

REQUEST FOR PROPOSAL (RFP)

For

**Martial Arts Training for Self-defense to
Girls to Protect Themselves to End All
Forms of Violence Against Them**

Ref: **RFP-NO-TRAINING-1964960**

To: Vendor/Service Provider

Date: January 06, 2022

Dear Sir/Madam:

WVB requests BONA FIDE and experienced Institutions/Service Providers to submit Financial and Technical proposal on “Martial Arts Training for Self-defense to Girls to Protect Themselves to End All Forms of Violence Against Them”.

Please be guided by the information attached below with annexures:

General RFP Guidelines and Instructions:

RFP Name:	Martial Arts Training for Self-defense to Girls to Protect Themselves to End All Forms of Violence Against Them
RFP Reference:	RFP-NO-TRAINING-1964960
Submission of Proposal:	Technical and Financial proposals including required information and evidence shall be submitted in one envelope marked “RFP-NO-TRAINING-1964960” in the Tender Box located at National Office, World Vision Bangladesh or Signed and Scanned PDF copy to the email wvb_scm@wvi.org within the deadline.
Name of Office where Proposal will be received/dropped:	World Vision Bangladesh, Abedin Tower (9th Floor), 35, Kemal Ataturk Avenue, Banani, Dhaka-1213. During WVB Office Working days (Sunday – Thursday) (08:00am to 04:00pm) except for Govt. Holidays. Email: wvb_scm@wvi.org
Deadline for the submission of proposals:	January 19, 2022 up to 11:00 AM Bangladesh Standard Time
Procurement Focal Point:	Subrata Deb Nath, Sourcing Officer, Contact No. +8801729297013 Email: Subrata_Nath@wvi.org
Delivery Locations:	As outlined in the ToR

List of Annexures:	Annexure-1: Instructions to Offeror Annexure-2: General and Particular Terms & Conditions Annexure-3: Financial Proposal Submission Template Annexure-4: Vendor's Primary Information Collection Sheet Annexure-5: World Vision Supplier Code of Conduct Annexure-6: Safeguarding Behavioral Protocol-WVB Annexure-7: Terms of References (ToR)
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Sincerely,

Subrata Deb Nath

Subrata Deb Nath

Sourcing Officer-Supply Chain Management
National Office
World Vision Bangladesh

Annexure-I: Instructions to Offeror

Cost of the 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 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 day before 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 have 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. 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.

Format and Signing of proposals	The proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.
Late Proposals	Any Proposal received by the WVB after the deadline for submission of proposals, pursuant to the 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) The operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements 2) World Vision Supplier Code of Conduct 3) Vendor Information Sheet
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/their 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 that 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	Financial evaluation will be done only of those who meet all the technical evaluation criteria mentioned in the ToR.

Evaluation Criteria	In broad head Proposal evaluation criteria shall be as follows: (1) Legal documents (2) The Trainer(s) should be Female and age not less than 18 to a maximum of 45 (As per NID/Birth Certificate). (3) The vendor/service provider should comply with WVB Safeguarding Behavioral Protocol. (4) Price (5) Other evidence
Demonstration of Proposal	As a part of the evaluation process, Offeror(s) may be asked for the presentation of the submitted proposal before the Proposal Evaluation Committee.
Payment Terms	WVB shall affect payments to the Contractor/Service Provider after acceptance by WVB of the invoices submitted by the Contractor/Service Provider, upon achievement of the corresponding milestones. The milestones period will be decided during the signing of the contract.

Annexure – 2: General and Particular Terms & Conditions

1. PDF copy to the email address wvb_scm@wvi.org subject line as “**RFP-NO-TRAINING-1964960**” or Hard Copy of proposals to be submitted at the Tender Box located at National Office, WVB marked as “**RFP-NO-TRAINING-1964960**” in a sealed envelope without using staples.
2. Quotation/Proposal should indicate **FINAL UNIT PRICE**, which includes all costs (transport, labor, packing, transshipments) for delivery at WVB designated location/s, discount, Income Tax, VAT, etc. All kinds of charges including applicable Taxes/VAT will be deducted at source from the total bill as per Bangladesh Govt. Rules & Regulations.
3. All aspects of this Quotation/Proposal will be evaluated, that is quality of goods, specifications, delivery options, and timing and cost; World Vision ultimately reserves the right throughout this process to select an option that best meets its requirements and to hold discussions with any and/or all respondents.
4. The offer should remain valid for 12 months from the closing date of receiving of Tender Bids by WVB.
5. Payment for goods and services shall be made on monthly basis after satisfactory performance of works/services. The payment will be made through S2B after completion of work/service satisfactorily as per contract. **10% will be deducted from the monthly bill as security money and the security money will be released with the final bill after completion of the entire work/service satisfactorily.**
6. The credit term is 30 days upon submission of the Invoice/Bill.
7. Evaluation will be on Item/Lot wise.
8. Incomplete offers or offers which do not comply with any of our tender terms & conditions will not be considered.
9. WVB authority reserves the right to impose a penalty or cancel the entire or partial purchase order if the vendor fails to maintain the following but not limited to quality, specification, and delivery date.
10. WVB authority reserves the right to accept or reject any or all the Tenders/Bids 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.
11. Both technical and financial aspects will be considered in the Tender/Bid evaluation process.
12. Samples of offers, when required, might be asked and should be provided free and before the closing date and time of the Quotation/Proposal. If not destroyed during tests that/those will, upon request, be returned at the

bidder's expense, or may be collected by the bidder/s.

13. Making a payment to any employee as an inducement or any canvassing to enable you to win this bid will result in automatic disqualification from 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 informally/rejected.
14. The proposal must be placed/sent in the above-mentioned address no later than **11:00 AM** on the closing date.
15. Descriptive literature or samples of the items offered has to be forwarded with a Quotation/Proposal. All descriptive literature must be in the English language.
16. The proprietor or an authorized representative of the Service Provider must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.
17. If you do not wish to quote, please endorse the reason on this form and return it, otherwise, your name will be deleted from the WV list of items listed here on.
18. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at the time of purchase order and arranged by WVB or the vendor/Service Provider.
19. The result will be informed to the successful bidder(s) within 07 working days after the closing date of receiving the Quotation/Proposals.
20. For any mistake, the Vendor will Re-Produce all products and deliver as instructed by WVB.
21. The work shall be completed in all respects within the completion date mentioned in the Purchase Order.
22. **If the vendor fails to deliver the ordered goods within the scheduled time frame penalty will be imposed @ 0.2% only and WVB reserves the right to deduct this amount from the total bill for every day delayed from the expected date of delivery till the actual date of delivery.**
23. The WVB is not bound to accept the lowest quoted rate and reserves the right to accept or reject any or all the Tenders without showing any reason and acceptance of any liability.
24. WVB will not be held liable for any third-party claim/s due to non-payment or underpayment of labors and/or workers and other liabilities of the contractor/bidder that may arise during and after the performance of the awarded contract.
25. Any late submission of the Tender after the scheduled date and time will be rejected.
26. **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.
27. **Terrorists:** WVB will not do any business with any known terrorist group or company involved in anyway 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.
28. **Child Protection:**
 - a. **World Vision Bangladesh as a Child Safe Organization discourages anyone to participate in any tender with a prior record of conviction related to child neglect, abuse, and exploitation.**
 - b. **Vendors/Service Providers/contractors are expected to be sensitive to child rights and protection of the children and that after being awarded any order/job/contract vendors/Service Providers/contractors are expected to abide by WV Child Protection Policy.**

29. **The Zero Tolerance Rule:** The World Vision Partnership follows a “**zero tolerance**” rule with regard to corruption (including fraud). Corrupt behavior by WV staff is always unacceptable. Such behavior directly violates World Vision’s Employee Code of Conduct.
30. The terms and conditions of this tender are a part of the Purchase Order and vice versa.
31. In all cases, the decision of World Vision Management will be final.
32. All the columns in this bidding schedule must be properly completed. Quote for each item separately, and in units as specified in the RFP. Incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
33. This RFP is **Free of Cost**.
34. 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.
35. WVB reserves the right to accept the partial or whole or part of your offer. WVB authority reserves the right to impose a penalty or cancel the entire or partial purchase order if the vendor fails to maintain the quality, specification, and delivery date.
36. 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.
37. Making a payment to any employee as an inducement or any canvassing to enable you to win this bid will result in automatic disqualification from 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 informally/rejected.
38. Descriptive literature or samples of the items offered has to be forwarded with the Proposal. All descriptive literature must be in the English language.
39. The 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.
40. If you do not wish to quote, please endorse the reason on this form and return it, otherwise, your name will be deleted from the WV list of items listed here on.
41. Inspection (at buyer’s expense or unless negotiated as seller’s expense) may be applicable and will be advised at the time of purchase order and arranged by WVB or the supplier.
42. After submitting the proposal result will be informed to successful Offeror(s) within thirty working days after the closing date of receiving the proposal.
43. The work shall be completed in all respects within the completion date mentioned in the purchase order.
44. Any late submission of the Proposal after the scheduled date and time will be rejected.
45. In all cases, the decision of World Vision Management will be final.
46. Financial Offer has to be submitted using Annexure-3 (Financial Proposal Submission Template).
47. The Offeror has to submit duly filled up Vendor’s Primary Information Collection Sheet (Annexure-4).
48. The Offeror has to make a declaration whether the Business Entity has a relative or business partner in World Vision Bangladesh (WVB) who can influence the purchase decision or not (Annexure-5).
49. The Offeror is strongly requested to submit the proposal with duly filled-in Annexure-5: World Vision Supplier Code of Conduct and Annexure-6: Safeguarding Behavioral Protocol-WVB with necessary supporting documents attached herein.

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.

Annexure-3: Financial Proposal Submission Template

Sl #	Description of Item/Service	Unit	Qty.	Unit Price in BDT (Including All Charges, VAT, Tax, etc.)	Total Price in BDT (Including All Charges, VAT, Tax, etc.)
1	Martial Art Dress with Belt as per specification given under "Deliverable Table"	Set	80		
2	Martial Art Training Floor Mat as per specification given under "Deliverable Table"	Each	4		
3	Martial Art Training Class Duration : 2 Hours per day Number of Location : 4 Location Number of Participants : 20 person in each group (20 Person x 4 Location = 80 Person) Total number of class : 9 Class per month x 8 Month x 4 Location = 288 Class	Class	288		
Grand Total:					

In Words:

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Please Check the Box (Yes/No, if yes kindly provide proper evidence that will be treated for evaluation purpose):

Sl.	Question	Yes / No (if yes kindly provide proper evidence)
1	Do your institute have an updated Trade License	
2	Do you have Female Trainer age not less than 18 Years to a maximum of 45 Years?	
3	Do you have a sufficient number of Female Trainers?	
4	Do your Female Trainers are Certified in this area of Martial Art	
5	Do your Female Trainers are Awardee in National/International level in this area of Martial Art	
6	Provide a list (as a separate attachment) of all of the customers for relevant solutions/service (WVB may ask thereferrers/customers about your service quality)	

Name & Signature of the Vendor/Service Provider: _____

Name of the Company/Organization: _____

Date with Seal/Stamp of the Company/ Organization: _____

Delivery time/schedule: As per the attached ToR

Annexure – 4: Vendor’s Primary Information Collection Sheet

SI #	Description of Requirements	Information to be provided here
1	Company/Organization Name	
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	

Information Submitted by _____

Date:

Annexure-5: World Vision Supplier Code of Conduct

World Vision Supplier Code of Conduct

Last updated June 2021

Version 2.0

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 and Vision Fund entities (WV/VF), and extends to suppliers, contractors, volunteers, and Board Members. To ensure WV/VF 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.

WV/VF 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 WV/VF.
 - 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 WV/VF –
 - 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 WV/VF 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 that WV/VF works in challenging environments and act to manage uncertainty and change in a way which protects value for money.
 - e) Reflect WV/VF international development goals and demonstrate their commitment to poverty reduction.

Initial _____

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 VisionFund Conflict of Interest Policy.

6) Observe International Labour Conventions –

- a) WV/VF 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) WV/VF 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 background checks.

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 VisionFund 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 VisionFund Conflict of Interest Policy.

Initial _____

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 Behaviour Protocols;
- b) are careful about perception and appearance in their language, actions and relationships with children and vulnerable beneficiaries. Their behaviour—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 behaviour;
- e) accept responsibility for personal behaviour and actions as a representative of the organisation;
- f) are always accountable for their response to a child's behaviour, even if a child behaves in a sexually inappropriate manner; adults avoid being placed in a compromising or vulnerable
- g) 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 organisations providing emergency relief or development aid. Such organisations include UN agencies, INGOs, LNGOs, and CBOs.

Initial _____

Unacceptable Behaviour – 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 behaviour (including fostering or condoning child marriage (under 18 years old));
- b) develop or seek a sexual relationship with any beneficiary of any age; such relationships are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of WV's humanitarian aid or development work;
- c) sexually exploit or abuse any beneficiary (adult or child); such behaviour constitutes an act of gross misconduct;
- d) exchange money, employment, goods, or services for sex (including sexual favours, other forms of humiliating, degrading, or exploitative behaviour, 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 behaviour 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 labour (including as "house help") unless it is within the best interest of the child and in alignment with local law and international standards ('Child labour' 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 Organisation (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.

Initial _____

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

Annexure-6: Safeguarding Behavioral Protocol-WVB

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

Safeguarding Behavioral and Security Policy Protocol

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

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

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

cause shame or humiliation, or is belittling or degrading for children and adult both.

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

Consequences of Breach

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

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

Acknowledgement of receipt and undertaking to comply:

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

hereby agree and confirm that:

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

The data -

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

Signed by:

Date:

Name:

Designation:

Department/Project:

Annexure-7: Terms of References (ToR) (attached below)

Terms of Reference (ToR)

of

Martial Arts training for self-defense to girls to protect themselves to end all forms of violence against them.

About World Vision

World Vision is one of the world's largest international NGO, a Christian humanitarian development and advocacy organizations, committed to helping children and families in poor communities to improve their lives and alleviate poverty.

World Vision has been active in Bangladesh since 1970. Bangladesh being one of the largest country offices of World Vision. Prior to Bangladesh's independence in 1971- World Vision Bangladesh's efforts mainly focused on disaster relief following a cyclone in the coastal region of Bangladesh. In 1972, World Vision opened its office in Bangladesh. That same year, a childcare program provided direct assistance to children aged 4-14. Since then, World Vision has been working with the Government, civil society, the media, corporate sector and other national and international partners to ensure that all Bangladeshi children go to school, access health care and are protected from violence, neglect, abuse and exploitation. World Vision is playing a critical role and is applying global best practices to strengthen health, education and child protection systems and services, and to empower families with knowledge to better care for their children.

In Bangladesh, World Vision operates for unprivileged children and adult through implementing 15 Area Program Clusters, 56 Area Program and 12 grant-funded projects in 27 districts and is benefitting well over 5,00,000 children and their families.

About Martial Art

This martial art comprises of sharp, precise and linear actions and movements. Its traditional themes work on the disciplines of dedicated training, fighting and self-defense techniques.

Karate is a well known form of Martial Arts, which is highly effective for self defense exercises, defensive attack and counter attacking body movements. Although this teaches an individual the art of attacking and self-defense, the sole motive is the self-improvement. Discipline, persistent effect, mind balance are some key words that defines best a Karate practiser. The word "Kara" means Empty and "Te" means Hand. A suffix "Do" (Karate-do) adds meaning of defending himself empty handed.

The practitioner will learn to focus their power in punches and kicks which are designed to be of very high impact. In the other forms or styles, grappling, throwing, joint-locking, restraints, and vital point strikes are also used and applied.

Winning a battle is not the only aim in karate. It is the best efficient way of using the human body to learn self-defense through blocking, punching, blowing and kicking techniques. It balances both the body and mind as well. It also teaches an individual to possess gratitude of restraining himself from any violent attack before the start of any actual fight. Today, the art form is privileged and practiced all over the world.

Belt Colours and Meaning



White Belt - The birth of a new light is indicated by white. In karate it usually depicts for a person who starts to learn karate keeping in mind about the different challenges that he is going to face.

Yellow Belt - It symbolizes the first ray of sun light. In karate its meaning is that now the student's mind is open to accept more possible techniques and methods.

Orange Belt - This light is an indication of spreading of light on the earth. So it shows how the student is expanding its knowledge in the field.

Green Belt - It depicts the penetration of steams and roots of the plant to get the sun light. In turn this means the student is developing new skills and learning new techniques to master the game.

Blue Belt - The plant is growing up towards the sky which is blue in color. That means student is going deeper to understand each move in karate and differentiating each to gain more knowledge.

Purple Belt - It indicates that the student is very serious about acquiring new belts that is coming across next.

Brown Belt - This shows that the plant is full grown and it is ready for the harvesting. Similarly in karate it indicates that the student has gained adequate knowledge about the skills and now he is ready for the combat.

Red Belt - It signifies the depth of the knowledge that a student possesses and ability to give those a successful direction.

Black Belt - Every glowing object has a dark shadow behind it and that is what this color is all about. This belt shows that the person wearing it has mastered all the skills and he poses a great ability within him to enlighten others with his knowledge.

Purpose of the training	<ol style="list-style-type: none"> 1. Enhanced agency of girls to protect them from violence. 2. Positive engagement of boys to protect girls from gender based violence. 3. Improved formal and informal system at all level to protect girls from gender based violence. 4. It will help Girls to build confidence.
Identified areas/topics for this training	As per section "Specific tasks of the training provider"
Duration	8 - 9 Month (January 2022 to September 2022)
Reporting to	Lawrence Falia, PO-CESP, Tongi UP, World Vision Bangladesh.

Overall objective of the project

The overall objective of the project is to "help Girls to build confidence".

General Terms and Conditions

❖ Responsibility of the organization conducting the training

1. Training duration and timeframe will be as per section "Timeframe of the training". However, the duration of the training may extended or reduced with the consent of both parties.
2. Four centers for girls' child empowerment, physical fitness enhancement and under the safety scheme, training will be conduct in accordance with the policy at the designated / defined places of the World Vision Working area as per section "Training Location".
3. The Trainer must be a woman and age should be in between 18 to 45 years old.
4. Instructor / Trainer must have below expertise and certifications
 - a. Trainer or the organization must share the updated CV (not more than 2 page) of the Trainer
 - b. Well experienced and professional in training of Martial Art (Shotokan Karate)
 - c. Have Black Belt Certificate from reputed academy of National / International level
 - d. Any other Certificate of any National / International level competition
5. The trainer and his/her assistant must sign supplier code of conduct
6. The trainer have to sign and abide by the security policy of World Vision Bangladesh.
7. The training should be scheduled according to the convenience time of the trainees (Considering the school time) and the trainer must conduct training in each center at least 2 hours per day.
8. The trainer have to conduct the training at the place and time determined by World Vison Bangladesh.
9. The trainees will have to provide an institutional certificate at the end of the course.
10. After issuing the work order, the report of the work done as per the plan has to submitted along with bill by the date of 25th of each month.
11. The bill has to be submit according to the class performed monthly according to the calculation of the work done.
12. Will implement the advice and feedback given by World Vision Bangladesh officials.

❖ Responsibility of World Vision Bangladesh

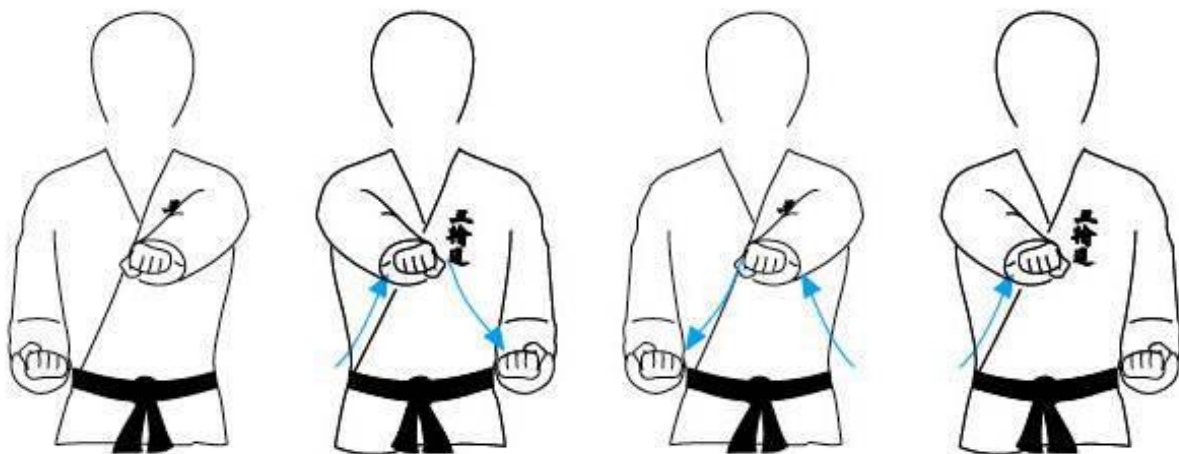
1. World Vision Bangladesh will ensure four centers for girls' child empowerment, physical fitness enhancement and under the safety scheme, training will be conduct in accordance with the policy at the designated / defined places of the World Vision Working area as per section "Training Location".

2. A list of 20-30 girls should prepare for each center and should confirm the place of training and the letter of consent from the trainee and the guardian.
3. World Vision Bangladesh will not provide any kind of travel, entertainment or any other expenses of the trainer and or the assistant.
4. World Vision Bangladesh will arrange monthly / quarterly meetings with trainees, trainers and officials of training institutes if required.
5. Each month World Vision Bangladesh will collect progress reports and other information on the training conducted.
6. World Vision Bangladesh will pay the bill according to the class and by head of trainees performed monthly.
7. During the training, World Vision Bangladesh staff will provide training supervision and necessary advice for the proper implementation of the activities.

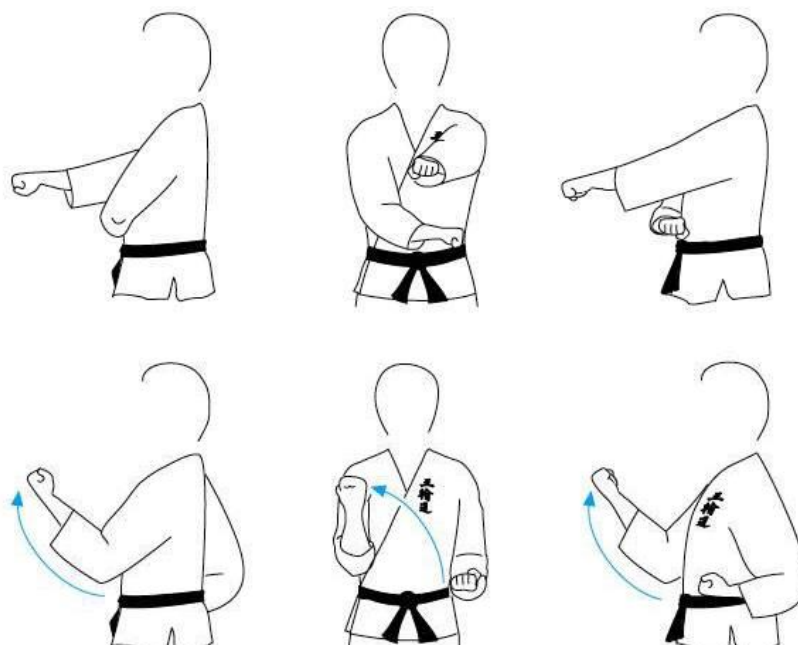
Specific tasks of the training provider

Under the direct supervision of the World Vision Bangladesh, the training provider will be required to train and certify at end of the training as stated below:

Basic Punch : The most common form of punching because this does not need much movement of your body part to generate power. It is just made to release the tension and to make a proper connection. It involves just punching in the air slowly with both your hands periodically but a bit slowly. Initially keep the face of your grip towards up but as you gradually move towards punching, at the last moment turn your wrist along with elbow such that the face of the grip will now face downward. Repeat the same with the other hand too.



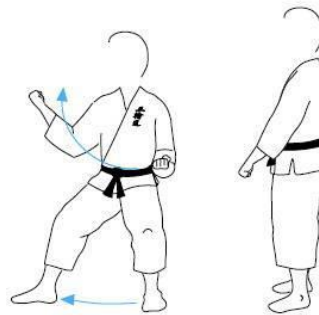
Blocking : Blocking teaches us how to do a fore arm block. From your normal position either step in or step back. Raise your blocked arm. It should shoot out towards the attacker. Then move the arm to the back and towards the reverse direction of the body. In this very moment connect your attacking arm with your fore arm. Pull the arm back and repeat the same thing again with another hand.



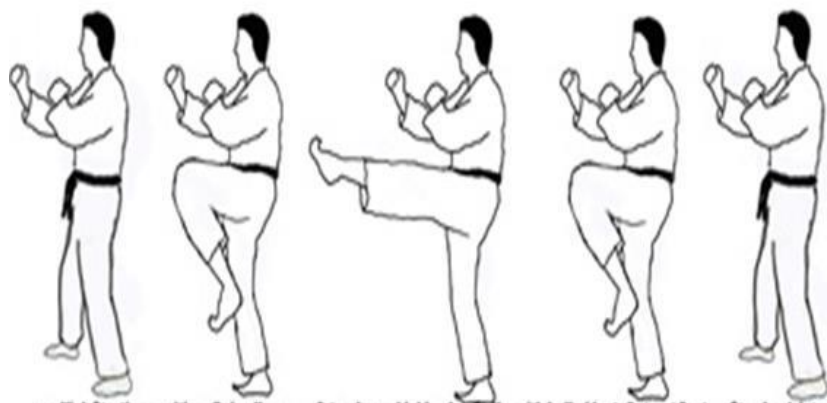
Upper Rising block : In upper rising block you have to maintain your body posture as shown in the figure below. One hand should be above your head and another just by the side of your waist. Then you have to switch your position just opposite with a lightning fast speed. The aim is to block any sudden thrust towards you from your opponent.



Middle Block : The initial body posture will be just like keeping your own arm straight vertically upward with the ground and another at your waist level facing forward. In the next step you have to move your horizontal hand towards vertical one with a 135 degree angle, with lightning speed. Repeat the same with other hand too.



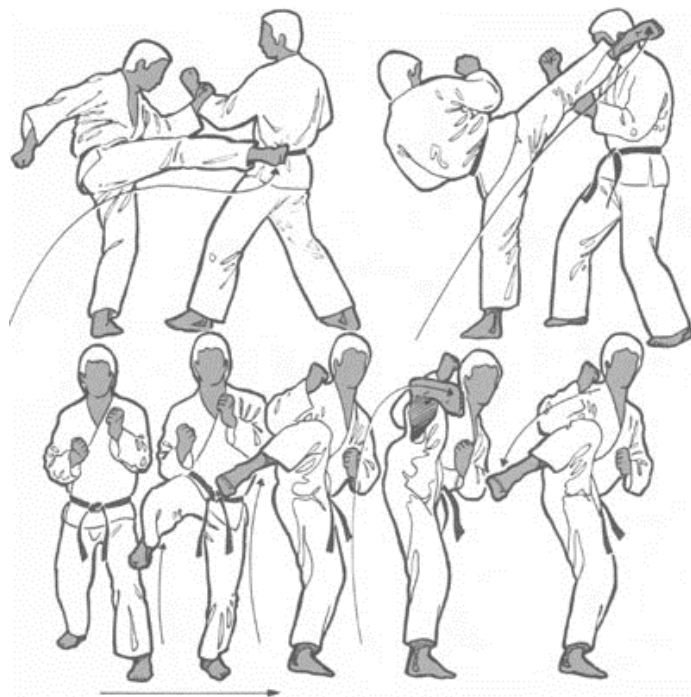
Front Kick : Mae Geri teaches you to attack a person with the balls of your foot. Strengths can be centralised at the balls of the foot while raising it up in the air and can be focused upon the joint parts of your opponent with a quick kinematic force, resulting in high impulsive strike.



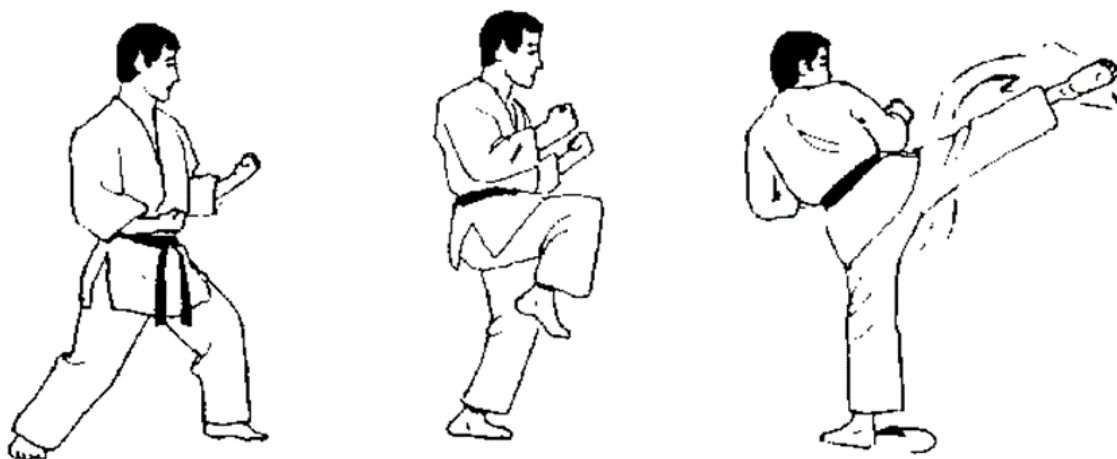
Side Kick : Here we use the side or blade of our foot. The attack is done side wise upon the lower part of the opponent. The wider you take back the foot in air gathering potential energy, the stronger will be the impulse due to high kinetic energy.



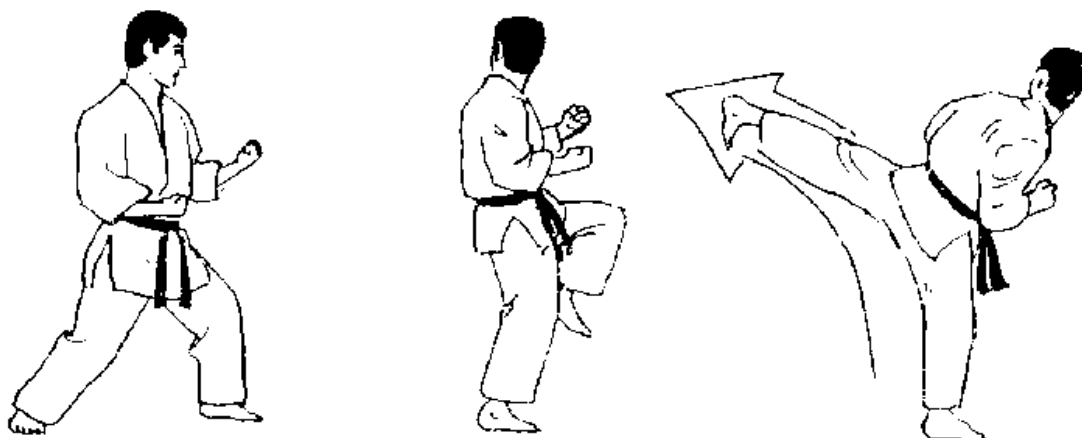
Round House Kick : In this we have to hit the opponent with the ball of our foot like Mae geri but the process is slightly different. We have to curl our toes up and after that we should make the movement of our foot sideways.



Hook Kick : First step is to keep your foot apart. Keep your right foot forward and left foot backward. Now take the right foot upward. The higher you take the stronger will be the impulse. Now instead of attacking on the left side of the opponent, attack on the right side with your right foot without leaning back.



Back Attack : Here one will focus on how to attack his opponent from the backside. The principle of attack remains the same as that of Hook kick. But with a slight difference that instead of attacking from the front end we have to move our leg towards back.



List of Shotokan Kata's

	Kata	No. of moves	Kata meaning
✓	Heian Shodan	21	"Peacefull Mind One"
✓	Heian Nidan	26	"Peacefull Mind Two"
✓	Heian Sandan	20	"Peacefull Mind Three"
✗	Heian Yondan	27	"Peacefull Mind Four"
✗	Heian Godan	23	"Peacefull Mind Five Universe"
✗	Tekki Shodan	23	"Iron Horse One"
✗	Tekki Nidan	24	"Iron Horse Two"
✗	Tekki Sandan	26	"Iron Horse Three"
✗	Bassai Dai	42	"Penetrating the Fortress-Big"
✗	Bassai Sho	27	"Penetrating the Fortress – Small"
✗	Kanku Dai	65	"To look at the Sky – Big"
✗	Kanku Sho	48	"To look at the Sky – Small"
✗	Enpi	37	"Flying Swallow"
✗	Jion	47	"Love (and) Goodness"
✗	Gankaku	42	"Crane on the Rock"
✗	Hangetsu	41	"Half Moon"
✗	Jitte	24	"Ten Hands"
✗	Chinte	32	"Incredible Hands"
✗	Sochin	41	"Preserve Peace"
✗	Meikyo	33	"Mirror of the soul"
✗	Jiin	38	"Named after the Saint"
✗	Gojushiho Dai	67	"54 Steps – Big"
✗	Gojushiho Sho	65	"54 Steps – Small"
✗	Nijushiho	24	"24 Steps"
✗	Wankan	24	"Crown of a king"
✗	Unsu	48	"Cloud Hands"

Belts and Ranks for Shotokan Karate

	Belt Colour	Rank	Kata required for next belt/grading
✓	White Belt / 9th KYU	9th KYU	Heian Shodan
✓	Yellow Belt / 8th KYU	8th KYU	Heian Nidan
✓	Orange Belt / 7th KYU	7th KYU	Heian Sandan
✗	Green Belt / 6th KYU	6th KYU	Heian Yondan
✗	Purple Belt / 5th KYU	5th KYU	Heian Godan
✗	Purple Belt / 4th KYU	4th KYU	Tekki Shodan
✗	Brown Belt / 3rd KYU	3rd KYU	Bassai Dai
✗	Brown Belt / 2nd KYU	2nd KYU	Bassai-Dai
✗	Brown Belt / 1st KYU	1st KYU	Bassai-DaiKanku-Daijionor Empi
✗	Black Belt / 1st Dan	Shodan	All kata will need to be known







Training Location

SL	Name of UP	Name of PFA	Training Venue / Location Info
1	Tongi UP	Himerdigee	Sar Factory, 46 no. Ward, Tongi, Gazipur
2	Tongi UP	Ershadnagor	TDH School, Block no. 3, Arshad Nogor, Tongi, Gazipur
3	Tongi UP	Satish	Hasan Chowdhury / Sataish School, Gazipura, Tongi, Gazipur
4	Tongi UP	Machimpur	Haidar Public School, 53 no. Ward, Tongi, Gazipur

Work Process

The service provider should work closely with project team of Tongi UP, World Vision Bangladesh.

Deliverables

SL	Product / Services Info	Module / Sample
1	<p>Full set Dress and Belt with WV Logo (as per Sample) ** 80 set of dress and Belt required</p> <p>Fabric information (For Dress and Belt) Composition : 100 % Cotton Colour : White GSM : 220 to 260 Stitch : Well stitched</p> <p>Dress Size As per measurement of trainee</p> <p>Belt Size Thickness : 3 to 4 mm Width : 2 to 2.25 Inch Length : Standard</p> <p>WV Logo Printing : High Quality Screen Print Colour : 5 Colour Size : Width 5 Inch x Height will be proportionate of Width</p>	
2	<p>Training Mat for flooring (Standard Thickness and Size) ** 4 mat required for four location</p>	
3	Basic Training and Physical Fitness	All basic physical exercise All basic forms of Martial Art All basic method as shown above
4	Training on White Belt and its evaluation for Yellow Belt	 Kata_White Belt_Heian Shodan.pdf
5	Training on Yellow Belt and its evaluation for Orange Belt	 Kata_Yellow Belt_Heian Nidan.pdf
6	Training on Orange Belt and its evaluation for Green Belt	 Kata_Orange Belt_Heian Sandan.pdf
7	Certification	

Annexure – i : Items/Services required

SI	Item Description	UoM	Qty.	Unit Price in BDT	Total Price in BDT
1	Martial Art Dress with Belt as per specification given under "Deliverable Table"	Set	80		
2	Martial Art Training Floor Mat as per specification given under "Deliverable Table"	Each	4		
3	Martial Art Training Class Duration : 2 Hours per day Number of Location : 4 Location Number of Participants : 20 person in each group (20 Person x 4 Location = 80 Person) Total number of class : 9 Class per month x 8 Month x 4 Location = 288 Class	Class	288		
Grand Total =					
Amount in words :					




Timeframe of the training

The selected trainer will be working under World Vision contract of services for the designated period defined below

SL	Breakdown	Quantity
1	Total number of trainee	80 Person (20 Person in each group / location)
2	Number of classes per month	9 (Each class should run 2 hours minimum) Total : 9 Class x 8 Month x 4 Location = 288 Class
3	Number of area for training	4 Location
4	Number of Trainer	1 per Location
5	Number of assistant for Trainer	1 per Location (if needed / Optional)

Head	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Basic / White Belt								
Evaluation Part-01								
Yellow Belt								
Evaluation Part-02								
Orange Belt								
Evaluation Part-03								
Certification								

Evaluation area (as per below attached documents)

Stage	Evaluation Criteria (as per attached document)
Basic / White to Yellow Belt	 Evaluation_01_White Belt_01_9th KYU.pdf
Yellow to Orange Belt	 Evaluation_02_Yellow Belt_01_8th KYU.pdf
Orange to Green Belt	 Evaluation_03_Orange Belt_01_7th KYU.pdf

Payment

1. WV will disburse payment per class basis on submitted Invoice.
2. Payment will sent to suppliers account within 15 days from the date of invoice received.
3. Payment will send to supplier account through BEFTN / S2B.

Reservations and Confidentiality

1. World Vision Bangladesh reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if training is incomplete, not delivered as per ToR / module, or for failure to meet deadlines.
2. Under any circumstances, without prior permission of World Vision Bangladesh, training module, trainer's information, training progress information and picture is prohibited to share, post or advertise in any paper based / electronic media and or social / professional platform.

ToR and Course Technical area developed by:



Johny Jenas Gonsalves

Field Supply Chain Management Coordinator
Urban and Rural Cluster
World Vision Bangladesh

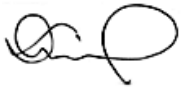
Activity implementer:



Lawrence Falia

Program Officer
Tongi Urban Program, Urban and Rural Cluster
World Vision Bangladesh

Finance and Budgetary reviewed by:



Swapan Kumar Gain

AP Finance & Admin Officer
Tongi Urban Program, Urban and Rural Cluster
World Vision Bangladesh

Reviewed by Technical Coordinator:



Dominic Sentu Gomes

Technical Coordinator - Integrated WASH & CESP
Tongi Urban Program, Urban and Rural Cluster
World Vision Bangladesh

Reviewed by:



Mir Rezaul Karim

Advocacy and Campaign Coordinator
Urban Program, Urban and Rural Cluster
World Vision Bangladesh

Recommended by:



Joanna D' Rozario

Technical Program Manager
Urban Program, Urban and Rural Cluster
World Vision Bangladesh

Recommended by:



Monju Maria Palma

Deputy Director, Field Program Operations
Urban Program
World Vision Bangladesh

Recommended by:

Sagor Marandy

Director Operations
World Vision Bangladesh

Approved by:

Chandan Z Gomes

Senior Director - Operations and Program Quality
World Vision Bangladesh

Annexure:

1. Supplier Code of Conduct

Learning reference:

<https://www.shotokankaratecalgary.com> (optional)

International Shotokan Karate Federation

Grading syllabus for 7th KYU testing for 6th KYU (Orange Belt testing for Green Belt)

Basics:

- ◆ Stepping forward punching **sanbon-tsuki** (three punch combination – first punch **jodan**, second two punches **chudan**)
- ◆ Stepping back blocking **age-uke** (rising block), **gyaku-tsuki** (reverse punch **chudan** level)
- ◆ Stepping forward **soto ude-uke** (outside forearm block), **gyaku-tsuki** (reverse punch **jodan** level)
- ◆ Stepping back **shoto-uke** (knifehand block) in **kokutsu-dachi** (back stance)

- ◆ Stepping forward kicking **mai-geri** (front snap kick)
- ◆ Stepping forward kicking **mawashi-geri** (round-house kick)
- ◆ Making **kiba-dachi** (side stance), stepping across and kicking **yoko-geri keage** (side snap kick)
- ◆ Making **kiba-dachi** (side stance), stepping across and kicking **yoko-geri kekomi** (side thrust kick)

Kata: Heian Sandan

- ◆ Heian Sandan in your own time

Kumite: One Step Basic Sparring

- ◆ Facing your partner, one step sparring, twice **jodan** (face level) and twice **chudan** (stomach level). One direction you are the attacker, the opposite direction you are the defender.

Please note: The above is for guidance only. Sensei may choose to change, add or leave out any of the above in your examination.

International Shotokan Karate Federation

Grading syllabus for 9th KYU testing for 8th KYU (White Belt testing for Yellow Belt)

Basics: All done in zenkutsu-dachi (front stance)

- ◆ Stepping forward punching **chudan** level (stomach level)
- ◆ Stepping back blocking **age-uke** (rising block)
- ◆ Stepping forward **soto ude-uke** (outside forearm block)
- ◆ Stepping forward **shoto-uke** (knifehand block) in **kokutsu-dachi** (back stance)

- ◆ Hands down by your sides, stepping forward kicking **mai-geri** (front snap kick)

Kata: Heian Shodan

- ◆ Heian Shodan in your own time

Kumite: Three Step Basic Sparring

- ◆ Facing your partner, step forward **to sensei's count** three step sparring, three times **jodan** (face level) and three times **chudan** (stomach level). One direction you are the attacker, the opposite direction you are the defender.

Please note: The above is for guidance only. Sensei may choose to change, add or leave out any of the above in your examination.

International Shotokan Karate Federation

Grading syllabus for 8th KYU testing for 7th KYU (Yellow Belt testing for Orange Belt)

Basics:

- ◆ Stepping forward punching **chudan** level (stomach level)
- ◆ Stepping back blocking **age-uke** (rising block)
- ◆ Stepping forward **soto ude-uke** (outside forearm block)
- ◆ Stepping back **shoto-uke** (knifehand block) in **kokutsu-dachi** (back stance)

- ◆ Hands down by your sides, stepping forward kicking **mai-geri** (front snap kick), **chudan** level (stomach level)
- ◆ Stepping forward kicking **mai-geri** (front snap kick), **jodan** level (face level)
- ◆ Making **kiba-dachi** (side stance), stepping across and kicking **yoko-geri keage** (side snap kick)
- ◆ Making **kiba-dachi** (side stance), stepping across and kicking **yoko-geri kekomi** (side thrust kick)

Kata: Heian Nidan

- ◆ Heian Nidan in your own time

Kumite: Three Step Basic Sparring

- ◆ Facing your partner, step forward **to your own count** three step sparring, three times **jodan** (face level) and three times **chudan** (stomach level). One direction you are the attacker, the opposite direction you are the defender.

Please note: The above is for guidance only. Sensei may choose to change, add or leave out any of the above in your examination.

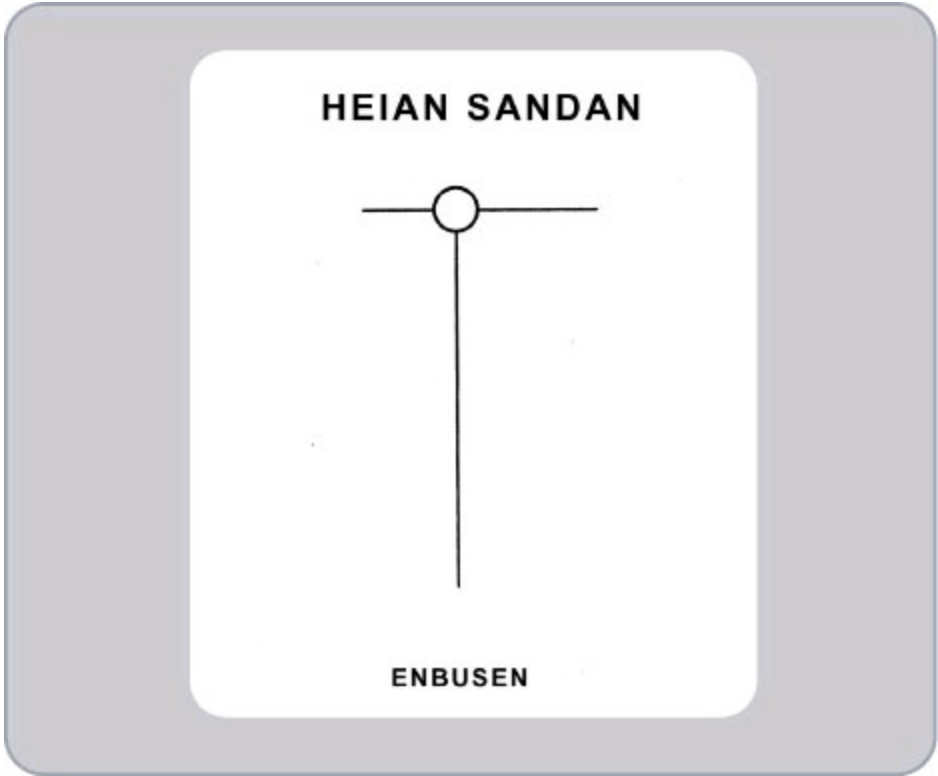


Heian Sandan









In Action



Anwendung zu (2)-(5)





2a



2b



2c



2d



3a



3b





5a



5b



5c



5d



5e



6a



6b



7a



7b

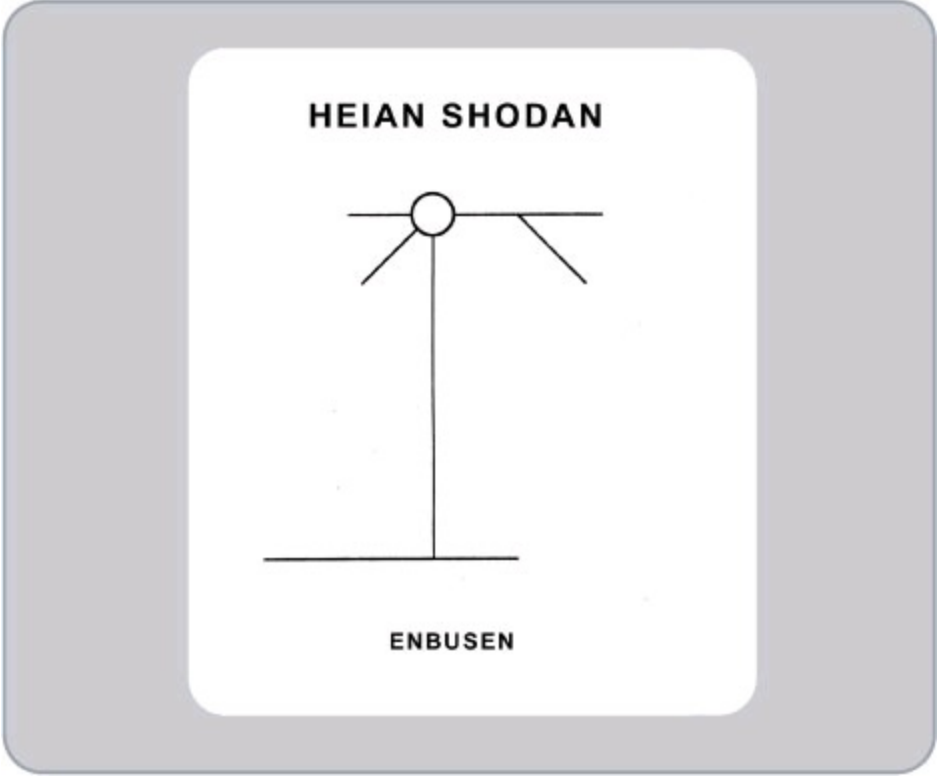


Heian Shodan









In Action







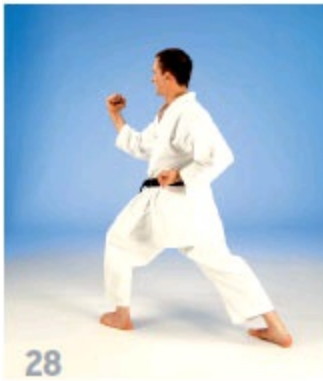




Heian Nidan

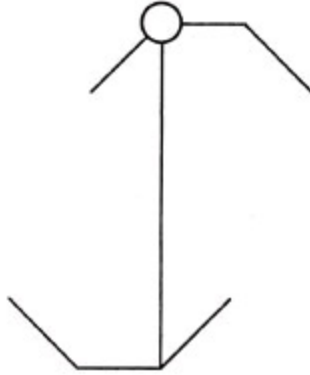








HEIAN NIDAN



ENBUSEN

In Action











7a



7b



7c