

June 30, 2022

REQUEST FOR PROPOSAL (RFP)

For

Nobo Jatra Project (NJP) Impact Videos Showcasing Transformation and Resilience of vulnerable communities in south west Bangladesh

Dear Sir/Madam:

We kindly request you to submit a proposal for “Nobo Jatra Project (NJP) Impact Videos Showcasing Transformation and Resilience of vulnerable communities in south west Bangladesh”. Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	“Nobo Jatra Project (NJP) Impact Videos Showcasing Transformation and Resilience of vulnerable communities in south west Bangladesh”
RFP Reference:	NJP-WVB-SCM-RFP-0002-06/22
Submission of Proposal:	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org (No CC)</p> <p>Maximum file size: 15MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>Email Subject: “Nobo Jatra Project (NJP) Impact Videos Showcasing Transformation and Resilience of vulnerable communities in south west Bangladesh”</p> <p>Shall be mentioned in email subject line</p>
Deadline for the submission of proposals:	Deadline for proposal submission is: <u>On or before July 7, 2022 within 2.00 P.M</u>
Procurement Focal Point:	Tomas Adhikary , Sr. Supply Chain and Administrative Coordinator-NJP, World Vision Bangladesh, Mobile: +8801730356633 , E-mail: TomasAdhikary@wvi.org ,
WVB Contact regarding Technical Specification:	Mehzabin Rupa , Senior Program Coordinator - Knowledge Management and Communications – Nobo Jatra Project, World Vision Bangladesh, Abedin Tower (2nd floor), 35, Kemal Attaturk Avenue, Banani-1213, Dhaka; E Mail: mehzabin_rupa@wvi.org
List of Annexures:	Annexure-1: Instructions to Offeror Annexure-2: Proposal Submission Format Annexure-3: General and Particular Terms and Conditions Annexure-4: Terms of Reference (ToR) Annexure-5: Vendor’s Primary Information Collection Sheet Annexure-6: WV Supplier Code of Conduct

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

Annexure- 1
INSTRUCTIONS TO OFFEROR

Cost of proposal:	The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the World Vision Bangladesh (WVB) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
Contents of solicitation documents:	Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.
Clarification of solicitation documents:	A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring WVB entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring WVB entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.
Amendments of solicitation documents:	At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment. All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.
Language of the proposal:	The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring WVB entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.
Proposal currency	All prices shall be quoted in BDT.
Proposal prices	The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.
Submission of proposals	Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org Maximum file size: 15MB. If mail returned due to over file size, please split the file and send in separate email.

	Email Subject: “Nobo Jatra Project (NJP) Impact Videos Showcasing Transformation and Resilience of vulnerable communities in south west Bangladesh” . Shall be mentioned in subject line.
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to clause Deadline for the submission of proposals, will be rejected.
Modification and withdrawal of Proposals	The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by WVB prior to the deadline prescribed for submission of Proposals. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.
Documents comprising the proposal	The Proposal shall comprise the following components: 1) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements; 2) Declaration on WV Supplier Code of conduct as per Annexure-6; 3) Vendor Information Sheet Annexure-5.
Clarification of proposal	To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.
Preliminary examination	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. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser’s determination of a Proposal’s responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.
Evaluation and comparison of proposals	The proposal will be reviewed by the evaluation committee and will be evaluated in line with the guidelines of World Vision Bangladesh. The evaluation committee will evaluate the proposals on the basis of their responsiveness to Terms of Reference, applying the evaluation criteria and point system specified herein. Each responsive proposal will be given score.

	<p>Proposal(s) will be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated below.</p> <p>Evaluation Criteria, Evaluation and Ranking for Selection: The final selection will be done following Quality and Cost Based (QCBS) method. This will be done by applying a weight of 0.70 (or 70 percent) and 0.30 (or 30 percent) respectively to the Profile of the Organization and the Financial score of each evaluated proposal and then computing the relevant combined total score for each organization.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here: <i>F_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below: <i>CS</i> = [<i>TS</i> * 0.7 + <i>F_p</i> * 0.3]</p> <p>Here: <i>CS</i> = Combined Score <i>TS</i> = Score obtained from Technical Proposal</p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> • As per TOR
Demonstration of Proposal	<p>As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.</p>
Documents Required	<p>A. Technical proposal should set out all the issues stated in Annexure-2 (I. Technical proposal submission format) and Annexure-4 (Terms of Reference) Scope of work'. Must provide details information in Technical Proposal in light of evaluation criteria, including:</p> <ul style="list-style-type: none"> • Applicants must provide information, experience certificate, CV and documentary evidences to establish that they have met eligibility criteria for this service. • Applicants must clearly indicate in their CVs past evaluation work they have conducted, with names of references for each. • Acknowledge and complete 'Annexure-5 to Annexure-6'. • Provide legal establishment / registration (up to date -Trade license,

	<p>VAT registration, TAX certificate) and any other additional supporting documents (if applicable).</p> <p>B. <u>Financial proposal</u> should set out details breakdown following Annexure-2 (2.Financial Proposal Submission Format) and must provide details financial proposal separately.</p> <p>ONLY SUBMISSION OF CV WITHOUT TECHNICAL & FINANCIAL PROPOSAL WILL NOT BE CONSIDERED FOR EVALUATION.</p>
Payment Terms	<p>Payment shall be made through Account Payee Cheque or Straight to Bank (S2B)/ online transfer after successful completion of services and all deliverables as required and approved by the WVB representatives.</p> <p>The Consultant(s)/Firm will be paid the agreed upon amount for successful completion of the assignment, this will include accommodation, food, T/A, D/A, logistical support and all other cost relevant. VAT/TAX will be deducted from as per GOB rules from the total amount. Payment will be made either in installments or after successful completion of the assignment (as agreed upon).</p>

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

Annexure-2. Proposal Submission Format

1. Technical Proposal Submission Format

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

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

- a). Assignment Title : Special Studies
- b). Summary of the Assignment (maximum 15 lines)
- c). Justification (maximum 1 pages) for the proposed methodology
- d). Technical Approach and Methodology (maximum 5 pages)

Here you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output.

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

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

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

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

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

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

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

1. Financial Proposal Submission Format

Financial Offer: Summary of Cost

Services/Assignment Name:

RFP Ref:

Date:

Name of the Consultancy Firm/Organization: _____

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

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

Signed

In the capacity of:

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

Date:

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

Annexure- 3

GENERAL AND PARTICULAR TERMS AND CONDITIONS

A. General Terms and Conditions

1. Offerors have to submit technical and financial proposals separately through email wvb_scm@wvi.org
2. The offer shall remain valid for 90 days from the closing date of receiving of Proposal by WVB.
3. Payment shall be made through Straight to Bank (S2B).
4. All the columns/requirements in this form/ToR must be properly completed. Quote for each item separately, and in units as specified. Incomplete offers or offers which do not comply with any of our tender conditions/ToR will not be considered.
5. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose penalty or cancel the entire or partial purchase order if vendor fails to maintain the quality, specification, and delivery date.
6. WVB authority reserves the right to accept or reject any or all the Proposals in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. WVB reserves the right to accept the whole or part of your offer.
7. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification participating in this tender or any other tenders. Any solicitation/influence/non-compliance of the Terms & Conditions of this Tender, will lead to disqualification of the submitted Tender/Bid and will be treated informal/rejected.
8. The Proposal must be placed through email **not later than 02:00 P.M.** on the closing date.
9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
11. Proprietor or an authorized representative of the Offer or must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.

14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
16. Any late submission of Proposal after the schedule date and time will be rejected.
17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
18. Terrorists: WVB will not do any business with any known terrorist group or company involved in any way with terrorists. WVB shall therefore not knowingly purchase goods or services from companies that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or any subsidiaries controlled by your company are not involved with any known terrorist group. A contract clause confirming this will be included in an eventual purchase order based on this request.
19. In all cases, the decision of the World Vision Management will be final.
20. The Offeror has to submit duly filled up Vendor's Primary Information Collection Sheet (Annexure-5).
21. The Offeror has to agree to comply with WV Supplier Code of Conduct and will have to complete CPP Form (Annexure-6).

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

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

Annexure- 4

NOBO JATRA-NEW BEGINNING USAID's Resilience Food Security Activity

Terms of Reference
For the
'Nobo Jatra Project (NJP) Impact Videos Showcasing Transformation and
Resilience of vulnerable communities in south west Bangladesh'



Date: 27 June 2022

Background

World Vision Bangladesh (WVB), a Christian humanitarian organization is dedicated to the wellbeing of children, especially the most vulnerable children, their families and communities. It is committed to serve and partner with people in need regardless of religion, ethnicity, gender and ability. Nobo Jatra Project (NJP) is a seven year USAID Bureau of Humanitarian Assistance funded Resilience Food Security Activity implemented by World Vision Bangladesh. NJP is implemented in partnership with the Ministry of Disaster Management, Government of Bangladesh and Winrock International.

NJP is designed to seek and achieve immediate and lasting change in the lives of vulnerable communities in the southwest Bangladesh. It complements on-going programming of World Vision Bangladesh and its partners. Please visit the NJP webpage for more details: <http://www.wvb-nobojatra.org/>.

Introduction

NJP is a seven-year (2015-2022) USAID Bureau for Humanitarian Assistance (BHA) funded Resilience Food Security Activity, implemented by World Vision Bangladesh (WVB). With the goal to 'improve gender equitable food security, nutrition and resilience of vulnerable communities in Khulna and Shatkira districts in Bangladesh', NJP integrates interventions in Maternal Child Health and Nutrition (MCHN), Water Sanitation and Hygiene (WASH), Agriculture and Alternative Livelihoods, Disaster Risk Reduction (DRR) with Gender and Good Governance as intersectional themes. **As the 7 year project cycle comes to an end in September 2022, the purpose of this Terms of Reference/assignment is to capture 5 high quality videos and photos that showcase impact and transformation in the lives of vulnerable communities supported by NJP in southwest Bangladesh.**

Overview of NJP

NJP's health and nutrition approaches address and advocate on the leading causes of undernutrition in children under five years, pregnant and lactating women and adolescents. Interventions are family and community centered, focusing on behavior change, community and health system strengthening and advocacy for uptake of sustainable service delivery models including Growth Monitoring and Promotion through the government's Multi -Purpose Health Volunteers. NJP works to improve existing health and nutrition services by creating awareness on services available at community clinics, capacity building among health professionals and improving existing services of community health structures.

In coordination with relevant Government department, committees and communities, NJP has increased access to safe water through: (i) Tube Wells; (ii) Pond Sand Filters; (iii) Rain Water Harvesting Systems; (iv) Arsenic Iron Removal Plants; (v) Reverse Osmosis plants. To increase adoption of safe sanitation practices, NJP has also provided latrines to poor and extreme poor households along with integrated Social Behavior Change messaging.

NJP's agriculture and alternate livelihoods approach emphasizes increased diversification of livelihoods through entrepreneurial literacy training, technical skill training for alternate livelihoods,

and private sector partnership for market based livelihoods. Another focus area is to increase production of safe, diverse and nutritious food, through capacitating farmer on Natural Resource Management and improved production technology, improving use of sustainable and climate smart agricultural practice, and increasing equitable access to markets. NJP has also implemented an ultra poor graduation approach designed to graduate 21,000 women out of extreme poverty into sustainable market systems.

To increase the resilience of communities in southwest Bangladesh to natural disasters, NJP builds the capacity of Disaster Management Committees, youth and Village Development Committees to effectively prepare and respond to disasters.

As an intersectional theme, NJP applies Citizen Voice and Action (CVA), World Vision's evidence-based, social accountability model that operationalizes and strengthens relationships of direct accountability among citizens, policymakers and service providers. NJP incorporates a Citizen Voice and Action (CVA) approach as an intersectional theme to improve service delivery through civic education, community services scorecards, social audits, with advocacy training provided to CVA working groups

NJP's Gender and Youth Development Approach focuses on increased knowledge and practice of gender equitable norms through Life Skills Training, constructive male engagement, and leadership training to women and youth. It also aims to reduced adolescent pregnancy through awareness campaigns to reduce child marriage, and strengthens union and Upazila based Child Protection Committees (CPCs) to report and prevent cases of early marriage.

Objective

The videos and photos will clearly capture the impact and change brought on by NJP's work over the previous 7 years. This task requires significant background work, in-depth analysis and solid experience in designing, planning and script writing to ensure that the transformation is beautifully captured and communicated to a diverse audience including the Government of Bangladesh, USAID, donors, and other stakeholders.

Scope of Work

The consultant/firm will:

- i) Lead the conceptualization, development and finalization of all content (5 videos, 200 photographs) ensuring full compliance with USAID and World Vision safeguarding, communications policies and NJP marking and branding policy.
- ii) Capture, edit and finalize relevant, high quality, creative and compelling footage for each video.
- iii) Produce 4 short videos and 1 overall video on NJPs impact in communities living in southwest Bangladesh.
- iv) Prepare creative script, story board and narration for all videos, creating background music for all the videos.

- v) Capture high quality, creative and compelling video footage and cut-aways from project areas.
- vi) Edit and narrate the footage and do further editing as required by World Vision and ensure that the final videos are high quality with concise English subtitles.

Methodology

The video footages will be taken from project areas in four sub districts (Kaliganj, Shyamnagar, Dacope and Koyra) in Khulna and Satkhira districts. In addition to these, the footages will also be taken from local government institutions, community groups, field offices, regional office in Khulna and in national office. The details of tasks under this assessment are:

The assignment will start with an inception phase. This phase will undertake a rapid review of the available information of the project. The consultant will also refine how s/he is going to undertake video documentation, thereby providing conceptual framework of the video documentation and detail field visit schedule. The consultant will provide a script and story board for each video. The inception phase will end with submission of the final story boards after incorporating comments of NJP and WV. After inception phase, the consultant will travel to selected sites of the project in Khulna and Satkhira districts to collect footage and other essential information required for the video documentation. The consultant team is expected to travel to the field sites as per the consultation with project teams at certain time interval for collecting relevant footages including best practices, learning, and significant impacts. Project team will guide the consultant team for identifying/exploring the project intervention for capturing video footages. The consultant will capture video footages from project areas and compile/ review the clips to analyse its technical composition. The consultant will present the draft videos (both overall and short videos) to NJP and WV for comments and feedback. The consultant will submit the final videos incorporating all comments from reviewers.

Deliverables

The expected deliverables of the assignment are:

- 1) High definition edited final video (8 minutes) with original background score, subtitle, narration and animation (where necessary).
- 2) 4 short videos on identified areas of the project (around 3- 5 minutes each) for online and social media.
- 3) The videos shall be submitted in English with the addition of subtitles where necessary.
- 4) 200 original high quality photos with .JPG file and with informed consent forms as per WV policy.
- 5) Raw footage, snippets, interviews, time lapses, photos, background scores, working files, etc. should be stored in separate folders along with the final videos in a hard drive during submission.

Sl. No	Deliverables	Outline of the deliverables	Detail PoA
01.	<p>5 Videos (English & Bangla both versions- One with English voiceover and Bangla sub titles and one with Bangla voiceover with English subtitles)</p> <p>N.B.: all videos will be produced from Kaliganj, Dacope, Koyra, and Shyamnagar sub-districts in Khulna and Satkhira district</p>	<p>4 videos showing specific successes and lessons learned from Nobo Jatra components. 4 videos components are:</p> <p>i) Maternal Child Health Nutrition (MCHN) (3-5 minutes long.)</p> <p>ii) Agriculture, Livelihoods, Private Sector and Ultra Poor Graduation (3-5 minutes long.)</p> <p>iii) Water Sanitation and Hygiene (3-5 minutes long.)</p> <p>iv) Disaster Risk Reduction (3-5 minutes long.)</p> <p>v) 1 overall video on the impact of NJP. This video will be 8 minutes long.</p>	<ul style="list-style-type: none"> • Prepare script, scenario and narration/story board and submit a storyboard and script to NJP for approval before filming. Incorporate edits as required. • Compose background music for the video documentary • English and Bangla voice over • Capture necessary video footages <ul style="list-style-type: none"> ▪ B-rolls, interviews ▪ Drone, gimbal and trolley shots ▪ Some shots may need to capture after dusk • All videos should meet broadcast quality and NJP branding requirements and USAID and WV communications and safeguarding policies. • Prepare high quality, concise subtitle of all interviews in English • Edit and finalize the video documentaries based on detailed feedback from NJP • For each video, the vendor should provide separate video files: 1 with subtitle and music and another without subtitle and music. • The music files should be submitted in mp3 files separately • At least ten (10) calendar days are required for video shooting • WVB consent forms are required for all interviews, video footage and photos. • All Raw footages and B-rolls need to share with a portable hard disk.

			<ul style="list-style-type: none"> • 200 high quality photos.
--	--	--	--

Technical guidelines and specifications (helpful for budgeting):

- **Photos:** Must be high resolution and captured by DSLR
- **Number of Video Documentary:** 05 video documentaries in both English version and Bangla version **edited in Premier pro software.**
- **Duration:** 4 videos (3-5 minutes), 1 video (8) minutes
- **Location for shooting:** Dacope and Koyra sub-districts in Khulna district, and Kaliganj, and Shyamnagar sub-districts in Satkhira district,
- **Footage Quality:** At least 4K quality; video format must be in MP4/MOV (1080 P).
- **Sound :** Vendor must use separate sound recorder to ensure sound quality. But not the built-in-one sound of camera, also avoid the noise of the sound. **Background music track must comply with copy right.**
- **Subtitle:** English Subtitle (if any interview is conducted in Bangla) must be provided in English version.

Consultant/ firm's qualification

The expected consultant/ firm should have the following qualifications and expertise,

- Team leader/Director should have at least Bachelor's Degree in the relevant field and a proven track record of at least five years of work experience developing communications content for USAID projects.
- A team comprising of at least 2-3 camera person should have at least Bachelor's Degree in the related field and a proven track record of at least three years of work experience in similar field
- Prior working experience with USAID projects producing video documentaries in food security, resilience, maternal and child health, water and sanitation, gender, community.
- Ample experience on audio-video recording, editing and media production
- Clear understanding of technical aspects of video making process
- The Team Leader should manage the overall assignment, be proactive, pay attention to details and have excellent attention to detail and planning skills. The team leader will be responsible for all the deliverables
- Prior experience of managing teams for similar consulting assignments
- Demonstrate ability to work under deadlines, handle multiple tasks, and take initiative
- High quality, concise English writing skills that require no copy edits or revisions by World Vision.

Proposal submission and evaluation criteria

Consultant/ firm has to submit full technical and financial proposal along with the budget breakdown, a copy of Company Registration, a copy of VAT certificate (obligatory), and a copy of tax clearance for last fiscal year.

A Proposal Evaluation Committee (PEC) or Procurement Committee (PC) established by WVB will review the technical and financial proposals based on the evaluation criteria outlined below. The technical proposal will be weighted at 70% and the financial proposal will be weighted at 30%, with a technical pass mark of 60%. Proposals will be ranked according to combined, weighted technical and financial scores.

a. Technical Evaluation Criteria

SL#	Technical Evaluation Criteria	Points
1	Experience in developing/working on similar assignments with USAID and INGOs (examples of communications products, content previously developed must be shared)	20
2	High level of innovation/creativity and attention to detail demonstrated in proposal	15
3	Understanding of assignment, comments and suggestions as outlined in the Terms of Reference	20
4	Quality assurance plan (reporting plan, photo/video editing)	15
5	Team composition and task assignment	15
6	Details and quality of methodology proposed for assignment	15
	Total Points	100

Pass Mark: 65% points.

As a part of the evaluation process, firm/consultant(s) may be interviewed or asked for presentations on the proposals submitted by the Proposal Evaluation Committee. They will also be asked to submit/share examples of previous works.

b. Evaluation of Financial Proposal

The financial proposal will include a summary of costs and individual breakdowns of content development and delivery. The total cost of the financial proposal (after correctness and confirmation of arithmetical error, if any) will be considered for financial evaluation. Interested consultant(s)/firm are requested to submit proposals in light of the ToR and above mentioned evaluation criteria.

Timeline

The duration of the assignment will be 40 days. It will start tentatively on 01 July 2022. The consultant is expected to complete the task within given time of the commencement and submit all the videos by 10 August 2022.

The service provider should work closely with NJP Communications for accomplishments of the tasks with following timeline:

Sl. No.	Deliverables	Tentative Timeline
01.	Hold preparatory discussion with NJP Communications team	3 July 2022
02.	Background literature to understand the assignment of Communication Products to be produced	3-7 July 2022
03.	Submit fieldwork and shooting plan to NJP Communications team	7 July 2022
04.	Conduct field recce pre-filming visits for better understanding the scenario and the context including the proposed shooting locations	12-14 July 2022
05.	Develop storyboard/ script/narration to capture overall program documentary and share with Comm's team for necessary approvals	By 17 July 2022
06.	Capture video footages as agreed with NJP and as according to the prepared script	21 – 28 July 2022
07.	Share draft videos documentary with NJP for feedback	8 August 2022
08.	Finalize the videos as according to the feedback provided by NJP	14 August 2022
09.	Hand over the communication products including raw file to NJP	15 August 2022

Legal and ethical matters

The assignment should comply with USAID and WVI Norms and Standards. The consultancy firm/individual should abide by the terms and conditions mention in the TOR. It is important that the consultancy firm/individual does not have any links to project management, or any other conflict of interest that would interfere with the independence of the assignment.

The informed consent process should be designed so that potential respondents could make a voluntary decision, free of coercion, regarding their participation in data collection efforts.¹ Selected participants for the video documentation will be fully informed about the purpose of the inquiry and permission should be sought for discussions and interviews. A prepared consent statement highlighting the objective of the video documentation, target population, benefits, choice to freely participate, and assurance of confidentiality need to be read to each respondent before being interviewed. Only individuals aged 18 years and above will provide consent to participate in the study. Parents/ guardians' consent will be obtained for interviewing children under 18.

Intellectual property

All intellectual property, including video document, raw footages, snippets, interviews, time lapses, photos, background scores arising from the performance of this Terms of Reference are owned by World Vision. The consulting firm shall not publish or develop the same as a part of any thesis,

¹ World Vision US guidance for ethical data collection in research and evaluation

writing, document, publication, public lecture, patent or trademark application, other proposal or application for another funding opportunity, or the like, without express consent of World Vision.

Payment Schedule

Payments will be executed upon approval of the submitted and completed deliverables in the agreed work plan and submission of products of agreed quality, by NJP. An invoice and proof of satisfactory completion of the respective agreed deliverables must also be submitted. As per WVB policy, payment is made against approved deliverables.

Communication Route

The awarded consultant/firm will maintain the following communication route in case of any communication related to the study:

Sl. #	Name	Designation	E-mail
1	Saeqah Kabir	Director – Knowledge Management, Research, Learning and Communications	saeqah_kabir@wvi.org
2	Mehzabin Rupa	Senior Program Coordinator-Knowledge Management and Communications	mehzabin_rupa@wvi.org
3	TBD	Communications and Graphic Design Specialist	

Annexure-5
VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Organization/Vendor's Name :

SL#	Description of Requirements	Information to be Provided here
1	Name of Owners/Proprietor/CEO/ ED/ Head of Organization (Any One)	
2	NID of Owners/Proprietor/CEO/ ED/ Head of Organization	
3	Trade Licence No	
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	
18	Bank Routing Number/Swift Code	

Information Submitted by:

Signature

Date:

Annexure-6

World Vision Supplier Code of Conduct

World Vision Supplier Code of Conduct

Last updated February 2021

Version 2

World Vision is a Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. Inspired by our Christian values, we are dedicated to working with the world's most vulnerable people. We serve all people regardless of religion, race, ethnicity or gender.

World Vision is strongly committed to observe the highest ethical and moral standards in all its procurement activities including safeguarding of children and adults in our programmes. This Code of Conduct provides a set of principles and behaviours in our everyday conduct of business, ensuring internationally recognized procurement ethics are followed. Standard elements of good business practice should also be applied. The Code of Conduct is applicable to staff from all World Vision entities, and extends to suppliers, contractors, volunteers, and Board Members. To ensure World Vision is donor complaint, we will adhere to donor procurement requirements, where applicable. Suppliers and their sub- contractors must sign the Code of Conduct, acknowledging agreement to abide by the principles herein.

World Vision expects its suppliers to:

- 1) Improve value for money –
 - a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and/or Purchase Orders.
 - b) Price appropriately and honestly to reflect requirements and risks.
 - c) Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain
 - d) Earn fair but not excessive rewards
- 2) Act with Professionalism and integrity –
 - a) Be honest and realistic about capacity and capability when bidding.
 - b) World Vision expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and when required.
 - c) Work collaboratively to build professional business relationships, including with World Vision staff.
 - d) Act in a manner that supports the development of a mature and ethical business relationship with World Vision.
 - e) Demonstrate clear, active commitment to Corporate Social Responsibility.
 - f) Be cleared of any outstanding legal judgements filed within the past three years.
- 3) Be accountable –
 - a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
 - b) Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.
- 4) Align with World Vision –
 - a) Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
 - b) Be able to operate across all World Vision offices, including in fragile and conflict affected areas.
 - c) Share and transfer innovation and knowledge of best practices to maximize overall development impact.

- d) Accept we work in challenging environments and act to manage uncertainty and change in a way which protects value for money.
 - e) Reflect World Visions international development goals and demonstrate their commitment to poverty reduction.
- 5) Agree to avoid any Conflict of Interest—
In order to avoid a conflict of interest, Suppliers or contractors agree to disclose the following to WV:
- a) Whether the Supplier or Contractor, or a relative of the Supplier or Contractor, receive(s) financial benefits from WV/VF. (This would include such things as serving as an employee, agent or independent contractor of WV/VF).
 - b) Whether the Supplier or Contractor has existing business dealings with WV/VF. (This would include such things as being a consultant, a service provider, or is a supplier for WV/VF)
 - c) Whether the Supplier or Contractor has a family or business relationship (outside of WV/VF) with a member of the WVI or VFI board, or with a member of the WVI or VFI senior management team.
- In addition, the Supplier or Contractor confirm(s) that they have no relationship, business affiliation, involvement, association, position, financial interest, and haven't received any gift, loan, or have engaged in any other transaction requiring disclosure under the World Vision or Vision Fund Conflict of Interest Policy.
- 6) Observe International Labour Conventions –
- a) World Vision expects its suppliers, and their sub-contractors to observe International Labour Conventions
 - b) Prohibit any use of forced, bonded, or indentured labour or involuntary detention labour
 - c) Prohibit the use of child labour
 - d) Prohibit any form of discrimination in hiring and employment practices on the ground of race, colour, religion, gender, ethnicity, age, physical disability
 - e) Comply with local law in terms, of wages, working hours, and freedom to association and right to organize and bargain collectively
 - f) Support and respect the protection of human rights and to ensure that they are not complicit in the abuse of human rights
 - g) Ensure that they operate a safe and healthy workplace or any other place where production or work is undertaken.
- 7) Comply with WV's Child and Adult Safeguarding Policy -
- a) Suppliers or Contractors engaged in situations where they—or their employees or subcontractors—may have access to children or adult beneficiaries in WV programmes or to personal data about such children or adult beneficiaries, must comply with the Safeguarding Behaviour Protocol (see page 4 below)
 - b) Any incidents of harm or risk of harm to children or to adult beneficiaries will be reported immediately to WV
 - c) Any individuals with access to children or adult beneficiaries, or to personal data about such persons, will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to WV upon request)
- 8) Have a strong Environmental Policy –
- a) World Vision expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.
 - b) Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
 - c) Suppliers should obtain wherever possible, a certified quality management system

9) Anti-corruption and Bribery –

- a) World Vision expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud, and bribery.
- b) Apply a zero tolerance approach to corruption and fraud, with top-quality risk management.
- c) Disclose any situation that may appear as a conflict of interest. Complete disclosure form on page 3 below.
- d) Agree to blocked party screening and criminal back ground checks

World Vision Supplier Code of Conduct Page. 2

Initial _____

CONFLICT OF INTEREST DISCLOSURE LETTER

World Vision standard form, enhanced for Suppliers

--February 2020 version--

Having read the World Vision(WV) Code of Conduct and examined my(our) relationships with World Vision or Vision Fund (VF), and noting that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either “yes” or “no” for each.

Note that “WV/VF” as used below refers to any World Vision or Vision Fund entity, including affiliated microfinance institutions. “A relative” refers to any individual related by blood or marriage. Circle the appropriate answer for each statement below:

1. Yes / No I/my company/business (or a relative of mine) receive(s) financial benefits from WV/VF. (This would include such things as serving as a volunteer or a beneficiary of WV/VF). *[If answer yes, please provide details at the end of this form.]*
2. Yes / No I or a relative of mine is a current employee for WV/VF. *[If answer yes, please provide details at the end of this form.]*
3. Yes / No I/my company (or a relative of mine) has existing business dealings with WV/VF. (This would include such things as being a consultant, a service provider, or is a supplier for WV/VF) *[If answer yes, please provide details at the end of this form.]*
4. Yes / No I/my company has a family or business relationship (outside of WV/VF) with a member of the WVI or VFI board, or with a member of the WVI or VFI senior management team. *[If answer yes, please provide details at the end of this form.]*

Please describe below the details of any positive response for items 1 – 4 above, and/or any other potential conflicts of interest, or any comments you may wish to make on the matters disclosed above. If more space is needed, kindly attach an additional sheet.

Check this box if you agree to the statement: I hereby certify that my answers to statements 1 – 4 above are accurate. If I have indicated “no” for all of statements 1- 4, I confirm that

I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions requiring disclosure under the World Vision or Vision Fund Conflict of Interest Policy.

CHILD AND ADULT SAFEGUARDING BEHAVIOUR PROTOCOL

The protection of vulnerable children and adults in World Vision’s programs is essential to all aspects of our work. A core element of everything we do is our commitment of not harming beneficiary children and adults, respecting the beneficiaries’ rights and defending their best interests as a major consideration in any actions and decisions.

Therefore, Suppliers and/or Affiliates and their staff (i.e. World Vision partners, suppliers, contractors, consultants, and/or volunteers), shall behave in ways that protect children or adult beneficiaries, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people WV serves or works amongst.

All Suppliers and Affiliates abide by these protocols in their activities with WV, for all children anywhere and for all adult beneficiaries. In regards 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 Suppliers or Affiliates as part of conducting business with WV where WV has programme presence.

Acceptable Behaviour – Suppliers and Affiliates (and their staff):

- 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;
- h) 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;
- i) comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- j) 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;
- k) 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 Behavior – Suppliers and Affiliates (and their staff) 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 behavior (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 beneficiary (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 Labour 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.

Check this box if you agree to the statement: I have read, fully understand, and agree to comply with World Vision’s Child and Adult Safeguarding Behaviour Protocols above.

WV Supplier Code of Conduct Statement of Acknowledgement

My signature below confirms that I/we/supplier, have read, fully understand and agree to WV's Supplier Code of Conduct principles set forth above and authorizes WV to conduct all background checks as applicable. I understand that any action inconsistent with this Supplier Code of Conduct, including failure to take action mandated by these protocols may result in termination of the business relationship with World Vision.

Print name and Title of Supplier Representative Signature

Company / Supplier Name Date

Print name and Title of Supplier Representative Signature

Company / Supplier Name Date