in Bangladesh. The survey team must include a healthy mix of men and women; the survey requires local enumerators having technical skills and fluency in the local dialect and conversation. It is expected that the team will have members with experience and expertise in multiple technical and cross-cutting areas, such as:

Sound expertise in designing and implementation of large scale of Socio economic and Health Hygiene and Nutrition (HHN) surveys especially on food security, women's empowerment, local governance, and Climate Risk Assessment (CRA). Specific focus areas are:

- Maternal and child health nutrition
- Food security and livelihood strategies
- Rights and governance
- Disaster risk reduction and preparedness
- Environmental considerations and climate change adaptation
- Community participation
- Social inclusion and gender equality & equity
- Women empowerment

Sound expertise in handling large volumes of complex data sets and analysis in the above areas, drawing samples, applying standard processes and standardized software.

**Survey Team Leader (Survey Expert):** The team leader will be responsible for coordinating all survey activities, supervising the team, meeting all specified objectives, evaluating and monitoring systems, ensure data quality and proper recording and analysis, collaborating with each partner, presenting the survey results, and submitting drafts and final reports according to the defined timeline. S/he must have minimum post-graduate degree (preferably in statistics, economics, social science) with minimum of 10 years of proven skills and be well-experienced managing large and complex surveys from design to implementation in the field. The survey expert should have expertise in quantitative survey design and implementation, guiding teams, controlling data quality, and reporting. The survey expert should also have extensive skills in sampling, designing survey instruments, enumerator training, conducting complex or multi-sectoral surveys, data analysis, and interpretation and reporting. S/he should be well conversant on USAID/ BHA, FtF (Feed the Future) Agricultural Indicators Guide, FANTA technical requirements and compliance, BHA M&E policy and guidance, and USAID Evaluation Policy.

The survey team leader will be responsible for overall management of the survey, including coordinating and packaging the deliverables in consultation with the team members. S/he will provide leadership to the team, finalize the survey design, coordinate activities, arrange meetings, consolidate individual input from team members, and coordinate the process of assembling the final report including recommendations. S/he will also lead the preparation and presentation of the key survey findings and recommendations to World Vision and key partners. The team leader will submit the draft report, after incorporating Nobo Jatra's comments; submit the final draft report to World Vision. World Vision will submit the final version of report into ART during ARR submission for BHA/USAID review within the prescribed timeline set for ARR.

The team leader should have strong communication skills in written and oral English. S/he should have ability to manage large teams with multi-disciplinary backgrounds and capacity to conclude the assignment meaningfully.

**Statistical Expert/Data Analyst:** The Statistical Expert/Data Analyst must have, at minimum, a post graduate degree (preferably in statistics, economics, social science) with a minimum of 10 years proven skills and experience in handling large volumes of complex data sets, socio-economic and anthropometric datasets, using the latest versions of SPSS, STATA, Anthro and MS Excel. S/he should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests, standard deviations that generate accurate outputs.

**Field Survey Supervisor and Quality Control Officer:** S/he must have, at minimum, a graduate degree with 5 years' experience in a relevant field. S/he must have practical experience and conceptual clarity on team management, planning, and supervision, ability to resolve field problems, persuasiveness, and communication skills. S/he should have good problem identification and writing skills (English) to update/communicate the day-to-day field activities. S/he should have strong experience and skills in systematic data testing/ review both in the field and in the office. In particular, reporting concisely and clearly on socio-economic surveys is required.

S/he should be a good team player with strong leadership ability to uphold team spirit and ability to work under pressure/hardship, respect for teammates and program participants, be a good listener and possess strong interviewing skills and the ability to address and manage field problems. The individual should be familiar with regional/local context, culture and conversion units.

**Enumerators:** The enumerators must have at a minimum a graduate degree with 5 years' experience in a relevant field, and previous experience in undertaking quantitative socio-economic and Agriculture related surveys in hard-to-reach rural areas. S/he should be a good team player who can work under pressure/hardship, respect for teammates and program participants, be a good listener and possess strong questioning skills, good hand writing, and the ability to manage field problems. S/he should be familiar with regional/local context, culture, conversion units and fluency in local dialect.

S/he should have experience with ICT based data collection through different online application (ODK/SurveyCTO/KoBotoolbox etc.). The contractor should only hire enumerators who qualify in post training test. Thus, they should include an additional number of enumerators in the training to reach the required number after applying a standard screening process.

#### **b. Survey Team Training and Field Testing**

Six days of training should be organized in Khulna district/division for enumerators and M&E Field staff for the household interview. The training sessions are divided into two parts. In the first two days, the participants will receive theoretical lessons on the general rules of conducting surveys, sampling and a hard copy of the questionnaire. In the next two days, the participant will practice using the actual questionnaire forms on the tablets with role-plays and mock tests. After four days of classroom training, the participants will conduct field practice on day five. The tools will be adjusted after the field practice and the final day of the training. Following are the specific topics that will be covered in the survey training:

- Brief program overview and the objectives of the surveys and other pre-caution steps of COVID-19
- General rules, ethical consideration, norms and guidance on survey implementation
- Survey methodology – team composition, sampling, sample beneficiary selection process
- Detailed discussion of the questionnaire form (question-by-question)
- Use of questionnaire on the tablet
- Apply mock procedure for more clear understanding of questionnaire
- Role play to show the technique of asking some sensitive questions
- Data quality, management and transfer

A detailed survey plan will be developed prior to the annual PaBS. Pre-tested and adjusted tools and techniques will be shared with BHA prior to schedule trainings for the PaBS.

### c. Data Management and Analysis

The preferred mode of data collection is through Smartphone /Tablet. Data will be updated to the central server through online and/or offline (with synchronization functionalities) and the dataset will be converted into an SPSS database for data management and analysis. Validated data will be accumulated in the main SPSS database daily. However, considering the practical context and rationale, Nobo Jatra may accept a paper based PaBS survey if proposed by the Contractor but electronic data is ultimate requirement for the survey.

## 9. Timeline

The beneficiary households quantitative annual sample survey shall be undertaken in between July and September 2021.

Table 7: PaBS FY21 activity wise time table

Activities	Time Frame
Sharing FY21 Final PaBS ToR adjusted all the indicators and sampling with BHA and get approval from BHA	Selected firm need to mention work plan
World Vision Bangladesh (WVB) received details to complete proposals including personnel to be engaged, how the PaBS will be undertaken, and the detailed budget and start bidding process	
WVB provides feedback on selected proposal to Survey Team	
Contract agreed and signed by both parties	
Survey Team starts assignment	
Questionnaire Development, Translation of the English questionnaire into Bengali and back translation of the Bengali questionnaire to English by the research firm	
WVB approves submitted questionnaires, guides and methodology	
Training of Enumerators by Survey Team on tools and questionnaire and use of instruments	
Revision of tools / questionnaires, if required, and updating enumerators on changes (simultaneously with training)	
Quantitative Data collection and analysis	
Data entry, data cleaning, processing, analyzing and generating output tables	
Presentation of survey results to NJP (date to be mutually agreed depending on progress on analysis)	
WVB provides feedback to Survey Team on findings (by 4 days after the presentation)	
Submit Final Report to WVB with IPTT and SAPQ for the PABS indicators with other deliverables. This is non-negotiable. The report should have a section on field work that includes data challenges, limitations and suggestions/feedback	
Submit the report to BHA for the approval	

## 10. Responsibilities

- Pertinent permissions, insurance, and other required permits
- Hiring of all qualified and competent team members for the survey. This includes– team leader, statistician, quality control officers, enumerators (including local), data entry operators and editors, and all others;
- Organizing training and field exercises (field test must be done in program operation area);
- Designing data entry screen with intelligent control and testing;
- Finalizing Survey Questionnaires and manual;
- Printing of all survey materials such as Survey Questionnaires, Manual, List of sampled villages and households, check list, report, de-brief materials;
- Generating computerized lists of sampled households and provide signed paper copy to all teams;
- Obtaining consent from the respondents prior to beginning the survey;
- All logistical arrangements including accommodation, food, and transport.

- The survey team must follow the BHA, FtF, FANTA and other associated guidance, process and requirements applicable for the Participant sample survey.
- The survey team must follow the BHA and WHO **Do No Harm** Policy for COVID-19 during enumerators training to data collection process strictly.

The research firm must follow the appropriate Performance Indicator Reference Sheets (PIRS) developed by Nobo Jatra to finalize the survey instruments and methodology. In designing the instruments, the contractor must consider including all disaggregate levels required by NJ and USAID/BHA. The data collection tools, sample selection, survey instruments, the work plan and all other critical aspects pertained to the survey should be finalized only after concurrence from Nobo Jatra management.

World Vision requires full access to observe and review training sessions, survey preparation, instruments, field interviews and measurements, electronic data, data analysis, team meeting and so on (if/ as needed by them at any point of the survey) and to suggest modifications, which the contractor should follow.

To comply with USAID's Open Data Policy, World Vision will post the data on USAID's Open Data portal/DDL platform. To comply, the contractor must submit the following:

- a. Raw data and the cleaned data files with all of the computed variables both in SPSS 24 and CSV formats;
- b. SPSS (v24 or later) and STATA Outputs and Syntax files and weighting files in Microsoft Excel;
- c. Submit a data dictionary - essentially a definition and description of any of the fields provided in the dataset;
- d. The contractor must ask all respondents of the survey for their informed consent.

## **11. Key Deliverables**

The research firm is responsible for the following deliverables:

1. **Survey Plan:** The firm must prepare a Survey Plan and obtain approval from World Vision before survey implementation. The design document should include specific details for methodology, sampling frame and household listings, critical tasks, anticipated outputs, date-bound timelines, resource needs, and responsible person(s). Composition of a standard field survey team, including expected tasks and responsibilities of each team member, should also be described.
2. **Do No Harm Policy:** The firm must ensure the Do No Harm Policy for COVID-19 pandemic situation for following the training and data collection procedure considering the current context of the region.
3. **Data Treatment and Analysis Plan:** The consultancy firm must prepare a Data Treatment and Analysis Plan to address the following elements:
  - a. Database Management: indication of how and when data will be entered into the database, the software, including entry screen and intelligent controls to be used for data entry and minimize entry error. Double-data entry is required; if smart phone, or tablet is 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.
  - b. Systematic Data quality check: examine inconsistencies and edits (data cleaning, checking missing values and 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.

4. **Field Procedure Manual:** The contractor must develop a field manual for data collection and precise definitions on technical terminologies to be used as part of the training materials for survey enumerators and supervisors. The field procedure manual will serve as reference material for staff conducting the survey. It should include instructions on how to sample dwellings within clusters, households within dwellings, and select individuals within households. The manual should also give recommended best practices for conducting interviews and dealing with specific challenging situations, e.g. households that refuse to participate, and provide a household and individual respondent non-response follow-up strategy. The manual should describe the roles and responsibilities of the enumerators, supervisors, and other field staff and contain a detailed explanation of how to administer each question in the questionnaire properly.
5. **Quantitative Survey Instrument:** The contractor must review and update the draft instrument which will take into account the instrument used in the BHA Baseline and program PaBS. Additional questions can be added to the instrument if needed. The questionnaire must be adapted to fit the local context if additional questions are to be added to the instrument. Translation of the approved questionnaire instrument and manual from English into Bangla.
6. **Data Sets:** Raw and cleaned data set, data dictionary/codebook, edit rules, outputs and syntax for data analysis, including syntax for variable transformations.
7. **Briefings** for World Vision and USAID Mission in Bangladesh. The consultancy firm will present findings, conclusions, lessons learned, and recommendations based on the completed Participant Based Sample Survey.
8. **Draft Survey Report:** must contain i) Executive Summary 2 - 3 pages, ii) main report between 20-30 pages, excluding executive summary, appendices and attachments. The draft report must be presented in English. iii) Presentation of the estimates and confidence intervals for all indicators (output, outcome and higher-level indicators) at the Nobo Jatra program level.
9. **Final Survey Report:** This report must be in English and must include the IPTT, SAPQ and other Annexes.
10. **OWNERSHIP:** The completed data set will be the sole property of USAID and World Vision. The contractor should not have any right to use the data for its own research purposes, nor license the data to be used by others, without the written consent of USAID & World Vision.

## **12. Obligations of Key Participants in Survey**

The Contractor should inform Nobo Jatra's Point of Contact (PoC) in a timely fashion on progress made and of problems encountered. Expected activity and implementation modifications should be brought to the attention of the survey manager before enacting any changes. World Vision will make available necessary documents to contractor e.g. RFSA proposal, ToC, LF, IPTT, PIRS, Updated Sampling frame, USAID's BHA Policy and Guidance for Monitoring, Evaluation, and Reporting for Development Food Assistance Projects, BHA guidelines etc. The PoC will monitor daily work of the contractor, and flag concerns (if any). World Vision will review and approve the proposed methodology and provide technical oversight in the review of all deliverables, and also provide timely comments on any draft reports.

## **13. Expression of interest**

Interested consultancy firm should submit the following application to World Vision by **July 04, 2021**:

- I. Letter of interest and contact person

2. Minimum selection criteria for the enumerators
3. Field work quality control assurances procedure
4. Past experience and references
5. Detailed work plan, including estimated number of days required for each activity.
6. Detailed budget
7. CVs and signed letter of acknowledgement for key personnel
8. COVID-19 Do No Harm policy in English/Bangla
9. Contingency Planning for ensuring data quality considering the challenge of COVID-19 situation



## Annex-I: Key Intervention/Service delivery models and Monitoring Approach

Intervention/Service delivery model(s)?	Who is the implementer [government/local NGO/private sector/community agent]	Intended beneficiaries [ex. Mothers with under 5 children]	Would World Vision/Care like to learn more about the effect of this intervention on their beneficiaries?	Does this intervention cover all the current villages? [Some/All]*	Which service models (currently free) beneficiaries will have to pay	What are the appropriate price ranges for each item/service	Indicators for the Model and Sustainability pillars ()	Monitoring approach
<b>I. WASH (Improved safely managed water and sanitation facilities and hygiene practices at household and community level)</b>								
Access to clean, safe, drinking water through functional Reverse Osmosis (RO) plants	> Reverse Osmosis Plant Management Committee > Water Vendors (Water sales agent, dealer/water van pullers) > Reverse Osmosis Operator	Community people in the NJP project location (All type beneficiaries)	Yes, further expansion of their business and customers' satisfaction will be monitored through different assessment. On the other hand, RO plant management committees' operational skill would be evaluated in order to capitalize their best practices in other community based water points' operation.	4 Upazila – 10 Unions (Dacope-3, Koyra-1, Kaliganj -4, and Shyamnagar-2) , and around 30 Villages (Dacope:9 nos. Koyra-3, Kaliganj -12, Shyamnagar-6) benefited from these RO's. Based on need assessment 10 ROs has been installed.	Pay base model	BDT 0.35 - BDT 0.50 per liter water	Custom 92: Percent of households using basic drinking water services (Motivation: PaBS Indicator)  Custom 95: Percent of WMCs/PMCs who score 70% or more in the capacity assessment (Capacity	The indicator data will be collected through participants based sample survey from the water participants. Third party research firm through a structured questionnaire will collect the survey data. Sample frame will be chosen from the service delivery models participants.
Access to clean, safe drinking water through Community based water points (Deep tube-wells, Pond sand Filters, Community Rain Water Harvesting plant , and Arsenic and Iron Removal Plants)	Water Management committees (WMC)	Community people in the NJP project location (All type beneficiaries)	Yes, how they can get uninterrupted services with paying regular affordable service charge.	250 villages under 40 unions of 4 Upazilas. These villages are most vulnerable due to scarcity of pure drinking water.	Pay based model	Depends on type of water technology; Some are monthly base, and some are need base. Range varies from BDT 5 to 15 / month.		Data be will collected through annual capacity assessment through capacity scorecard for the indicators in sample from WMCs and PMC (Plant Management Committees).

Access to affordable hygiene and sanitation products and services	- WASH Local Service Providers (LSP) - WASH LSP Association ( this includes Latrine manufacturers, pit empties, and masons) - Village Agents and Gold Star Members	Community people in the NJP project location (All type beneficiaries)	Service gaps and local demand analysis; How to expand business. How the services are affordable and accessible to the intended customers /beneficiary. Still, NJP has not much evidence whether LSPs are providing need based services in all the places.	4 Upazilas, 40 Unions and all wards that reached almost all the villages indirectly.	Pay base model	Price varies depends on types of services and LSPs categories ; Pit Latrine Manufacturer: provide installation and transportation services - with negotiated price. Latrine Pit Emptier: BDT 500 - BDT 1000 / latrine pit emptying. Mason : BDT 500 - BDT 600 / day. Mechanics: Depends on negotiation. Village agent and GSM: Variable commission on product sales.	Custom 97: Percent of project supported WASH LSPs and private sector actors who provide need-based services (Resource)	Data will be collected through learning utilization assessment from the service delivery model participants to see the effectiveness of service delivery model. Data will be collected annually through the assessment involving enumerators by NJP internally.
<b>2. MCHN (Improved nutritional status of Pregnant and Lactating Women, adolescents and children under 2)</b>								
Growth Monitoring and Promotion (GMP) Services	Multipurpose volunteers Community Base Health Care (CBHC)-Line Director - Directorate General of Health Services (DGHS) officials of different level	Mothers with under 5 children	Yes; functionality of the GMP intervention at the EPI sites through Volunteer support (Multipurpose Health Volunteers/Community level Actors)	All the 960 EPI sites (All villages) in 4 upazilas	Free based model from government support	Not Applicable	Custom 106: Percentage of Growth Monitoring and Promotion (GMPs) sessions held at MOHFW service delivery points (Resource)  Custom 102: Percentage of children under 2 (0-23 months old) participating in growth monitoring and promotion, by sex of a child (Motivation: PaBS Indicator)	Data will be collected through learning utilization assessment from the service delivery model participants to see the effectiveness of service delivery model.  Data will be collected annually through PaBS as per sampling frame.

SBC/Health Education services at the community and HH level	Community Base Health Care (CBHC)-Line Director - Directorate General of Health Services (DGHS) officials of different level - Private Sector (SMC), GSM	Community people in the NJP project location (All type of program participants)	Yes; - For CBHC's MHV intervention is a time bound pilot; the successful implementation of this performance based model is yet to prove it's sustainability; - For the sustainability of GSM as social entrepreneur and their contribution in sensitizing community on health and nutrition behavior and practices.	4 Upazilas, 40 unions covering all the villages indirectly	- Performance based service and - Pay based business model	Not Applicable	Custom 104: Percentage of households received health and nutrition message from service delivery points and outreach services (Motivation)  Custom 103: Percent of Gold Star Member that are active and working as per the GSM business model (Motivation and Capacity)	Data will be collected through learning utilization assessment from the service delivery model participants to see the effectiveness of service delivery model. Data will be collected annually through the assessment involving enumerators by NJP internally.  This will be done through regular routine monitoring by relevant stakeholders (LSP, SMC, ACI etc.). NJP will collect those information from the GSM and LSP records in quarterly basis.
Availability/ access/ affordability provision of health and hygiene products and services at community level and HH level.	- Private Sector (SMC), GSM -Village Agent	Community people in the NJP project location (All type of Program Participants)	Yes; functionality of CG and CSG as well as MHV for improving service utilization from the CC; impact of CVA over UH&FWC functionality.	All functional CCs (At present 122) in 4 Upazilas.	Free based model from government support	Not Applicable		
Management and provision of Severe Acute Malnutrition (SAM) screening Services	DGHS/Institute of Public Health Nutrition (IPHN) - CBHC, Line Director Multipurpose volunteers	Community people in the NJP project location (Children U-5 from all type of program participants)	Yes; functionality of UH&FWC management committee in establishing UH&FWC as a comprehensive health and nutrition service delivery outlet; impact of CVA over UH&FWC functionality.	All functional UH&FWCs (At present 33) in 4 upazilas.	Free based model from government support	Not Applicable	Custom 105: Percentage of community clinic (CG & CSG) and UH&FWC Coordination meetings held (Resource)	Data will be collected through learning utilization assessment from the service delivery model participants to see the effectiveness of service delivery model. Data will be collected annually through the assessment involving enumerators by NJP internally.
<b>3. OFF Farm (Sustained gender-equitable income from off-farm sources)</b>								
Access to input and output market for Off-farm products	Buyer/Suppliers, Village Agent/Aggregator	Off farm producer in the community.	Established win-win business relationship with off farm buyers/suppliers and producers, and buyers will continue the business following buy back mechanism/open market sales.	4 Upazilas, 40 Unions and all the wards which reached all the villages.	Business arrangements	Not Applicable	Custom 109: Percentage of input and output service providers who offer business services to producers (Capacity)	Data will be collected through learning utilization assessment from the service delivery model participants to see the effectiveness of service delivery model. Data will be collected annually through the assessment involving enumerators by NJP internally.

Access to both informal and formal financial services and products.	Village Savings and Loan Groups (VSLA), Village Agent City Bank Agent Bank City Bank Department of Cooperative	VSLA group members (Agriculture, Alternative livelihood and Ultra-poor graduation participants)	VSLA remained functional at community level, Effectiveness of Village Agent for serving VSLA Created access for business to loan, savings and other financial products; Effectiveness of the customized products.	4 Upazilas, 40 Unions and all the wards which reached all the villages.	Not applicable	Not Applicable	Custom 113: Percentage of VSLA groups practicing VSLA management activities (regular meeting, attendance register updated, share purchase, loan activity etc.) (Capacity)	This will be done through regular routine monitoring through checking project document/VSLA records. NJP will collect those information from the VSLA group information records, DreamSave application, and meeting register records in quarterly basis.
Access to digital Financial Management App systems	Village Savings and Loan Association groups DreamStart Labs (DSL)	VSLA group members	Adoption of DreamSave application and utilize to improve management practices of Savings group (VSLA).	400 VSLA groups, 4 Upazilas, 130 Villages.	Will have to pay for services	Cost for each group would be BDT3042. The cost comprises; Cost share of phone, SMS, Internet cost	Custom 126: Number of LSPs that using improved management system	This will be done through regular routine monitoring by relevant stakeholders for monitoring that how many number of LSPs are using the improvement management system (DreamSave and Shudokkho Apps) for better performance and functional access to the digital financial system.
Micro entrepreneurs selling Health, Hygiene and Sanitation products and Services	Village Agent (VA) Gold Star Member (GSM) ACI Limited Social Marketing Company (SCM)	NJP Beneficiaries in the project location	Private sector developed last mile business model through business training, mentorship and coaching to micro-entrepreneur (Village Agent and Gold Star Member).	4 Upazilas, 40 Unions and all the wards which reached all the villages.	Business arrangements	Not Applicable	Custom 103: Percent of Gold Star Member that are active and working as per the GSM business model (Motivation and Capacity)	This will be done through regular routine monitoring by relevant stakeholders (LSP, SMC, ACI etc.). NJP will collect those information from the GSM and LSP records in quarterly basis.
Market driven employment service delivery	Private sector employer, Youth info center, Department of Youth Development	Youth in the community	Linkages with private sector employers and Skill development through, apprenticeship training, job information.	4 Upazilas, 40 Unions and all the wards which reached all the villages.	Business arrangements	Not Applicable	Custom 110: Number of off-farm jobs created for youth (Age 18 - 35) by disaggregated by employment type and gender (Linkage)	This will be done through regular routine monitoring through checking project document/records. NJP will collect those information from the service delivery points in regular basis.

**4. On Farm (Increased gender equitable and sustained income from on-farm sources)**

Access to input and output market for agriculture products	Agriculture input & output market actors, LSP's, Aggregators, Lead Farmers, Collection Point Management Committee (CPMC), Goat and Sheep buyer, Chicken and Duck buyer, Egg collector, Egg buyer	Agriculture participants-Homestead and value chain farmers	Improved adoption and practices of nutrition-sensitive agriculture production and technologies	4 Upazilas, 40 Unions and all the wards which reached all the villages.	Business arrangements	Not Applicable	Custom 116: Percentage of producers who report increased access to private sector services in agriculture (Capacity)	Data will be collected through learning utilization assessment from the service delivery model participants/institutions to see the effectiveness of service delivery model. Data will be collected annually through the assessment involving enumerators by NJP
Technical knowledge extension service	Department of Agriculture Extension (DAE), DAO,DFO, DLS	Agriculture participants-Homestead and value chain farmers	Government extension services and private sector embedded technical knowledge	4 Upazilas, 40 Unions and all the wards which reached all the villages.	Free Service	Not Applicable	Custom 36: Percentage of agriculture participants who have used locally available extension services in the last 12 months (Capacity: PaBS Indicator)	The indicator data will be collected through participants based sample survey from the agriculture participants. The survey data will be collected by third party research firm through a structured questionnaire. Sample frame will be chosen from the service delivery models participants.
<b>5. DRR (Sustained government system to minimize exposure to natural shocks and stresses and increase resilience capacities of communities)</b>								
Functional Partnership with Cyclone Preparedness Program (CPP Partnership)	Government and community agent, UDMC, DMC, CPP,	Youth and community people in the NJP working area	Established the disaster preparedness capacity among youth and community people	Two districts, four upazilas and forty unions	Not applicable	Not Applicable	Custom 121: Percentage of CPP volunteers supporting UDMCs in DRR and emergency response (Motivation)	This will be done through regular routine monitoring through checking project document/records in UDMC where facilitation and supporting role documents preserved. NJP will collect those information from the service delivery points where the records/register/documents are available.

Disaster Management Plans (Risk Reduction Action Plans and Contingency Plans) by of public-private-NGO network (RRAP)	NGO and Community agent	NJP Beneficiaries in the project location	To strengthen the disaster preparedness system in the community	All the NJP working villages	Community contribution	10-20 BDT/RRAP	Custom 48: Number of public, private and NGO network contributed in designing/ implementing activities in RRAP (Resource)	NJP will track the contribution from different networks, partners, private and public organization for RRAP. This is coming from DRR network meeting at upazila level.
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## Section IV. Vendor's Primary Information Collection Sheet

### VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :
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SL#	Description of Requirements	Information to be Provided here
1	Category of Vendor	
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. CP Behavioral And Security Policy Protocol

### **World Vision International Safeguarding Behavior Protocols**

The Independent Consultant and its Employees will abide by these protocols in their activities with WV, for children and adult beneficiaries. In regard to safeguarding, WV uses a broad, working definition of 'beneficiary' to include not only direct beneficiaries of a particular project, but also any child or adult who might suffer harm caused by the Independent Consultant or its Employee as part of WV programme presence.

#### **Acceptable Behaviour – Do:**

- a) create and maintain an environment which prevents sexual exploitation and abuse of children and adult beneficiaries and promotes the implementation of these Behavior Protocols;
- b) are careful about perception and appearance in their language, actions and relationships with children and vulnerable beneficiaries. Their behavior—including in person and on digital platforms, both online and offline—demonstrates a respect for children and adult beneficiaries and their rights;
- c) ensure that all physical and online contact with children and beneficiaries is appropriate in the local culture;
- d) use positive, non-violent methods to manage children's behavior;
- e) accept responsibility for personal behavior and actions as a representative of the organization;
- f) are always accountable for their response to a child's behavior, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable position with children;
- g) where possible and practical, follow the 'two-adult' rule while conducting WV work, wherein two or more adults supervise all activities that involve children, and are visible and present at all times;
- h) comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- i) comply with applicable data privacy laws and with relevant WV data privacy and information security policies, including WV digital child safeguarding protocols, when handling any personal data about individual children or adult beneficiaries, noting in general that collecting or using such data must be limited to the minimum necessary, and that such data must be maintained and transferred in a secure, confidential manner;
- j) immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a WV employee or affiliate, or a humanitarian aid worker from any other agency. 'Humanitarian aid worker' includes all paid employees, volunteers, contractors, and other affiliates of organizations providing emergency relief or development aid. Such organizations include UN agencies, INGOs, LNGOs, and CBOs.

#### **Unacceptable Behaviour –do not:**

- a) behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of the country specific legal age of consent or age of majority. This also includes consenting or condoning the above behaviour (including fostering or condoning child marriage (under 18 years old));
- b) develop or seek a sexual relationship with any beneficiary of any age; such relationships are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of WV's humanitarian aid or development work;
- c) sexually exploit or abuse any beneficiaries (adult or child); such behavior constitutes an act of gross misconduct;
- d) exchange money, employment, goods, or services for sex (including sexual favors, other forms of humiliating, degrading, or exploitative behavior, or hiring sex workers) or other exploitative demands is strictly prohibited. This includes exchange of assistance that is already due to beneficiaries;
- e) fondle, hold, kiss, hug or touch children or adult beneficiaries in an inappropriate or culturally insensitive way;



- f) use language, make suggestions or offer advice to a child or adult beneficiary which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading;
- g) spend excessive or unnecessary time alone with a child or adult beneficiary, away from others or behind closed doors or in a secluded area;
- h) condone or participate in behavior with children or adult beneficiaries which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse;
- i) hire children in any form of child labor (including as “house help”) unless it is within the best interest of the child and in alignment with local law and international standards (‘Child labor’ is work that is mentally, physically, socially or morally dangerous and harmful to children, or that interferes with their schooling. ‘Child work’ in contrast may be beneficial if permitted by International Labor Organization (ILO) Conventions and puts the child’s interests ahead of any benefits gained by adults.);
- j) hit or use other corporal punishment against a child while the child is in WV care or the WV employee or affiliate is conducting WV work;
- k) take a child alone in a vehicle for WV work, unless it is absolutely necessary, and with parental/guardian and managerial consent;
- l) misuse or be careless with personal data about individual children or adult beneficiaries;
- m) communicate with a child in WV’s program areas via digital platforms (e.g. Facebook, Twitter), via mobile technology (e.g. texting, Whatsapp, Skype), or online without consent and knowledge of his/her parents. Further, WV employees or affiliates never communicate on mobile, digital or online platforms with children or adult beneficiaries in ways that are inappropriate or sexual;
- n) stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a WV employee or affiliate.

**Visits to World Vision Projects**

Any visitor of WV who is not a WV employee or Board Member will:

- a) be briefed on WV’s Safeguarding Behavior Protocols and Prevention of Harm in Communications by the sending office prior to the visit;
- b) receive a brief written or oral orientation and sign acknowledgment of receipt of WV’s local behavior protocols; and
- c) be accompanied by a WV employee when visiting projects.

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

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**Signature**

Name:

Date:

# 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.

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

<b>Type of benefits received</b>	<b>Received by</b>	<b>Relationship</b>
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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.

<b>Name of Entity in Which Such Interest Held</b>	<b>Person(s) by Whom Such Interest Held</b>	<b>Nature and Amount of Each Financial Interest, Remuneration or Income</b>
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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.

<b>Name of Source</b>	<b>Item</b>	<b>Approximate Value</b>
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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.

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

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

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**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