

REQUEST FOR PROPOSAL (RFP)

Hiring Consultant/Firm For

Mid-line Survey of Maternal and Child Nutrition Project

To: Consultant/Firm

Date: May 16, 2019

Dear Sir/Madam:

We kindly request you to submit a proposal for “**Mid-line Survey of Maternal and Child Nutrition Project**”. Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	Mid-line Survey of Maternal and Child Nutrition Project
RFP Reference:	WVB-SCM-RFP-0026-08/19
Submission of Proposal:	<p>Separate Technical and Financial proposals shall be sent directly through email in PDF format to: wvb_scm@wvi.org</p> <p>Maximum file size: 9MB. If mail returned due to over file size, please split the file and send in separate email.</p> <p>Email Subject: “Mid-line Survey of Maternal and Child Nutrition Project”. Shall be mentioned in subject line.</p>
Deadline for the submission of proposals:	Deadline for proposal submission is: <u>On or before 26th May, 2019 within 1.00 P.M</u>
Procurement Focal Point:	Md. Ziaul Islam, Sourcing Coordinator, World Vision Bangladesh. Email: Ziaul_Islam@wvi.org
WVB Contact regarding Technical Specification:	<p>Jaganmay Prajesh Biswas, Project Manager, M&CN Project Northern Bangladesh Region, World Vision Bangladesh E-mail: jaganmay_biswas@wvi.org, Cell-+8801730588609</p> <p>Md. Iqbal Hossain, Monitoring and Evaluation Officer, M&CN Project World Vision Bangladesh, E-mail: MdIqbal_Hossain@wvi.org, Cell-+8801755557736</p>
List of Annexures:	<p>Annexure-1: Instructions to Offeror</p> <p>Annexure-2: General and Particular Terms and Conditions</p> <p>Annexure-3: Terms of Reference (ToR)</p> <p>Annexure-4: Vendor’s Primary Information Collection Sheet</p> <p>Annexure-5: CP Behavioral And Security Policy Protocol</p> <p>Annexure-6: Declaration of Conflict of Interest</p>
List of Attachment:	Attachment 1: Indicator Matrix

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

INSTRUCTIONS TO OFFEROR

<p>Cost of proposal:</p>	<p>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.</p>
<p>Contents of solicitation documents:</p>	<p>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.</p>
<p>Clarification of solicitation documents:</p>	<p>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.</p>
<p>Amendments of solicitation documents:</p>	<p>At any time prior to the deadline for submission of Proposals, the procuring WVB entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.</p> <p>All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring WVB entity may, at its discretion, extend the deadline for the submission of Proposals.</p>
<p>Language of the proposal:</p>	<p>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.</p>

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

	<p>there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.</p>
<p>Evaluation and comparison of proposals</p>	<p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposals will be opened only after the respective bidder has passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the financial proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared.</p> <p>The final evaluation shall be done applying quality and cost based selection (QCBS) procedure. Setting the total score of 100, 70% weight is given in Technical Proposal and 30% weight is given in Financial Proposal. In the case of QCBS, the lowest evaluated (Technical proposal obtained score 70% and higher) Financial Proposal will be given the maximum Financial Points of 100. The Financial Points of the other Financial Proposals will be computed accordingly.</p> <p>The point of financial proposal shall be computed using formula:</p> $F_p = \frac{100 \times F_m}{F}$ <p>Here: <i>F_p</i> = Financial Score of Offeror being evaluated <i>F_m</i> = Lowest Financial proposal among technically qualified Offerors <i>F</i> = Financial Proposal of Offeror being evaluated</p> <p>Combined score shall be calculated using formula mentioned below: <i>CS</i> = [<i>TS</i> * 0.7 + <i>F_p</i> * 0.3]</p> <p>Here:</p>

	<p><i>CS = Combined Score</i> <i>TS = Score obtained from Technical Proposal</i></p> <p>Contract shall be awarded to the highest combined (Technical and Financial) score obtained Offeror.</p>
Technical Evaluation Criteria	<p>The technical part of the proposals will be evaluated on the basis as detailed below:</p> <ul style="list-style-type: none"> • Understanding the survey work i.e. (a) understanding the objectives, (b) quality of methodology, (c) innovativeness, (d) work programme, (e) comments on TOR and (f) presentation of proposal. • Experience of Consultants and human resources i.e. (a) experience of team leader about different types of studies conducted for national and international agencies, (b) experience of the Evaluation Consultant, (c) Technical supporting staffs (d) experiences of the consultant with World Vision Bangladesh. • Organizational profile and experience, experience in providing service to International NGOs, UN and Bilateral Organizations, Reference information of former clients. • Documents of legal entity (i.e. Trade License, TIN certificate, VAT Registration etc.)
Demonstration of Proposal	<p>As a part of evaluation process, Offeror(s) may be asked for presentation of submitted proposal before Proposal Evaluation Committee.</p>
Payment Terms	<p>WVB shall effect payments to the Contractor after acceptance by WVB of the invoices submitted by the contractor, upon achievement of the corresponding milestones. Milestones period will be decided during the signing of the contract.</p>

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

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 01:00 P.M. on the closing date.
 9. Descriptive literature or samples of the items offered has to be forwarded with Proposal. All descriptive literature must be in English language.
 10. **Your financial offer should indicate final price, which includes all costs for delivery of final product at WVB, discount, Income Tax and VAT. All kind of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.**
 11. Proprietor or an authorized representative of the Offeror must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
 12. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from WV list of items listed here on.
 13. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by WVB or the supplier.
 14. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving proposal.
 15. The work shall be completed in all respects within the completion date mentioned in the purchase order.
 16. Any late submission of Proposal after the schedule date and time will be rejected.
 17. Environmental policy: WVB's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of WVB evaluation and selection criteria.
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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-6).
21. The Offeror has to agree to comply with WV Child protection policy and will have to complete CPP Form (Annexure-7).
22. The Offeror has to make a declaration whether the Business Entity has relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-8).

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

Name & Signature of the Offeror: _____

Name of the Company: _____

Date with Seal of the Company: _____

Terms of References for Mid-line Survey Of Maternal and Child Nutrition Project

Project Period: 1 March 2018 to 31 December 2020

TOR Published: May 2019

TOR Prepared by

Project Team

Maternal and Child Nutrition Project

World Vision Bangladesh

TOR Reviewed by:

Md. Sohedul Islam Regional DME Coordinator, NBR, World Vision Bangladesh	Kaniz Fatema Grant Compliance Specialist, World Vision Bangladesh	S R Dhamai National Coordinator– Grants, PNS & Campaign DME, World Vision Bangladesh	Mokryeon Cho Project Advisor/Grant Compliance Manager, Public and Private Partnership Team, International Ministry Division, World Vision Korea
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Maternal and Child Nutrition Project

Northern Bangladesh Region

World Vision Bangladesh

Project Office: Joypurhat

House # 601, Green House, Hatil Bulupara, Ghulshan Mor, Joypurhat

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Terms of Reference Approval:

Prepared by:	<ul style="list-style-type: none"> - Mokryeon Cho, Project Advisor/Grant Compliance Manager, Public and Private Partnership Team, International Ministry Division, World Vision Korea - Md. Kamruzzaman, Manager, Grants Management, World Vision Bangladesh - Kaniz Fatema, Grant Compliance Specialist, World Vision Bangladesh - S R Dhamai, National Coordinator–Grants, PNS & Campaign DME, World Vision Bangladesh - Md. Sohedul Islam, Regional DME Coordinator, NBR, World Vision Bangladesh - Jaganmay Prajesh Biswas, Project Manager, R M&CN Project, World Vision Bangladesh - Md. Iqbal Hossain, M&E Officer, R M&CN Project, WVB
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Approved at National/Country Office by	Abdul Karim Howlader, Deputy Director- MEAL, World Vision Bangladesh, Cell: +88 01730341071, E-mail: abdulhowlader@wvi.org
Approved at WV Korea by	Grant Coordinator, Public and Private Partnership team, WVK

ii. Acknowledgements

The Terms of Reference for this Mid-line survey was generated by the Project team of Maternal and Child Nutrition Project in consulting with Project Advisor/Grant Compliance Manager- Public and Private Partnership Team- International Ministry Division-World Vision Korea, Regional DME coordinator, National DME Coordinator–Grants, PNS & Campaign and MEAL team. They have given their opinion, feedback and guidance for developing the TOR. The content is based on review of the project design in accordance with World Vision’s LEAP requirements.

The person who contributed to the preparation of this TOR is:

- Mokryeon Cho, Project Advisor/Grant Compliance Manager, Public and Private Partnership Team, International Ministry Division, World Vision Korea
- Md. Kamruzzaman, Manager Grant management, World Vision Bangladesh
- Kaniz Fatema, Grant Compliance Specialist, World Vision Bangladesh
- S R Dhamai, National Coordinator–Grants, PNS & Campaign DME, World Vision Bangladesh
- Md. Sohedul Islam, Regional DME Coordinator, NBR, World Vision Bangladesh
- S. R. Dhamai, National Coordinator–Grants, PNS & Campaign DME, World Vision Bangladesh
- Jaganmay Prajesh Biswas, Project Manager, M&CN Project, World Vision Bangladesh
- Md. Iqbal Hossain, M&E Officer, M&CN Project, World Vision Bangladesh

iii. Affirmation

This Mid-line Survey TOR has developed as one of the required part of WV and grant’s Design, Monitoring and Evaluation learning systems. The TOR is describing the work of Project and has developed by the project team on the basis of the information of project design as well as project areas. In this TOR, relevant data & information that are used are reliable and authentic. Thus, The primary quantitative and qualitative data collected throughout the process will remain as the property of the communities and stakeholders described in this ToR. Information and data must be used only with the consent of respective authority of WVB.

Project Manager M&CN Project
Northern Bangladesh Region
World Vision Bangladesh
May 11, 2019

iii. Glossary

CF	Community Facilitator
CG	Community Group
CS	Community Supervisor
CSG	Community Support Group
CVA	Citizen Voice and Action
DAC	Development Assistant Cooperation
DME	Design Monitoring and Evaluation
ED	Economic Development
FGD	Focus Group Discussion
GO	Government Organization
GOB	Government of Bangladesh
HH	Household
ITT	Indicator Tracking Table
JHU	Johns Hopkins University
KII	Key Informant Interview
KOICA	Korea International Cooperation Agency
LEAP	Learning through Evaluation with Accountability and planning
M&CN	Maternal and Child Nutrition
M&E	Monitoring and Evaluation
MoHFW	Ministry of Health and Family Welfare
MUAC	Mid-Upper Arm Circumference
NGO	Non-Government Organization
NO	National Office
PD Hearth	Positive Deviance Hearth
RFD	Regional Field Director
RFO	Regional Field Office
SPSS	Statistical Package for Social Science
SWOT	Strengths Weaknesses Opportunities and Threats
ToR	Terms of Reference
UAO	Upazila Agriculture Officer
UH&FPO	Upazila Health and Family Planning Officer
ULO	Upazila Livestock Officer
VAT	Value Added Tax
WVB	World Vision Bangladesh
WAZ	Weight-for-Age Z-scores

1. *Introduction*

World Vision Bangladesh (WVB) is looking for an individual consultant/consulting firm to conduct the Midline evaluation for the Maternal and Child Nutrition Project funded by Korea International Cooperation Agency (KOICA) which is being implemented by World Vision Bangladesh in three sub districts of Division; Joypurhat Sadar & Panchbibi of Joypurhat District and Dhamoirhat of Naogaon District.

World Vision's goal is to contribute in improving the nutrition for the children under 5 as well as for the mothers/caregivers with the underpinning aim of elevating the quality beneficiaries' life in the targeted area through this project. This project design is aligned with the priority of Bangladesh government's health policy and is ambitiously expecting the following three outcomes:

a) Improve nutritional status of children under 5 years

Through the dispatch of community facilitators, it supports basic health care services provided by local public health centers which are- child growth monitoring, vaccination, antiphlastic, vitamin A provision, and prenatal /postnatal services. It also identifies malnourished children and makes them participate in the PD/Hearth session, a nutritional recovery program. In addition, through home visits and group sessions with community facilitators, the health management methods such as proper neonatal care, breastfeeding and baby food method, and pregnancy management are provided.

b) Strengthening partners (community facilitators, government bodies, WV staff)' through capacity building on health/nutrition/WASH in the community

Incorporate community facilitators as volunteers under the community health center so that the basic health service provision can be continued after the completion of the project. This process is carried out together with government and community committees, in accordance with the capacity building activities to supervise and manage the continuity of project activities.

c) Improving behavior through supporting income generating activities

To establish food security, households with pregnant mothers or children under age of 5 are supported with income generation activities. Training on how to manage assets can increase the household income is provided. Increased incomes encourage for savings and to be used for child nutrition.

Under this project targeted beneficiaries are Pregnant/lactating mothers, Children under 5, poor & ultra-poor community people. This ToR will guide the selected consulting firm and all level of partners by specifying roles and responsibility up to finalize and publish midline survey document. In order to establish the pre-intervention situation (base line of indicators) prior to project start up and preparing the ground for project performance measurement and enabling comparison at both sub-district, district and national level, Baseline survey has been conducted in August 2018 (data collection Aug 5-17).

2. Project Details:

Project Name	Maternal and Child Nutrition Project
Project Number	210248
Project Areas (Country, District & Sub-district)	Bangladesh: Joypurhat-(Joypurhat Sadar and Panchbibi sub-district), Naogaon- (Dhamoirhat sub-district)
Start and End date of Project	Start Date: 1 March 2018, End Date: 31 December 2020
Proposed Start Date of Mid-line Survey	June 2019
Expected End Date of Mid-line Survey	September 2019
Total Project Budget	USD 1.65 million
Source of funding:	KOICA (Korea International Cooperation Agency)
Estimated Beneficiaries (Direct)	28,791 (U5 children: 18,798 and Pregnant & lactating women: 9,993)
Total Households:	86,619
Total people:	326,426
Men:	165,356
Women:	161,070
# of village/ward	382 village and 6 ward
# of Union	12 Union and 1 municipality

2.1 Major Interventions and target population of project

- Children 0-59 months monitored through GMP program
- Malnourished children (0-59) months rehabilitated through community based nutrition initiatives PD/Hearth approach
- Promote Nutrition specific maternal health care
- Targeted HHs acquired capacity to produce food and earn incomes
- Targeted HHs have assets to jump-start food production and income earning activities
- Targeted HHs have capital to invest in their food production and income earning activities
- Communities mobilized to access quality health services by CVA approach
- Government bodies, community based structures take necessary measures to promote appropriate health and nutrition activities
- Program personnel are capacitated to implement quality program

2.2 Specific Objective of Mid-line Survey

- To measure the progress of the project towards the overall objectives and three Specific Objective statements and indicators mentioned in the Logical Framework particularly for project goal and outcome level indicators.
- To compare the mid-term evaluation findings with baseline findings as well as with national and district level data, where available.
- To identify lessons-learnt, good practices, risk, challenge and sustainability of the project.
- To provide clear and actionable recommendations for remaining years that will support the project in implementing interventions to the target communities.

2.3 Indicators to be measured:

The Goal and outcome level indicators of the Maternal and Child Nutrition project are to be considered for the Mid-line survey as given below.

	GOAL AND OUTCOMES	INDICATORS	REMARKS
Project Goal	Reduce the incidence of malnutrition in children under five years of age living in three Upazilas: Dhamoirhat, Panchbibi, Joypurhat	<ul style="list-style-type: none"> i. Prevalence of stunting in children under 5 years ii. Prevalence of wasting in children under 5 years iii. Prevalence of underweight in children under 5 years 	Calculating all the indicators based on each gender/sex separately
Outcome 1	Improve nutritional status of children under 5 years	<ul style="list-style-type: none"> 1) Proportion of children receiving exclusively breastfed until 6 months of age 2) Percentage of children achieving + 400g within 30 days of participating in the PD/Hearth program 	
Outcome 2	Strengthening partners (community facilitators, government bodies, WV staff)' capacity building on health & WASH in the community	<ul style="list-style-type: none"> 1) Percentage of CG and CSG are functioned 2) % increased access to services from Government health facilities 3) Percentage of children aged 6-23 months receiving minimum dietary diversify according to PD/Hearth guideline 	
Outcome 3	Improving behavior through supporting income generating activities	<ul style="list-style-type: none"> 1) Percentage of the underweight children aged under 5 of the households benefited project income generation interventions 2) Proportion of children aged 6-23 months receiving minimum dietary diversity among the HHs who received IGA support 3) Proportion of women receiving minimum adequate diet among the HHs who received IGA support 	

3. Mid-line Design Approach and Methodology

The survey should follow both the quantitative (household survey) and qualitative methods (FGD and KII) for data/ collection. All quantitative findings will have to be triangulated by the qualitative information which will have to be collected in the form of FGD, KII, outside visual inspection and case study. For quantitative data collection, **mobile base data collection** is highly preferred.

The Mid-line survey would be participatory in nature with a focus on existing situation, learning and action; and lead by external consultant/ consulting firm. The Project management team will provide project working area's background and necessary information regarding survey for sampling design.

The communities would be communicated according with survey's objectives in order to facilitate their maximum participation. As a part of organizational policy and LEAP guidelines, the donor, collaborative partner GoB, local government representatives, other stakeholders and the community need to be involved in the Mid-line survey to ensure active participation of all partners throughout the process. The survey team members will visit the project locations and conduct several qualitative sessions with stakeholders as a part of the survey. This survey will be undertaken for each of the interventions of the project following the goals and outcomes set for. The methods for Mid-line include:

Review of Documents:

This will serve gathering of pre-survey information and listing of all possible sources of existing information (Project design, Log frame/Result Framework, Detail implementation plan, project M&E table and Baseline report). The review should be limited to the critical information that the survey team needs.

Caregiver Surveys:

The survey firm will outline and use an approved structured questionnaire that will be pretested and revised according to the context and Baseline survey. Proposed data collection will include a household level census in order to identify children under 5 years of age, recently delivered women and families living below poverty line. The Mid-line survey questionnaire will be shorter questionnaire than Baseline measuring project goal and outcome level indicators during mid-term survey.

Anthropometric measurement:

The method is used to measure the nutritional status of children of 6-59 months in terms of stunting, wasting and underweight. WV preferred to use the WHO recommended Anthropometric measurement to measure the nutritional status of the children. The firm will collect appropriate number of children age, sex, height, weight, MUAC and Oedema.

Key Informant Interview (KII):

The techniques can include interviews with individuals or groups. KII will be conducted with informants in GoB agencies particularly Civil Surgeon, UH&FPO, UAO & ULO), NGOs, local leaders, project facilitators, local media sources as well as programme partners. The focus should be on obtaining factual information that is crosschecked with other sources.

FGD or qualitative methods:

The focus group discussions will be conducted with CG/CSG of community clinic, community leaders, local elite person and people from different professions to know current situation/suffering/achievements on different issues in the project area. FGDs should involve 8-12 carefully chosen homogenous participants groups to discuss one or more issues concerning them all. The facilitator will use a discussion guide, a record keeper who will record comments and observations. It is expected to conduct Focus Group Discussion with the below groups.

- FGD with CG/CSG: 12 (one is in each union)
 - FGD with father of PD/Hearth children: 3 (one is in each upazila)
 - FGD with mother of PD/Hearth children: 3 (one is in each upazila)
 - FGD with father together of PD/Hearth and ED beneficiary children: 3 (one is in each upazila)
 - FGD with mother together of PD/Hearth and ED beneficiary children: 3 (one is in each upazila)
-

- FGD with CF: 3 (one is in each upazila)

Noted that the firm need to develop the tools of qualitative part only for FGD with CG/CSG and CF. Others are already developed by WV's research team.

Onsite visual inspection:

For an experienced observer, this is an excellent way to become familiar with programme location. This method does not stand alone, and other assessment methodology should be used in conjunction. The main objective is to share the physical (anthropological) evidences of the sample households to explore context and living status of the community people. That will be very supportive to understand the community scenario existing at present. The ultimate benefit of the visual inspection is to ensure study evidences and explore more reliable information of the community and context. That expectation of the project will ensure the reliable and credible data with evidences.

Onsite visual tasks include:

- To observe people's physical condition and activities; ask questions.
- To visit homes or shelters, water sources, schools, compartment offices.
- To observe the daily lives of HH (use women as interviewers).
- To make sketches, take photographs, or use videos, photos, video footage, and even sketches are useful in communicating to others the reality of the situations.

Consulting firm could collect some photos of survey household as evidence like food practice, mothers and child health condition, household condition that are visible as an evidence of poverty. To collect photo they have to maintain minimum protocol collecting photos, obey rule of ethical and child protection issue. Add clear photo in the report in jpeg mode with size not more than 600kb. Project team will ensure an orientation for the survey team on the protocol of photo collection and utilization procedure once the consulting firm will be selected.

Case study:

The firm will collect at least three cases/stories of the project beneficiaries in order to appearance the impact of project activities. These cases/stories should be mentioned in the survey report. Consider best stories where there would be found evidence of program impact. How they have done better progress. There is also scope of showing low progress against target to show/discuss factors which are responsible for the failure. A professional recommendation can be made for improvement from evidence of the real field.

3.1 Survey Area

The Mid-line survey will be held in the project intervention area. The project team will provide the list of village/union to hired consultancy firm. Project team will support to the firm in providing necessary information of project areas.

Consulting firm will use same statistical unbiased and precise methods of data collection and sampling rule those applied in the Baseline survey.

Project areas	Union Name covering by project	Remarks
Joypurhat Sadar Upazila	Amdai Union Bambu Union Chak Barkat Union Jamalpur Union Puranapail Union	
Panchbibi Upazila	Aolai Union Kusumba Union Mohamadpur Union Municipality area (ward # 1, 2, 3, 4, 6 & 7)	

Dhamoirhat Upazila	Agra Digun Union Aranagar Union Isabpur Union Khelna Union	
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3.2 Sample size:

For quantitative survey, during baseline survey considered 1600 samples (900 samples in intervention area and 700 in control area). The midline survey will be held only in the project intervention area and have nearly 1,900 samples including CFs. WB Research team has already developed the caregiver survey (quantitative tool) questionnaires for the survey. The firm will review the tool and develop additional questionnaires in consultation with WVB. Overall, in the Mid-line survey includes the below targets;

Sample description	Size	Remark
Children of PD/Hearth + ED HH	582	5-13 months at the time of session. List of target children is available
Children of PD/Hearth only (non-ED HH)	524	
Children aged 0-5 month (proportion of exclusive breastfeeding)	150	Minimum
Children aged 6-59 months (% of children receiving minimum dietary diversity)	350	Minimum
Community Facilitator	285	

*This is a merged data collection with JHU research. At the analysis stage, a contracted firm is only responsible to analyze data for ITT indicators only and for this analysis, data will be taken up to total 900 children(200 from Children of PD/Hearth+ED HH, 200 from Children of PD/Hearth only, 150 from children aged 0-5 month and 350 from children 6-59 month). The questions for JHU research will be analyzed JHU.

3.3 Data Management and Analysis plan:

The hired firm has to follow the below guidance to manage their data sheet and analyse data both in qualitative and quantitative method. Collected quantitative data will be analysed using SPSS, WHO anthro or STATA. Various statistical procedures like central tendency, standard deviation test of significance, multiple correlations and multiple regressions etc. should be followed. Bidder will present the way of qualitative data management process. The following tasks to be addressed to complete evaluation as follows;

Finalize survey tools with guideline and collect data from planned primary and secondary sources. WVB will authorize to the consulting firm for implementation hence before starting survey, consulting firm must need to get approval for implementation.

- Develop data entry software recommended by World Vision DME/MEAL team.
- Store data into database using data entry program with involving quality data entry operator.
- WVB authority will visit office of the consulting firm for quality checking of the data entry.
- Ensure data validation checking to minimize error in the database and clean datasheet and make it error free.
- Use design dummy tables, graphs and summary formats for report writing.
- Quantitative data must be analyzed using SPSS software statistical interpretation and qualitative data analysis in calculating progress at outcome and goal level indicators.
- Incorporate feedback and present revised draft report to project, WVB Regional Office and National office which will be sent to Donor/ Support Office for their feedback.
- Finalize report after incorporating feedback from Donor and World Vision.

Along with above, if the consultancy firm applies with mobile based data collection procedures, the firm must illustrate details including, tablets, software name, platform use, etc. for round the study cycle.

3.4 Quality assurance technique:

A quality assurance team will be formed consisting of Project M&E officers, Regional DME Coordinator and Technical specialist of Regional Field Office who will be engaged for quality control and checking of the survey data during and after data collection before final computerization. Quality control checking will be designed to physically verify whether the investigator has completed the questionnaires by interviewing the right respondents in the right households by asking the right questions. Quality control checking will be undertaken both in ‘presence’ and ‘absence’ of the interviewing team. The data QCT will check 5-10% filled up questionnaires during data collection period. At least 10% entered data will be validated by the Project and Regional DME person.

The consulting firm will mention strong measurement of data quality control technique in the proposal and will maintain it by own management

4. Roles & Responsibilities of responsible parties in Project Mid-line Survey:

The roles and responsibilities of the communities and partners are very important to ensure their participation in the mid-line survey process. The firm will communicate and inform to community people, GOB and local government about the survey in time. The project will arrange one meeting with the hired consulting firm before data collection. After getting the draft report WVB will review the report and provide feedback as well as recommendation time to time for accomplishing this task successfully. The specific roles are given below;

4.1 WVB, Consultant/Consultancy Firm and Community/Partner roles

World Vision Bangladesh	Mid-line Consultant (to be hired)	Communities and partners
<ul style="list-style-type: none"> ● Provide secondary documents, general and geographic information about the project working area, communities and beneficiaries. ● Suggest in indicator mapping to prepare appropriate survey tools and checking relevancy. ● Project area (village list and map) ● Monitor and follow up the overall performance of the survey. ● Coordinate with donor, partners & other stakeholders and incorporate their feedback ● NO & RFO will provide technical advice as per project request. ● Provide feedback on draft report. ● Share findings of survey with communities and organize appropriate events to do that. 	<ul style="list-style-type: none"> ● Perform all the process, procedures and deliverables as per Inception Report, including; ● Design and develop Mobile Phone Based application to conduct the study.(for Mobile based application) ● Recruitment of Supervisors & enumerators ● Training of Enumerators ● Logistics for data collection ● Develop and Share the survey questionnaires to WVB in English and Bengali ● Data collection from primary and secondary sources ● Overall control of data collection and entry for Mid-line (both quantitative and qualitative) ● Ensure and Follow up data collection quality through field visit and spot guidance to the data collector/ supervisors during field survey ● Data analysis 	<ul style="list-style-type: none"> ● Cooperate in information collection of survey. ● Introduce information collectors to communities. ● Provide relevant data to the interview. ● Assist in planning and mapping. ● Review the survey report and provide feedback. ● Ensure minimum security of survey team members during survey ● Assist to resolve conflict/problems (if any)

	<ul style="list-style-type: none"> ● Report Writing ● Qualitative part of the report (all FGD, KII, case study) translates into English. Transcript of FGD and KII in Bengali and English must be submitted to WVB. ● Submitted report/documents must be in English version ● Support for national level dissemination and panel for question and clarification ● Final Midline report both soft copy and color printed 50 copies submit to WVB ● Prior finalization, Report must be shared with community and stakeholders for validation and lessons learnt during study. 	
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4.2 Expected deliverables/outputs from the Consulting firms/Consultant:

The Consulting firm/Consultant will ensure the following tasks/deliveries:

- An Inception Report illustrating how Mid Term Evaluation study will be implemented within the research framework and timeframe outlined by WVB. This plan shall be submitted for review and approval by 2 days after contract awarded.
- Develop quantitative and qualitative survey tool both Bengali and English version and share to WVB for approval. The questionnaire should follow the norms of DAC criteria, project design document and Log-frame, i.e. indicator list.
- Ensure appropriate capacity to the data collectors and do field-testing prior finalization of the survey tools.
- Development and execution of mobile phone based tools thus the study (if mobile based survey proposed)
- Prepare report through analysing quantitative and qualitative data as per project outcome & objectives and indicators.
- Consultant will submit details data analysis plan, draft data analysis table, graphs and data before the report and finalize with necessary feedback;
- Share 1st draft report and present on draft report (preferably in PPT) for feedback and incorporate feedback within 7 days.
- Consultant will incorporate feedback and share draft report to WVB. WVB will share the report to donor / Support Office for the feedback. Consultant will incorporate all feedback raised from WVB, Support Office and Donor as when required (until the report is finalized)
- Consultant may require to Prepare PPT and Conduct presentation of Mid-line results to project stakeholders, GoB partners, donors and WVB.
- Report and its inbuilt all documents to be in English version. Qualitative report; FGD, KII, onsite inspection checklist, case study etc. should be incorporated in the report as an appendix. Each qualitative result must be translated in English and both Bengali and English copy should be submitted to WVB.
- Final draft of the report shall be submitted within 9 (nine) weeks after signing contact

	Livelihoods, Maternal and Child Nutrition													
3.	Biostatistician / Statistician													
4	Position-3/5 including quantitative and qualitative research expert													
5	Mobile based data collection design and management expert													
6.														
7.	Enumerator/20													
8.														
9.														
10.	Position-10/2													

5.3 Profile of Principal Investigator/Team leader/Consultants (Detailed CV to be submitted)

The Principal Investigator/ Team leader should have:

- A higher degree in Social Science, PhD preferred (MPH/Economics/Agricultural Economics /Sociology /Anthropology /Development Studies or relevant field
- At least 7-10 Baseline/Mid-line survey/Evaluation completed as a principal investigator or team leader. (Public Health / Maternal and Child Nutrition related study is preferred)
- Proven experience in use of participatory approaches for studies
- Good understanding on PRA approach
- Proven experience of the health and development context of Bangladesh and experience of work with ethnic people will be added value.
- Experience with qualitative and quantitative survey methods
- Good understanding of WV development philosophy in both urban and rural contexts
- Good combination of sectoral (Health/Nutrition, Economic, Education, Child Well-being etc.) experts
- Experience in statistical analysis and report interpretation
- Basic knowledge on statistics
- Good understanding good governance components
- Excellent report writing and communication skills in English
- Experience in guiding, leading and mentoring the survey team
- Understanding on national child protection policies and constraints

The Subject based Consultants should have:

- A higher/minimum Post graduation degree in Respective discipline Agri. Economics, MBBS /MPH, Social Science, Anthropology, Statistics, or Development Studies, Natural Resource Management or relevant field.
- Should have research experience and conducted at least 5 Baseline/Mid-line/Survey/Evaluation in development field with the position of consultant/co- investigators.
- Clear understanding on the development context of Bangladesh.
- Need proven experience in qualitative and quantitative survey methods and methodology.
- Analytical skill in quality report writing.
- Good understanding on PRA approach.
- Experience in guiding and leading survey team.

- Problem solving capacity and motivating team members to produce quality document.
- Experience in statistical data analysis and interpretation.
- Proven experience in conducting relevant surveys and participatory approaches.
- Proven experience on analysis and production of relevant and socio-economic studies.
- Good understanding of WV Bangladesh development philosophy in both urban and rural context.
- Good understanding on good governance and its components.
- Excellent report writing and communication skills in English.

6. *Development of Mid-line Survey Proposal by Interested Consulting Firm*

The interested consulting firm /Consultant should have to produce both technical and financial proposal for Mid-line survey on the basis of this ToR and submit to the Regional Office of World Vision Bangladesh within stipulated timeframe.

- **chnical proposal** that should demonstrate the firm, their knowledge and understanding of the World Vision grant fund approach, general and detailed methodology that the firm is proposing for the Mid-line survey, methods and procedures of data collection as deemed relevant for the survey and certification of the consultants and key personnel in favour of the firm. Interested firms should include evidence of 2 (two) sample works. As part of evaluation, individual firms might have meeting with WVB.

The respective firms should submit the detail curriculum vitae of core team members, give an indication of time availability (start date) and provide contact references of two referees. World Vision may wish to see substantive pieces of work and conduct reference check.

- **Financial proposal**
 - Head-wise cost-estimate;
 - Salary/honorarium of professional/experts and other support staff including social costs (VAT, tax etc.);
 - Cost of data collection;
 - Cost of stationeries and report production of draft and printed 50 (fifty) copies final report.
 - Report share with community and stakeholders
 -
- **Submission Process:** The firm will submit both technical and financial proposal as per WV Supply Chain Management's (SCM) instruction that will be mentioned in the circular. Consultant / Consultancy Firm can submit both for Mobile Based Survey and Manually data collection or any one method.

- **Evaluation Criteria for the Firm**

Among the submitted proposals only the technical proposals will be opened first at the time of evaluation. The financial proposals will remain sealed until technical proposals are evaluated. The technical quality of the proposals will be evaluated on the basis of two major score points:

- Understanding the survey work (70 points) i.e. (a) Understanding the TOR and objectives, (b) Quality of methodology, (c) Innovativeness, (d) Work plan and manning of the study programme, (e) Comments on TOR and (f) Presentation of proposal and evidence attached.
 - Quality of firm, its logistics and human resources capacity (30 points) i.e. (a) Experience of firm and similar and different types of studies conducted for national and international agencies, (b) Experience of the Consultants (including the sectoral experts), (c) Technical supporting staffs and logistics facilities, (d) Have Publications in national or international journal/s
-

7. Team Advisor

An advisory team will work to make the Mid-line survey successfully. The roles of responsibility of advisory body are given below;

SL. No	Description of Advisory Committee	Responsibilities
01	Team Leader (Chief consultant of Mid-line survey who will be outside of WVB)	<ul style="list-style-type: none"> - Sharing with WVB team to understand Mid-line purpose - Collect and study reference materials - Chalk out Mid-line survey plan in collaboration with Project/Regional Field Office/National Office and survey team - Methodology setting - Design appropriate sample size with scientific sampling procedure - Develop appropriate data collection instrument both qualitative and quantitative with guideline - Guide and mentoring the survey team members for collecting authentic information from field - Ensure authentic information posting into the database - Data analysis and interpret Mid-line report - Sharing survey findings with different level of stakeholders - Finalize the Mid-line report
02	Subject based consultant (Outside WVB)	<ul style="list-style-type: none"> - Documents review - Develop and finalize data collection instruments - Ensure Pre-test of survey tools - Ensure training for enumerators - Supervise data collection process - Data analysis and report writing
03	Regional DME Coordinator, WVB	<ul style="list-style-type: none"> - Mid-line TOR review and provide feedback - Overall supervision and monitor the activities and performance of consulting firm - Provide timely feedback and guidance from the technical view - Ensure to develop appropriate survey tools - Assist in methodology selection and finalize sampling process - Provide relevant documents and survey opinions for the survey team - Supervise data collection - Database monitoring for posting authentic data - Follow up analysis process and report tabulation system - Ensure feedback on draft report - Maintain close liaison with Firm /consultant /NO /Project - Attend meetings/sessions/workshops
04	Project Manager, M&CN Project, WVB	<ul style="list-style-type: none"> - Make dialogue with consulting firm - Provide guidance and support to execute survey work - Organize report sharing workshop - Supervise & monitor overall data collection process in the field level - Ensure relevant documents - Contribute to resolve problems (if any) - Ensure different stakeholders in report sharing workshop - Overall management and guidance
05	National Coordinator/Director MEAL, National Director: Program Development and Quality Assurance ,	<ul style="list-style-type: none"> - Review the TOR and guide the project team - Provide time to time feedback as per need - Report review and provide feedback - Quality checking of the reports - Performance monitoring of the consulting firm - Judge competency of the resource person and consulting firm

SL. No	Description of Advisory Committee	Responsibilities
	National Coordinator- Grants, PNS & Campaign DME, WVB	
06	GAM/Grant Management	<ul style="list-style-type: none"> - Review the Mid-line TOR - Ensure timely feedback on any queries/ensure appropriate working condition - Ensure feedback on draft report - Maintain close liaison with Firm /consultant/RFO/NO /Project /Donor - Attend meetings/dialogue/workshops
07	Donor/WVK/KOICA	<ul style="list-style-type: none"> - Review and validate the Mid-line survey - Provide suggestion in indicator mapping to prepare appropriate survey tools - Review the survey tools for checking relevancy. - Provide feedback on draft report - Provide technical advice as per Project/WVB request - Advice from donor will be honoured and incorporated in the Mid-line and when emerging during the survey process.

8. Reporting Guideline

The report will be written according to the precision level, indicators, timeline stated in the Mid-line TOR. Consultant will provide regular updates to the project team. The final report of Mid-line survey should be produced in English as per the outline given below and be submitted in both hard and soft form (CD version) to WVB. Three stages reporting systems to be developed for better understanding about progress for survey:

- Sharing of data collection tools to WV
- 1st draft report softcopy
- Final Report and decoded data set in WV recommended file/sheet/form

Report format (Draft final/Final report):

- Cover page
- Table of content
- Acronym
- Acknowledgement
- Executive summary
- Background
- Objectives and methodology
- Key findings (quantitative & qualitative)
- Discussion (comparing key finding with Baseline and national level data)
- Limitations of the survey
- Recommendation
- Conclusion
- Annexure with additional table in reference to narrative including table presentation of all data collected and summary of qualitative data by project, data collection tools, Location/ Country Map
- Paper and font Size: A4 size paper and Times new Roman 12 size are required.

- Report must be shared with community and stakeholders for validation and lessons learnt during study. This is one of the sole responsibilities of the firm.

9. Survey Budget:

Consulting firm should have VAT registration number and TIN number. VAT and TAX would be deducted from the said budget as per Government rules. The budget will cover all associated costs of the midline, including the consultants' fee, travel and accommodation, field transport and midline supplies including factsheet print, final report print.

Mode of Payment:

The payment terms & conditions for this survey are as follows:

- After submission of the inception plan and draft tools, the M&CN Project will pay 40 % of the contract amount to the second party for Midline survey.
- After submission and accepted by WVB of the final report, rest of 60% of the contract amount will be paid to the Second Party as final payment.
- Each batch of remittance requires a separate invoice, which explicitly mentions the details on what the cost covers, from the second party.
- Second party will submit invoice for payment within two weeks of first party's request.
- First party will make the payment no later than four weeks after receiving the invoice from the second party as per WVB SCM policy.
- WV will not pay any other cost like community sharing or others except the agreed amount.

10. Mid-line survey Schedule

9.1. Mid-line Survey Schedule Overview

	Mid-line 2019															
	July				August				September				October			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Inception Report																
Tools and Guideline Development																
Enumerator Recruitment																
Training																
Data Collection																
Data Entry																
Data Analysis																

Report Writing																
1 st draft report																
2 nd draft report																
Final Report dissemination with 2-5 pager																

Enumerator Recruitment:

- Eligibility of Enumerators:

- 1) 1-2 years of experience is preferred
- 2) Has not been part of any sort of World Vision ministries
- 3) Education: HSC and above
- 4) Gender ratio of enumerators will be 50:50

Data Collection (Survey):

- Data collection period is to be Jul/Aug. Preferable time is 21st July-8th August 2019

Report Writing and Sharing:

- Mid-line report will be drafted: 1st Draft due: 2nd week of September 2019
Final Draft due: 3rd week of September 2019
Final report due: 4th week of September 2019

* Finalization of Final Drafts may be adjusted depending on the feedback process between WVB and Consultancy firm.

Dissemination: Will be conducted in project office at Joypurhat and in Dhaka National Office with all necessary stakeholders presence as per the schedule organized by WVB

11. Mid-line Survey Ethics

The firm should provide relevant and appropriate evidences in support of their events and information provided for qualifying themselves.

▪ **Reporting language**

English is mandatory for producing final report. But in case of report sharing with different stakeholders and partners, it should be translated into Bangla. In the qualitative part of the report particularly all FGD, KII and case studies must be translated into English separately. Before presentation, the consulting firm is obliged to submit the report to the project authority for checking validation and appropriateness.

▪ **Tentative time frame for the Mid-line survey**

The expected total time length to produce final midline survey product is 90 days (calendar). An extended period (max. 10 days) may be allowed with proper justification and rational from the consulting firm. The consulting firm needs to collect prior approval for extension of the survey period (if time extension is necessary). The timeframe will be started to countdown from the date of contract signed for the work.

▪ **Confidentiality and copyright**

The copyright authority only preserves by the World Vision Bangladesh of this survey document. It should maintain confidentiality in using the information and programme documents for the needs of this survey. Professionalism is being expected in every step of this dealing. World Vision Bangladesh will be the owner of this report and have authority to use information and other necessary message for the development perspective of the organization.

12. Standards of Ethics and Child Protection

The lead evaluator will be responsible for ensuring that data collection and analysis approaches are designed to mitigate child protection risks, and protect participant's privacy and wellbeing by establishing and following credible ethical evaluation principles. The lead evaluator must ensure all members of the survey

team have been oriented on the ethical considerations who are employed in the evaluation. Ethical principles will include the following:

Voluntarism, confidentiality and anonymity of participants: All participation in interviews must be voluntary, will not create harm to participants during or after the data gathering, and their anonymity and confidentiality will be protected. Voluntary involvement must be assured by a scripted verbal explanation of the survey being conducted. The script must inform respondents that they may choose to not respond to certain questions and may end the survey at any time.

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

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

Participant perspective: To the extent possible, given logistical limitations of each context, preliminary findings should be shared with a plenary of project stakeholders to invite their reactions and interpretations. These will be recorded and added to the final report.

WV Safeguarding Behavioural Protocols: If children (under the age of 18) are to be interviewed, it will be in the presence of a responsible adult from the child's family or other implied guardian from the community. Children will not be exposed to questions of a highly personal, sensitive, potentially distressing or embarrassing nature.

If children are to be interviewed, Safeguarding Behavioural child protection reporting protocols will be established and all staff should be made aware of when and how to report any issues that arise from data collection.

Survey coordinators must have completed and been cleared by a police check within the last two years. All survey coordinators and collectors will be required to review, sign, and adhere to a child protection code of conduct.

13. Lessons Learned

To identify lessons learned the following steps would be considered:

- This survey will help the project to know the opportunities and resources which will contribute effective implementation process of activities to achieve the target.
 - The Project will organize a Mid-line report-sharing workshop with key stakeholders and programme partners to disseminate the final findings/recommendations of the survey. It will influence them to involve in programme implementation process actively.
-

14. Appendices

Appendices for the Mid-line Survey TOR should include:

Attachment 1: Indicator Matrix

- *Indicator matrix*



KOICA Project M&E
Table (Mar 20).xlsx

- *Project location map*



- *Project Target Population*

Upazila Name	Union	# of Wards/ Village	Total Population (Census 2011)	Total HH (Census 2011)
Joypurhat Sadar Upazila	Amdai Union	33	24,593	6,611
	Bambu Union	10	28,540	7,672
	Chak Barkat Union	26	17,724	4,765
	Jamalpur Union	20	27,146	7,297
	Puranapail Union	18	27,185	7,308
Panchbibi Upazila	Panchbibi Municipality	(ward # 1, 2, 3, 4, 6 & 7)	23,880	6,235
	Aolai Union	53	32,769	8,556
	Kusumba Union	45	31,315	8,176
	Mohamadpur Union	30	26,182	6,836
Dhamoirhat Upazila	Agra Digun Union	22	19,649	5,226
	Aranagar Union	40	26,181	6,963
	Isabpur Union	28	23,902	6,357
	Khelna Union	57	17,360	4,617
Total			326,426	86,619

(Estimate for year 2018 by applying annual population growth rate from 2011 Zila census)

15. Route of Communication

In management respects, M&CN Project Manager and Regional Field Director of WVB would be the direct contact persons for this survey work and represent World Vision. In technical aspect, Monitoring and Evaluation Officer of Maternal and Child Nutrition Project would be the focal person

Contact person (s)

<p>Jaganmay Prajesh Biswas Project Manager M&CN Project Northern Bangladesh Region World Vision Bangladesh E-mail: jaganmay_biswas@wvi.org Cell:+8801730588609 Mailing: Hatil, Bulupara, Gulshan More, Joypurhat</p>	<p>Anjoli J. Costa Regional Field Director, NBR World Vision Bangladesh Cell: + 880-1713 444290 E-mail: anjoli_costa@wvi.org Mailing: Akashtara, Sariakandi Road, Bogra-5800, Bangladesh</p>
<p>Md. Iqbal Hossain Monitoring and Evaluation Officer M&CN Project World Vision Bangladesh E-mail: MdIqbal_Hossain@wvi.org Cell:+8801755557736 Mailing: Hatil, Bulupara, Gulshan More, Joypurhat</p>	

Annexure-4

VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Vendor's Name :

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

Information Submitted by
Date:

Annexure-5

Child Protection Behavioral and Security Policy Protocol FY-2019

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

Child Protection Behavioral and Security Policy Protocol

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

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

1. I will always behave with children in ways that are respectful of their rights, and I will be careful about perception and appearance in my language, actions, and relationships with them. I will be intentional in caring for the needs and in protecting the rights of the children during my tenure of service with World Vision.
2. I will always be appropriate and culturally sensitive during all interactions with children.
3. I will not spend excessive or unnecessary time alone with a child, whether in the child's house, in WV's program premises, or elsewhere, away from others or behind closed doors or in a secluded area.
4. In case of deemed necessity of providing specific support for example medical assistance or counseling to the children I will always take initiative with consent from appropriate line management within WVB.
5. I will always comply with "two adult rule" (where possible and practical) when conducting WVB work wherein two or more adults supervise all activities that involve children and are visible and present at all times.
6. I will only photograph or take videos of children when they are appropriately dressed, and I will respect their dignity and right to privacy at all times. I will never take pictures or videos of children in moments of trauma or grief.
7. I will ensure that informed consent always is taken from parents/legal guardians and children themselves before taking any photographs, videos, and any other communication materials and will submit the consent document to the responsible person for recording in the files at the concerned ADP office or NO or at both level where appropriate. I am aware of the provisions regulating the cases in which the informed consent should be provided in writing by guardians and children, as outlined in WVB CP policy.
8. I will never use verbal conduct such as derogatory comments, or use language, make suggestions or offer advice which is inappropriate or abusive, including language that may cause shame or humiliation, or is belittling or degrading.
9. I will never expose, facilitate or condone the exposure of children to pornography, sexual advances, unwanted invitations, or use of power and authority to persuade a child to do something. I will always ensure that all physical contact with children is culturally appropriate. I will not hold, fondle, hug, kiss, or touch the children in any inappropriate or culturally offensive way.
10. I realize that, for any instance of abuse, neglect, exploitation, violence, or any other inappropriate behavior towards children, I will be subject to action by WVB and LEA members of Bangladesh, and/or relevant

national authorities, and that I expose myself to any consequent decision that such instances may result in. Should any I have a contractual relation with WV, and should I be found guilty by WVB of breaching WVB CP policy, I authorize WVB to disclose such information to any prospective employer who asks references about me to WVB.

11. I will comply with any child protection related investigation (external and internal), and commit to make available of information or any document necessary for the completion of the investigation.
12. I will not hire children below 18 years of age, in any form of child labor, including (but not limited to) as house help. Should I require to hire a child in legal work, I will seek the advice and follow the instructions of the National Office CP specialist on the best interest of the child and the alignment of such hiring with national and international law, prior to engaging in this matter.
13. I will not behave in an inappropriate physical manner, and I will never develop sexual relationships with a child (under 18 years old) regardless of legal age of consent in the country. I realize that I will always be accountable for my response to a child's behavior, including if a child behaves in a sexually inappropriate manner. I will avoid being placed in a vulnerable or compromising position with children.
14. I highly discourage child marriage and also I will not perform, conduct or direct any child marriage.
15. I will not condone or participate in behavior which is illegal, unsafe or abusive towards children, harmful traditional practices, including early marriage, dowry, spiritual or ritualistic abuse.
16. I will always use positive and non-violent methods to manage children's behavior. I will never hit, mentally torture or use any other corporal punishment against a child while the child is in care of WVB or under any project of WVB.
17. I will behave positively with disable children, and will not humiliate them at any cause.
18. Unless it is absolutely necessary and with parental and management consent, I will not take a child alone in a vehicle for any of WVB work.
19. I am aware of WV's policy on Kidnapping and Hostage situation where no ransom will be paid or gain will accrue to those who employ such methods. I confirm that my understanding that WV Bangladesh will not be responsible in the event of a kidnap or hostage situation.
20. I am aware of the country's political and security situation and will follow WVB's security advice. I will not hold WVB responsible if anything goes wrong with regard to my personal security during my tenure of service with World Vision Bangladesh.

Consequences of Breach

Corrective Action: Failure to follow Behavior Protocols, or other inappropriate behavior toward children stated in the Policy is grounds for taking disciplinary action by World Vision Bangladesh up to and including dismissal from employment, volunteer/internship or Board/Advisory Council membership.

Breach of the Behavior Protocol and the policy is ground for termination of contracts with suppliers, vendors.

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

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

(Signature)

Full Name:

Name of the Organization/Consulting Firm/Supplier/Vendor:

Annexure-6

DECLARATION OF CONFLICT OF INTEREST

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

Circle the appropriate

Answer for each

1. YES NO I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which World Vision Bangladesh or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

2. YES NO I/My Business Entity am/is involved in any dispute with, World Vision Bangladesh or any of its office has business or ministry dealings.

If Yes, explain: _____

3. YES NO The following staff employed by World Vision Bangladesh or, other World Vision entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by World Vision Bangladesh/ other World Vision entities.

Sl.	Name of WVB Employee	Position held in WVB	Relation

4. YES NO I have no relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans or other transactions to disclose.

I hereby certify that my answers to statements 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

 Signature with Seal
 Date:
