PROJECT IMPLEMENTATION AGREEMENT
Between
the International Organization for Migration
and
COAST Trust
on
Improving Local Capacity in Producing Organic Products and Managing Seed Fund of the Entrepreneurs

This Project Implementation Agreement is entered into by the International Organization for Migration, an organization part of the United Nations system, Mission in Dhaka, Bangladesh, House No. 13A, Road No. 136, Gulshan-1, Dhaka-1212, represented by Giorgi Gieauri, Chief of Mission (hereinafter referred to as “IOM,”) and COAST Trust of House No.13, Metro Melody, Road No.2, Shamoly, Dhaka-1207 represented by Rezaul Karim Chowdhury, Executive Director (hereinafter referred to as the “Implementing Partner”). IOM and the Implementing Partner are also referred to individually as a “Party” and collectively as the “Parties.”

1. Introduction

Moheshkhlali Island has a total population of 321,218 and an average literacy rate amongst the population of 30%, which is well below the national average of around 50%. On the island, 62% of the total population are living under the poverty line and most of the people highly depend on agriculture and the fisheries sector for their livelihoods. Due to its geographical remoteness, one of the main obstacles for economic growth for the community is the poor infrastructure and lack of market accessibility. Furthermore, the conservative social environment limits women’s engagement in social and economic activities. Although the participation of women in economic activities is slowly increasing, the limited educational and vocational training opportunities for women is leaving them behind.

The main agriculture products on the island are cash crops and plant food are hardly cover the entire island due to salinity intrusion as a result of the rising sea level. Therefore, the community has adapted alternative ways to generate income, including betel leaf, fish, dry fish, and salt. However, farmers/producers do not have proper information on the price retail shops sell to customers in main cities, sales channels or the wholesale/retail process. Many of the farmers depend on middlemen for access to markets, without their own information on the retail prices, and thus, often underprice themselves.

This project aims to alleviate poverty through increasing the price the producers can hope to get for their crops and increasing inclusive business opportunities for a vulnerable population in remote areas through an innovative E-commerce business model based on Information and Communications Technology (ICT) infrastructure, and high-speed internet. The project engaged one e-commerce platform provider, Amar Desh Amar Gram, to facilitate e-commerce channel to sale Moheshkhlali products.
Moreover, the project already developed a Marketing Strategy to sale Moheshkhali based products. The project is promoting organic cultivation among the community farmers so that the supply of good quality products can be ensured in the e-commerce platform. To this end, the project is planning to partner with implementing partner to improve the local capacity in producing organic products and to distribute, manage and monitor the utilization of the seed fund among the selected entrepreneurs.

2. Integral Documents

The following documents form an integral part of this Agreement:

(a) Annex A – Project Document
(b) Annex B – Project Budget
(c) Annex C – Payment Request Form
(d) Annex D – Narrative Report Template
(e) Annex E – Financial Report Template
(f) Annex F – IOM Data Protection Principle
(g) Annex G – Guidance note to IOM and Implementing Partners /Contractor: Engagement of Children in Cash for Work
(h) Annex H – Code of conduct for Supplies

3. Scope of the Agreement

To achieve this, IOM will create partnership with an Implementing Partner who has a strong presence in the Moheshkhali island and will be responsible for implementing various activity such as 1) capacity development for farmers to produce hygienic and organic products, 2) installation of dried fish processing net and distributing organic product processing kids among the farmers 3) managing the seed fund to be distributed among the 11 selected entrepreneurs under the project. The implementing partner will further responsible to prepare training content, organize training, workshop and meetings in consultation with IOM project team. The Implementing Partner shall commence the activities on 1 July 2019 and fully and satisfactorily complete them by 30 September 2019.

4. Responsibilities of IOM

IOM undertakes to:

a) Manage and coordinated the project as per Annex A and relevant Annexes;
b) Supervise that Project objectives as per Annex A are achieved by the implementing Partners;
c) Review and approve the reports submitted by the implementing Partners;
d) Disburse financial resources in accordance with this Agreement;
e) Monitor progress of the program and provide supportive supervision to NGO for effective implementation of the project activities;
f) Provide technical assistance to ensure quality on overall implementation process; and
g) Necessary coordination with other IOM partners for smooth intervention.

5. Responsibilities of COAST Trust

The Implementing Partner undertakes to:

5.1 Submit implementation plan in line with the approved proposal of IOM project, including:
   5.1.1: detailed breakdown of the activities and approaches.
   5.1.2: detailed methodology and approaches on the management of seed fund.
5.1.3: detailed breakdown of the location and timeline of each activity, including the responsible member of implementing partner who in charge of the activity, and overall management and implementation structure.

5.2 Organize 2 (two) separate orientation sessions with selected fishermen (number will be confirmed later but around 30 to 40 in each orientation) to make them understand on the benefits of using healthy organic dry fish processing kits (dryer and net) and buy-in their interest to create ownership to adopt the organic process.

5.3 Hire and engage a quality control expert who will be based in e-business center in Moheshkhali to validate the quality of various products such as dried fish, sea fish and other agriculture products before processing for packaging and selling through online. Also, the consultant is expected to develop and deliver the trainings on using less preservatives and pesticides for betel leaf, live fish and salt for producers. The Terms of Reference of the consultant has to be agreed and approved by IOM.

5.4 Organize 10 (ten) training sessions [3 (three) per month] for the selected beneficiaries on healthy and organic production of cash crops of Moheshkhali including organic dried fish processing, using fish net (macha) and fish drier, packaging and how to sell their products through e-commerce platform. Ensure 20 (twenty) participants for each training session. Prepare post and pre-assessment test questionnaires and conduct proper evaluation of the training by the participants. This result has to be reflected into the monthly and final report.

5.5 Organize and demonstrate learning video documentary or visualized materials on the healthy and organic way of dry fish processing for a better understanding among the selected farmers.

5.6 Identify 4 (four) to 6 (six) key locations in Moheshkhali Island in consultation with dried fish producers and relevant local authorities for installing dry fish processing net.

5.7 Procure the most appropriate fish drier and fish net for the installation and monitor to ensure its proper utilization by the beneficiary group.

5.8 Support the selected 11 (eleven) entrepreneurs by distributing seed fund to buy and stock products to run both offline and online business and closely monitor the fund utilization and protect the fund from any sorts of misused by the entrepreneurs.

5.9 Prepare and disseminate promotional materials through the training sessions and video documentary.

5.10 Provide support to IOM to collect monthly beneficiary income tracking data during the activity implementation period.

5.11 Formulate committee or unions led by community members to make decisions on usage and maintenance of dry fish processing nets such as selecting locations, use rules and cycle.

5.12 Prepare a sustainability plan in consultation with IOM on the management of seed fund and organic fish processing facility to be sustained beyond the project period.

5.13 Coordinate and maintain close relations with other IOM partner organizations of this project regarding the implementation process of project activities.

Monitoring and Evaluation

5.14 Share the regular field monitoring plan to monitor effectiveness of organic dried fish processing facilities such as fish drier, fish net.

5.15 Monitor the utilization of seed fund to be distributed among the 11 (eleven) selected entrepreneurs.

5.16 Record monthly sales report to be able to track the income changes of entrepreneurs and beneficiaries.

The Implementing Partner will consult, coordinate with and obtain prior approval of the IOM project before arranging orientation, meeting, training, awareness sessions and workshops for necessary event management guidance. The Implementing Partner will appoint adequate and necessary numbers of programme staff for the Moheshkhali island, and the number shall be subjected
to IOM’s prior approval. In addition, the main activities will be delivered by volunteer group of the Implementing Partner.

Expected outputs/results from COAST Trust:

- Produce 4 (four) learning videos (number of videos will be decided once partnership is made) for demonstrating the methods of healthy and organic dry fish processing, using elevated fish net platform/fish drier etc.
- A total of 50 (fifty) dry fish producers are provided with extensive and series training on healthy and organic dry fish processing, packaging, and its overall supply chain. At least 30 (thirty) producers are expected to adapt the organic production.
- A total of 11 (eleven) selected entrepreneurs are provided with the seed fund to buy and stock products from the producers and sell it through e-commerce platform. The Project aims to generate the monthly income of each entrepreneur, who will avail the facility of the seed fund, should be BDT 20,000.00 (Twenty Thousand Bangladeshi Taka only).
- Successfully installed minimum 4 (four) fish driers and distribute 35 (thirty five) dry fish net (number of facilities will be decided once partnership is made) among the producers. It is expected that the facility will be fully utilized by the beneficiary group.

6. Finance

6.1 IOM agrees to provide financial support to the Implementing Partner in implementing “Improving Local Capacity in Producing Organic Products and Managing Seed Fund of the Entrepreneurs” (the “Project”) from 01 July 2019 to 30 September 2019 in the maximum amount of BDT 4,381,450.00 (Four Million Three Hundred Eighty One Thousand Four Hundred Fifty Bangladeshi Taka only) (the “Contribution”) in accordance with the Budget attached to this Agreement (Annex B) and considered an integral part thereof.

6.2 Subject to receipt of the funds by IOM from the funding Donor of the Project, payments shall be made by IOM up to the maximum amount of the Contribution in instalments in accordance with the following schedule and conditions:

(a) The first instalment in the amount of BDT 1,752,580.00 (One Million Seven Hundred Fifty Two Thousand Five Hundred Eighty Bangladeshi Taka only) shall become due after signing of this Agreement and upon IOM’s receipt of the Partner’s payment request.

(b) The second instalment in the amount of BDT 1,752,580.00 (One Million Seven Hundred Fifty Two Thousand Five Hundred Eighty Bangladeshi Taka only) shall become due after IOM’s receipts and approval of the interim narrative and financial reports as described in Article 7, IOM’s receipt of the request for payment and IOM’s verification of successful completion of the following activities:

i. Organize 2 (two) orientation meetings with the producers;
ii. Organize a series of training sessions on dry fish processing, organic method, packaging and e-commerce platform;
iii. Develop 4 (four) awareness and learning video documentary;
iv. Distribute and monitor seed fund among the 11 (eleven) selected entrepreneurs; and
v. Hire and engage quality control expert.
(c) The final instalment in the maximum amount of BDT 876,290.00 (Eight Hundred Seventy Six Thousand Two Hundred Ninety Bangladeshi Taka only) not exceeding the total eligible expenses reported by the Implementing Partner minus the sum of payment instalments already transferred by IOM, shall be made upon completion of the Project, subject to IOM’s receipt and approval of the final reports as described in Article 7, IOM’s receipt of request for payment and IOM’s verification of successful completion of all activities as per terms of reference.

(d) If at the end of the reporting period covered by an interim report, less than 70% (seventy per cent) of the previous instalments provided by IOM have been reported by the Implementing Partner as funds utilized for the purposes of the project implementation, the upcoming payment instalment shall be reduced by the unutilized portion of the previous payment instalments, unless the Implementing Partner justifies with a project financial forecast the need to maintain the instalment on a higher level not exceeding the contracted instalment amount.

(e) Any excess funds received by the Implementing Partner under this agreement which are reported in the final financial report by the Implementing Partner as not utilized for project implementation purposes shall be returned to IOM no later than the date of submission of the final report.

6.3 Payment shall be made by bank transfer in Bangladeshi Taka (BDT) to the following bank account:

   Bank Name: Bangladesh Krishi Bank (BKB)
   Bank account holder: COAST Trust
   A/C No: 4104-320000376
   Swift Code: BKBAADBHH
   Router No: 035264303
   Branch: Shyamoli Branch

6.4 The Implementing Partner shall maintain financial records, supporting documents, statistical records and all other records relevant to the Project in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the funds provided by IOM under this Agreement. The Implementing Partner shall make all such records available to IOM or IOM’s designated representative or the competent bodies of the funding Donor(s) of the Project at all reasonable times until the expiration of 7 (seven) years from the date of final payment, for inspection, audit or reproduction. On request, employees of the Implementing Partner shall be available for interview.

6.5 Any expenses found ineligible under the terms of this agreement by IOM or by the funding Donor(s) of the project, shall be returned to IOM within 30 (thirty) days from IOM’s written notification on the ineligibility of the expenses.

6.6 IOM shall be entitled, without derogating from any other right it may have, to defer payment of part or all of the financial support until the Implementing Partner has completed to the satisfaction of IOM the activities to which those payments relate.
7. Reporting

7.1 Financial report

7.1.1 A certified interim financial report shall be submitted to IOM no later than 15 August 2019. The interim financial report shall present how the contribution from IOM has been used from the start date of the project to 31 July 2019.

7.1.2 A certified final financial report shall be submitted to IOM no later than 31 October 2019 and shall cover the whole project duration.

7.1.3 All expenses included in the interim or final financial reports by the Implementing Partner must meet the following minimum criteria:
(i) They are incurred in accordance with the provisions of this Agreement; and
(ii) They are necessary for carrying out the activities as described in Annex A of this Agreement; and
(iii) They are foreseen in the estimated project budget as described in Annex B of this Agreement; and
(iv) They are incurred during the implementation period of this Agreement; and
(v) They are genuine, reasonable, justified, and comply with the principles of sound financial management; and
(vi) They are identifiable, recorded in the Implementing Partner's accounts in accordance with the accounting practices of the Partner and backed by supporting documents.

7.1.4 As part of the financial report verification and approval process, IOM retains the right to receive certified copies of all documents supporting the expenses reported by the Implementing Partner.

7.2 Narrative report

The interim narrative reports shall accompany the financial reports. The interim narrative report shall cover the activities performed and the results obtained by the Project during the reporting period. The report shall be analytical in approach, include a presentation of difficulties and shortcomings, and a discussion of possible remedies. The final narrative report shall be submitted to IOM for review and approval no later than 31 October 2019 and shall summarize the whole Project and state to what extent the objectives of the Project have been achieved.

7.3 The Implementing Partner shall give IOM all information on the Project and on the use of the resources provided by IOM that IOM may reasonably request in addition to information contained in the reports. The Implementing Partner shall also enable representatives of IOM to visit and study the various activities of relevance for the Project.

7.4 In addition to the financial and narrative reports, the Implementing Partner shall also submit a monthly activity report to IOM as follows:

(i) Submit monthly activity reports to IOM by the end of each month, no later than the 7th day of the next month;
(ii) Prepare details report on sustainability plan; and
(iii) Prepare a descriptive completion report on the Project results, activities, objectives, follow-up and recommendations.
8. Warranties

8.1 The Implementing Partner warrants that:

(a) It is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to provide fully and satisfactorily, within the stipulated completion period, the Project in accordance with this Agreement;

(b) It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this Agreement;

(c) In all circumstances it shall act in the best interests of IOM;

(d) No official of IOM or any third party has received from, will be offerd by, or will receive from the Implementing Partner any direct or indirect benefit arising from the Agreement or award thereof;

(e) It has not misrepresented or concealed any material facts in the procurement of this Agreement;

(f) The Implementing Partner, its staff or shareholders have not previously been declared by IOM ineligible to be awarded agreements by IOM;

(g) It has or shall take out relevant insurance coverage for the period the Services are provided under this Agreement;

(h) It shall abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child or with the “GUIDANCE NOTE TO IOM AND IMPLEMENTING PARTNERS/CONTRACTORS: ENGAGEMENT OF CHILDREN IN CASH-FOR-WORK” (Annex G);

(i) The contribution specified in this Agreement shall constitute the sole remuneration in connection with this Agreement. The Implementing Partner shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or the discharge of its obligations thereunder. The Implementing Partner shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.

(j) It shall respect the legal status, privileges and immunities of IOM as an intergovernmental organization, such as inviolability of documents and archive wherever it is located, exemption from taxation, immunity from legal process or national jurisdiction. In the event that the Implementing Partner becomes aware of any situation where IOM’s legal status, privileges or immunities are not fully respected, it shall immediately inform IOM.

(k) It must not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the most recent Consolidated United Nations Security Council Sanctions List and all other applicable anti-terrorism legislation. If, during the term of this Agreement, the Implementing Partner determines there are credible allegations that funds transferred to it in accordance with this Agreement have been used to provide support or assistance to individuals or entities associated with terrorism, it will inform IOM immediately who, in consultation with the donors as appropriate, shall determine an appropriate response.

8.2 The Implementing Partner warrants that it shall abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any fraudulent, corrupt, discriminatory or exploitative practice or practice inconsistent with the rights set forth in the
Convention on the Rights of the Child. The Implementing Partner shall immediately inform IOM of any suspicion that the following practice may have occurred or exist:

(a) a corrupt practice, defined as the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of IOM in the procurement process or in contract execution;
(b) a fraudulent practice, defined as any act or omission, including a misrepresentation or concealment, that knowingly or recklessly misleads, or attempts to mislead, IOM in the procurement process or the execution of a contract, to obtain a financial gain or other benefit or to avoid an obligation or in such a way as to cause a detriment to IOM;
(c) a collusive practice, defined as an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender process to obtain a financial gain or other benefit;
(d) a coercive practice, defined as impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities, or affect the execution of a contract.
(e) an obstructive practice, defined as (i) deliberately destroy, falsifying, altering or concealing of evidence material to IOM investigations, or making false statements to IOM investigators in order to materially impede a duly authorized investigation into allegations of fraudulent, corrupt, collusive, coercive or unethical practices; and/or threatening, harassing or intimidating any party to present it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or (ii) acts intended to materially impede the exercise of IOM's contractual rights of access to information.
(f) any other unethical practice contrary to the principles of efficiency and economy, equal opportunity and open competition, transparency in the process and adequate documentation, highest ethical standards in all procurement activities.

8.3 The Implementing Partner further warrants that it shall:

(a) Take all appropriate measures to prohibit and prevent actual, attempted and threatened sexual exploitation and abuse ("SEA") by its employees or any other persons engaged and controlled by it to perform activities under this Agreement ("other personnel"). For the purpose of this Agreement, SEA shall include:
   1. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favors or activities, including humiliating or degrading treatment of a sexual nature; abusing a position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
   2. Engaging in sexual activity with a person under the age of 18 ("child"), except if the child is legally married to the concerned employee or other personnel and is over the age of majority or consent both in the child's country of citizenship and in the country of citizenship of the concerned employee or other personnel.
(b) Strongly discourage its employees or other personnel having sexual relationships with IOM beneficiaries.
(c) Report timely to IOM any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA.
(d) Ensure that the SEA provisions are included in all subcontracts.
(e) Adhere to above commitments at all times.

8.4 The above warranties shall survive the expiration or termination of this Agreement. Failure to comply with any provision in the present Article shall constitute grounds for immediate termination of this Agreement.

9. Assignment/Subcontracting

9.1 The Implementing Partner shall not assign or subcontract the activities under this Agreement in part or all, unless agreed upon in writing in advance by IOM. Any subcontract entered into by the Partner without approval in writing by IOM may be cause for termination of the Agreement.

9.2 In certain exceptional circumstances by prior written approval of IOM, specific jobs and portions of the activities may be assigned to a subcontractor. Notwithstanding the said written approval, the Implementing Partner shall not be relieved of any liability or obligation under this Agreement nor shall it create any contractual relation between the subcontractor and IOM. The Implementing Partner remains bound and liable under this Agreement and it shall be directly responsible to the IOM for any faulty performance under the subcontract. The subcontractor shall have no cause of action against IOM for any breach of the subcontract.

10. Delays/Non-Performance

10.1 If, for any reason, the Implementing Partner does not carry out or is not able to carry out its obligations under this Agreement and/or according to the Project Document (Annex A), it must give notice and full particulars in writing to IOM as soon as possible. On receipt of such notice, IOM shall take such action as in its sole discretion is considered to be appropriate or necessary in the circumstances.

10.2 Neither party will be liable for any delay in performing or failure to perform any of its obligations under this Agreement if such delay or failure is caused by force majeure, such as civil disorder, military action, natural disaster and other circumstances which are beyond the control of the Party in question. In such event, the Party will give immediate notice in writing to the other Party of the existence of such cause or event and of the likelihood of delay.

11. Independent Contractor

The Implementing Partner, its employees and other personnel as well as its subcontractors and their personnel, if any, shall perform all activities under this Agreement as an independent contractor and not as an employee, partner, or agent of IOM.

12. Confidentiality

12.1 All information which comes into the Implementing Partner's possession or knowledge in connection with this Agreement is to be treated as strictly confidential. The Implementing Partner shall not communicate such information to any third party without the prior written approval of IOM. The Implementing Partner shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Agreement. These obligations shall survive the expiration or termination of this Agreement.
12.2 Notwithstanding the previous paragraph, IOM may disclose information related to this Agreement, such as the name of the Implementing Partner and the value of the Agreement, the title of the contract/project, nature and purpose of the contract/project, name and locality/address of the Implementing Partner and the amount of the contract/project to the extent as required by its Donor or in relation to IOM’s commitment to any initiative for transparency and accountability of funding received by IOM in accordance with the policies, instructions and regulations of IOM.

12.3 IOM in line with its transparency commitments, encourages its partners to report via the International Aid Transparency Initiative (IATI) platform. IOM and the Implementing Partner shall refer to each other when reporting via the IATI standard using the following IATI identifier:
- IOM: XM-DAC-47066
- Implementing Partner:

13. Intellectual Property

All intellectual property and other proprietary rights including, but not limited to, patents, copyrights, trademarks and ownership of data resulting from the Project shall be vested in IOM, including, without any limitation, the rights to use, reproduce, adapt, publish and distribute any item or part thereof.

14. Notices

Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and received by the other Party at the following address:

**International Organization for Migration (IOM)**
Attn: Manuel Marques Pereira, Deputy Chief of Mission
Muktijodha Complex, Bijoy Sharori, Baharchara,
Ward-11, Pouroshova, Cox’s Bazar
Email: granispsu@iom.int

**COAST Trust**
Attn: Rezaul Karim Chowdhury, Executive Director
House No.13, Metro Melody, Road No.2,
Shamoly, Dhaka-1207
Email: maruf@coastbd.net

15. Dispute resolution

15.1 Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.

15.2 In the event that the dispute, controversy or claim has not been resolved by negotiation within 3 (three) months of receipt of the notice from one party of the existence of such dispute, controversy or claim, either Party may request that the dispute, controversy or claim is resolved by conciliation by one conciliator in accordance with the UNCITRAL Conciliation Rules of 1980. Article 15 of the UNCITRAL Conciliation Rules does not apply.

15.3 In the event that such conciliation is unsuccessful, either Party may submit the dispute, controversy or claim to arbitration no later than 3 (three) months following the date of
termination of conciliation proceedings as per Article 15 of the UNCITRAL Conciliation Rules. The arbitration will be carried out in accordance with the 2010 UNCITRAL arbitration rules as adopted in 2013. The number of arbitrators shall be one and the language of arbitral proceedings shall be English, unless otherwise agreed by the Parties in writing. The arbitral tribunal shall have no authority to award punitive damages. The arbitral award will be final and binding.

15.4 The present Agreement as well as the arbitration agreement above shall be governed by the terms of the present Agreement and supplemented by internationally accepted general principles of law for the issues not covered by the Agreement, to the exclusion of any single national system of law that would defeat the Agreement to the laws of any given jurisdiction. Internationally accepted general principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts. Dispute resolution shall be pursued confidentially by both Parties. This Article survives the expiration or termination of the present Agreement.

16. Use of IOM Name

The official logo and name of IOM may only be used by the Implementing Partner in connection with the Project and with the prior written approval of IOM. The Implementing Partner must acknowledge the contribution of IOM to the Project in any advertising or publicity connected with the Project, which must be approved by IOM in writing in advance.

17. Status of IOM

Nothing in or relating to the Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the International Organization for Migration as an intergovernmental organization.

18. Indemnity

18.1 The Implementing Partner shall at all times defend, indemnify and hold harmless IOM, its officers, employees and agents from and against all loss, costs, damages and expenses (including legal fees and costs), claims, suits and liabilities to the extent arising out of or resulting from the activities under this Agreement. IOM shall promptly notify the Implementing Partner of any written claim, loss, or demand for which the Implementing Partner is responsible under this clause.

18.2 This indemnity shall survive the expiration or termination of this Agreement.

19. Waiver

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this Agreement shall not constitute a waiver or relinquishment of the right to enforce the provisions of this Agreement in future instances, but this right shall continue and remain in full force and effect.

20. Termination

20.1 This Agreement may be terminated by 1 (one) month’s written notice to the other Party. However, where the Implementing Partner is in breach of any of the terms and conditions of this Agreement, IOM may terminate the Agreement with immediate effect.
20.2 In the event of termination, IOM will only pay costs expended or legally committed in accordance with this Agreement up to the date of receipt of notice of termination, unless otherwise agreed. Other amounts paid in advance will be returned to IOM within 7 (seven) days from the date of termination.

20.3 Upon any such termination, the Implementing Partner shall waive any claims for damages including loss of anticipated profits on account thereof.

21. Severability

If any part of this Agreement is found to be invalid or unenforceable, that part will be severed from this Agreement and the remainder of the Agreement shall remain in full force.

22. Entirety

This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements and understandings, if any, relating to the subject matter of this Agreement.

23. Final clauses

23.1 This Agreement will enter into force retroactively from 1 July 2019 upon signature by both Parties. It will remain in force until completion of all obligations of the Parties under this Agreement unless terminated earlier in accordance with Article 20.

23.2 Amendments may be made by mutual agreement in writing between the Parties.

Signed in duplicate in English, on the dates and at the places indicated below.

For and on behalf of
The International Organization
for Migration

For and on behalf of
COAST Trust

Signature

Name: Giorgi Gigauri
Position: Chief of Mission
Date: 16 July 2019
Place: Dhaka

Signature

Name: Rezan Karim Chowdhury
Position: Executive Director
Date:
Place: Dhaka
Project Proposal

“Improving Local Capacity in Producing Organic Products and Managing Seed Fund of the Entrepreneurs”

Project Duration
3 months (1 July 2019 to 30 September 2019)

Project Location
Moheshkhilli, Cox’s Bazar

Submitted to

International Organization for Migration (IOM)
The UN Migration Agency

Submitted by

COAST

Contact person
Barkat Ullah Maruf
Assistant Director, COAST Trust
e: maruf@coastbd.net, m: +8801713328840
1. Background

Moheshkhali is an island upazila of Cox's Bazar District situated in the Bay of Bengal and in the North-East side of the district headquarter. The area of the upazila is 388.5 sqkm with a population of 321,218. The density of the population is 887 people per sqkm that is the 4th highest in Cox's Bazar. Cox's Bazar is one of the districts of Bangladesh lagging behind the national average of human development index particularly in terms of education, health, nutrition etc. Within Cox's Bazar district Moheshkhali is ranking at the 3rd last position in terms of the human development, ahead of Pekua and Kutubdia. This is one of the poverty driven area in Bangladesh where 62% population are living under the poverty line. Where the country's poverty statistics is 31.5% living below poverty line.

Almost half of the population are involved in Agriculture, 23,000 households out of 58,000. Agriculture production includes rice, betel leaf and coconut. The most popular farming here is salt production. Nearly 500 acres of Khas salt field are there in the island. Pearl production is also an important occupation here.

The rest are fisher folk, nearly 40,000 people who produced 15,000 Metric Tons of fish in 2010-11. The rest are labours in fishing, dry fish processing, salt field and other casual labours. A small ratio of the population is involved in small business and services.

The Government of Bangladesh has a mission titled "Digital Bangladesh, Vision 2021 Strategy" meant to enhance the technological advancement throughout the country. The Union Parishad buildings are designed and encouraged to be the hub of the internet facilities facing a number of challenges including electricity and digital literacy in the rural and remote areas.

Rationale of the Project

Being an island this upazila has some shortfall in terms of Development and physical infrastructure. This upazila is disconnected from the district headquarter by road but connected by ferry-boat, with only road connection at the extreme North corner via Badarkhali of Chokoria which is far from both Moheshkhali upazila and Cox's Bazar district headquarter. This creates a considerable remoteness that impacts the livelihood of the population.

Total road inside this upazila are 442.98 km including 200 km Kacha (un-metalled) roads. This is the 3rd lowest in Cox's Bazar after Pekua and Kutubdia both are quite smaller than this upzila. There is no railway or other transport facilities except riverways, which is 70 km (round the year) including 10 small harbours. All of them don't have concrete structures.
The island is recently connected with the National Electricity Grid having very low electricity coverage. There are only 32,000 subscribers of electricity in the island upazila having a daily demand of 10MW where the daily average supply is only 4-5 MW. The subscribers are mostly concentrated in the Moheshkhali upazila headquarter. Dhaighata Union is still out of the coverage of electricity.

Due to the remoteness of the island, the local production including rice, famous sweet betel leafs, pearls, coconut, dry fish, salt and others has a limited market. That's why the producers are normally getting exploited. This is the main obstacle of increasing the production and to ensure its quality.

Dry fish is one of the major harvests of the island. But due to the illiteracy and lack of awareness people hardly have idea of hygienic way of dry fish processing. Having no idea about the impact of using toxic chemicals on the human health, they are recklessly using it for preservation and processing.
On the other hand, there is an increasing demand of healthy and organic dry fish in the other areas of the country and producers of this remote island also could take that opportunity of a broader market via e-commerce platform.

2. About COAST
The organization doesn’t believe in mere service delivery to the target population of the projects. But, capacity building of the beneficiaries is always the central focus of any intervention, so that the benefited people are able to claim their rights from the government and non-government agencies.

One of the core programs of COAST is Institution Building, meaning promoting an alternative platform for the people to be able to raise their voice and advocacy with the government for necessary policy change for the local level. People’s Organization, mainly of women is focused for the women empowerment in the locality as well as establishing good governance.

2.1 Vision
Fighting for a world of Equity and Justice where Human Rights, Democracy and Dignity are the Social Cultures.

2.2 Mission
COAST organizes strategically important activities related to development, which in turn, will facilitate the sustainable and equitable improvement of life, especially of women, children and disadvantaged population of the coastal areas in Bangladesh through their increased participation in the socio-economic, cultural and civic life of the country.

2.3 Objectives
- To facilitate and participate in survival strategies of the coastal poor, especially of the women and the disadvantaged population to gain socio-economic sustainability and a better livelihood standard.
- To support and take necessary steps to mediate initiatives of the poor in realizing their demands on government and other institutions where they have legitimate rights and shares.
- To initiate projects and activities, also with others, with the aim of protecting and preserving the ecological/natural resources of the Bay of Bengal and related river basins.
- To promote advocacy, lobby and seek alliances for policy formulations and behavioral changes of relevant organizations and institutions and of the poor and disadvantaged population in the coastal areas.
- To undertake disaster preparedness and post-disaster rehabilitation programs in the coastal areas.
2.4 Presence and Intervention of COAST in Moheshkhali
COAST has been working in Moheshkhali upazila since the year 2000 to address the poverty and vulnerability of the people. The organization has successfully implemented a number of projects in that island and the core program still going on. Around 140,395 people are benefited so far through 6 projects and its interventions.

Projects in Moheshkhali implemented by COAST:

<table>
<thead>
<tr>
<th>SI</th>
<th>Project Name</th>
<th>Donor</th>
<th>Length/Duration</th>
<th>No of Beneficiary</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Micro Finance with Right Based Approach</td>
<td>PKSF</td>
<td>Ongoing Since 2000</td>
<td>1,807 families</td>
<td>Total Loan Outstanding 29,923,158 Taka</td>
</tr>
<tr>
<td>02</td>
<td>South East Coastal Development Initiative (Education)</td>
<td>Stromme Foundation</td>
<td>10 years (in 3 phases)</td>
<td>30,000</td>
<td>Phased out in 2013</td>
</tr>
<tr>
<td>03</td>
<td>Strengthening Government Social Protection Project (SGSP)</td>
<td>MIF</td>
<td>3 years</td>
<td>58,377</td>
<td>Phased out in 2017</td>
</tr>
<tr>
<td>04</td>
<td>School Feeding Project</td>
<td>EU</td>
<td>5 years</td>
<td>37,376</td>
<td>Phased out in 2016</td>
</tr>
<tr>
<td>05</td>
<td>Taru Alo</td>
<td>MIF</td>
<td>2 years</td>
<td>3,000</td>
<td>Phased out in 2019</td>
</tr>
<tr>
<td>06</td>
<td>Awareness Raising on benefit of using e-Commerce Platform</td>
<td>IOM</td>
<td>3 months</td>
<td>1,000</td>
<td>Phased out in Aug 2018</td>
</tr>
</tbody>
</table>

COAST has now 3 office facilities in Moheshkhali to run the current programs i.e. Moheshkhali Powrashova, Hoanak and Kalarmanchra. Every office premises have office space and accommodation for the 28 staffs including branch managers, Community Development Organizers (CDO) and support organizers.

3. The Proposed project

3.1 Project Title: “Improving Local Capacity in Producing Organic Products and Managing Seed Fund of the Entrepreneurs”

3.2 Project Duration: 3 months (1 July 2019 to 30 September 2019)

3.3 Project Locations (proposed): Dhalgata, Kutubzum, Choto Moheshkhali unions and Moheshkhali Powrashova in Moheshkhali, Cox’s Bazar. Other unions don’t have dry fish production.

3.4 Expected outcomes of the project:
1. A comprehensive Training Manual will be developed to train up the dry fish producers/entrepreneurs on Organic and toxic chemical free dry fish processing.
2. A total of 80 dry fish producers, 20 from each union, (no. of producers will be decided once partnership is made) will be provided with extensive and series training through 10 training sessions on healthy and organic dry fish processing, packaging, and its overall supply chain. At least 50 producers are expected to adapt the organic production.
3. A total of 11 selected entrepreneurs will be provided with the seed fund to buy and stock products from the producers and sell it through e-commerce platform. Project aims to generate the monthly income of each entrepreneur, who will avail the facility of the seed fund, should be BDT 20,000.
4. 4 Learning videos (no. of videos will be decided once partnership is made) will be produced for demonstrating the methods of healthy and organic dry fish processing, using elevated fish net platform/ fish drier etc.
5. Promotional printed communication materials will be designed and printed as a guideline for the producers and entrepreneurs and will be distributed during training sessions and video show sessions.

6. A sustainability plan of the activities i.e. Organic Dry Fish processing, will be developed through an empirical study based on the participatory opinions of the beneficiaries at the end of the project.

7. Successfully installed minimum 4 fish driers and 35 dry fish nets (no. of facilities will be decided once partnership is made) will be distributed among the producers. It is expected that the facility will be fully utilized by the beneficiary group.

3.5 Project Activities and timeline

a. Project Activities

<table>
<thead>
<tr>
<th>SL</th>
<th>Activities</th>
<th>Total Quantity</th>
<th>No of Participants</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organize two orientation meetings with the producers in Moheshkhali Powrashava</td>
<td>2</td>
<td>50</td>
<td>X</td>
<td></td>
<td></td>
<td>total 100</td>
</tr>
<tr>
<td>2</td>
<td>Organize a series of training sessions on dry fish processing, organic method, packaging and e-commerce platform</td>
<td>10</td>
<td>20</td>
<td></td>
<td>X</td>
<td></td>
<td>total 80 in 4 unions</td>
</tr>
<tr>
<td>3</td>
<td>Develop 4 awareness and learning video documentary</td>
<td>4</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Development of the training module</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Distribute and monitor seed fund among the 11 selected entrepreneurs</td>
<td>11</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hire and engage quality control expert: an experienced PhD candidate is expected to join</td>
<td>1</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Site selection and Installation of fish driers and net in Moheshkhali Island</td>
<td>4</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Distribution of organic dried fish processing net</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Learning and awareness Video show</td>
<td>16</td>
<td>800</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Development of sustainability plan through an empirical study</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Administrative activities

<table>
<thead>
<tr>
<th>SL</th>
<th>Activities</th>
<th>Total Quantity</th>
<th>No of Participants</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff orientation meeting to prepare the staff by knowing the organization and the project prior to the project kicks off</td>
<td>1</td>
<td>9</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Purchase all furniture, computer and other equipment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Agreement for video production with suitable consultant/ farm and ensure the videos are complete by the first month</td>
<td>4</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Work Approach

4.1 Best value of money
The organizational priority of project implementation is to maximize the benefit of the direct beneficiaries to ensure the best value of the fund intended for.

4.2 Local staff as beneficiary
COAST always intended to recruit local staff who are the members of the direct beneficiaries while implementing any project. The staff members then actually own the project and try to bring the maximum output considering the benefit or their own community people.

This approach saves the implementation cost and maximize the outputs.

4.3 COAST Governance
COAST Trust has its established governance to ensure maximum quality of the project with the assistance of the following facilities:

a. Internal financial and management audit system;
b. Project burn rate monitoring system;
c. MEAL
d. Project appraisal system from the Principal Office;
e. Close monitoring by senior officials i.e. Assistant Directors as a project focal person on top of the Project Coordinator;
f. Bi-monthly central project sharing meeting where all the project coordinators and accounts personnel are present to share the project activities and challenges;
g. Central HR policy manual;
h. All the policies including Gender policy, child protection policy, sexual harassment protection policy, whistle blowing policy, anti-corruption and zero tolerance policy, environment preservation and green policy etc. are strictly followed to ensure the quality management and protection of both beneficiaries and staff members of the organization.

5. Specific approaches for the implementation of this project

5.1 Training on organic methods of dry fish processing

a. A complete training manual will be developed within the first month of the project. And the entire training will be guided by the manual.
b. An expert will be hired to develop the training manual and will be tested in the community for the communication and will be approved by COAST and IOM before implementation.
c. The training manual will be printed. 500 copies of manuals will be printed and will be distributed to the trainees for their future use as guideline of dry fish processing.
d. There will be some promotional printed communication materials i.e. colourful flyers, folded brochures and guidebooks in a very easy language and local photos will be used so that they
own it. Using local photo was a recommendation during implementation of the e-Commerce project in Moheshkhali.

e. **Guest speakers/experts** will be invited to the trainings to conduct some of the technical sessions so that the trainees can ask specific questions. The experts will be invited from the government fisheries departments, local scholars, chemical experts etc.

5.2 Learning video production

a. The voice over used in the videos will be local language, the local accent of Moheshkhali people so that they understand very well. It was also a recommendation from them while some videos were shown on e-Commerce in the last project with IOM in Moheshkhali.

b. All the process and steps of dry fish processing will be captured in close view with graphical communicative presentation so that the viewers feel it is very easy to carry out.

c. The video will simulate the processes in a hygienic way so that the viewers also follow it. For example, the actor/actress in the video will use apron and gloves and very clean environment so that the producers are also motivated and interested to the cleanliness and safety of the workers.

d. Videos will use appropriate graphics and presentation to help the audience understand it.

5.3 Seed funds distribution and ensuring its use

a. **Maintaining pass books**: In the microfinance program of COAST, pass books are used for individual members to keep all the transaction records. Similar pass books will be given to all 11 entrepreneurs to maintain it. The Union facilitators will help them to keep the records.

b. **Monitoring the transactions and way of investing and re-investing the fund**: Since the basic idea of the fund is to rolling it in buying the dry fish products and to sell it through the e-Commerce platform, the respective union facilitators will closely monitor the fund receiver not to invest or spend the money to something else. They will be allowed to use the profit came out of it.

c. **Beneficiary Income tracking data**: One of the project deliverables is the "beneficiary income tracking data" and this will also ensure not to misuse the seed fund.

d. **Avoid indebted members**: The main challenge of ensuring proper use of the seed fund is if the receiver is indebted or over-indebted, they quickly try to get out of when they receive the cash. And once they hand over the cash they fall into the vicious cycle of the poverty again and fail to use the seed fund to get out of it. One way could be avoiding the over-indebted members to provide with the seed funds.

e. **Assist to make a business plan**: to ensure maximum utilization of the fund, the union facilitators will assist them to make an achievable business plan and monitor them to stick with the plan.

f. **Business plan session in the training**: There will be a specific session in the training on making a business plan and how to minimize the production cost and maximize the income from it.

5.4 Quality Control of the products

COAST is going to hire and engage a skilled and experienced personnel to act as Quality Controller. The salary of this position is kept even higher than the Project Coordinator to ensure the best candidate.

5.5 Installation of the Fish Drier and Processing Nets

COAST already have experience of installing this processing kits in different places in Cox's Bazar. Through the long partnership with PKSF (Palli Karma Shahayk Foundation) and the Marine Science Department of the University of Chittagong, COAST has already invented and tested the scientific
methods of fish drying process by using fish drier and processing nets. Those are quite successful already.

In this project, those models will be replicated by taking the expertise and experience of COAST staff on it.

In the fish drier, there is a built-in heating system for fish drying if the weather is gloomy and cloudy. An amount of budget is kept in the proposal for that if necessary. In some areas of Moheshkhali, there are no electricity or lack of supply of electricity. In that case, local generator could be used during the bad weather to keep the production going on.

Fish nets are basically elevated platforms (macha) covered by wide mesh nets to protect the dry fish from dirty birds and animals and the infectious insect like flies. This is a low cost but very effective kit for healthy dry fish processing.

5.6 Sustainability plan
This is a unique project and quite expected to be sustainable in Moheshkhali island being an opportunity for the poor and small-scale dry fish producers and entrepreneurs for making a livelihood and poverty reduction. The following measures could be taken to ensure the sustainability of the activities.

a. Empirical Study and a sustainable plan based on it: An empirical study will be conducted by an external consultant in the field of project implementation. Few steps will be taken according to the recommendation of the study.

b. Capacity Convergence instead of capacity development and ensure comparative advantage: We have to agree that the local people have their own capacity and comparative advantage of doing this business for decades. Now that some unhygienic ways and practice of using some toxic chemicals in the dry fish processing, some protective measures are necessary to be taken. So, our approach will be the capacity convergence instead of capacity development. This project will add on some new and scientific idea on top of their old practice, not teaching them some completely new ways of production which might not have the comparative advantage. This will be sustainable only if they have the comparative advantage of producing the dry fish in Moheshkhali. Because they have their competitors in other areas of Cox’s Bazar to produce dry fish.

c. Forward and backward linkage and establish a value chain: Any business or industry achieves sustainability if there are forward and backward linkages of the products. That means, a self-sufficient and complete value chain should be established.

d. To continue the facilities of e-Commerce: E-commerce platform is very new to the producers in Moheshkhali, there is no doubt. They are gradually learning it and at one stage they will be habituated with this new technology through trainings and simulations. But the problem in Bangladesh is, there are hardly any sustainability of projects. When people are habituated with some new ideas, then it is seen that the project is over and there is no facilities available. Therefore, the facilities

6. COAST Responsibilities for this project
As the implementing partner, COAST will undertake the following activities as mentioned in the TOR:

1. Two separate orientation sessions with selected fishermen (number will be confirmed later but around 30 - 40 in each orientation) to make them understand on the benefits of using healthy organic dry fish processing kits (dryer and net) and buy-in their interest to create ownership to adopt the organic process.
2. Hire and engage a quality control expert who will be based in e-business center in Moheshkhali to validate the quality of various products such as dried fish, sea fish and other agriculture products before processing for packaging and selling through online.

3. The training consultant will develop and deliver the trainings on using less preservatives and pesticides for betel leaf, live fish and salt for producers.

4. 10 training sessions (3 per month) for the selected beneficiaries on healthy and organic production of cash crops of Moheshkhali including organic dried fish processing, using fish net (macha) and fish drier, packaging and selling products through e-commerce platform. Post and pre-assessment test questionnaires will be developed and used during the training and conduct proper evaluation of the training by the participants.

5. Produce and demonstrate learning video documentary and visualized materials on the healthy and organic way of dry fish processing for a better understanding among the selected farmers.

6. Identify 4 to 6 key locations in Moheshkhali Island in consultation with dried fish producers and relevant local authorities to install Fish Drier and Processing Net (elevated macha) for dry fish processing.

7. Support the selected 11 entrepreneurs by distributing seed fund to buy and stock products to run both offline and online business and closely monitor the fund utilization and protect the fund from any sorts of misused by the entrepreneurs.

8. Prepare and disseminate promotional materials through the training sessions and video documentary.

9. Provide support to IOM to collect monthly beneficiary income tracking data during the activity implementation period.

10. Formulate Committee or Unions lead by community members to make decisions on usage and maintenance of dry fish processing nets such as selecting locations, use rules and cycle.

11. Conduct an empirical study and prepare a sustainability plan in consultation with IOM on the management of seed fund and organic fish processing facility to be sustained beyond the project period.

7. Methods of Implementation
COAST has some built-in methods to implement any project and to ensure the highest quality of the deliverables. The organization has the following management system and policies to ensure the quality of the outcome.

7.1 Downward Accountability
COAST believes in the accountability to the beneficiaries since the fund is spent for their development. This is not anyone’s kindness to let them out of the poverty and develop. It is their fundamental right to have the facility and assistance. That’s why the project beneficiaries are the first party to whom the project should be accountable.

The donor partner does deserve the authority to monitor the financial and activity based progress. But the beneficiary party is the core authority to whom COAST is always accountable for its presence and activities since the existence of the organization is for them.

7.2 Supportive Supervision
COAST has a built-in supportive supervision system through both-way appraisal system and transparency in all level. Supportive supervision enhances the teamwork and increases the quality of the outcomes.

This is how the senior level of the organization, who are trained, experienced and skilled on different aspects, gets involved into the project implementation and provide the best input to the field level to enrich their contribution to the project outcome.
7.3 MIS (Management Information System)
COAST is also actively trying to improve its technologically sound management system in branch level. To reduce the paper work and workload of Program Organizer (PqO), COAST has established computerized MIS at branch level. Improving the quality of reporting, excel software has been developed by our staff and successfully tested in 10 branches.

COAST management has provided necessary training & orientation of all Branch Manager, Area Manager and Regional Program Coordinator. After the training, computer system is established in branches and now all collection sheets, report and others activity are generated through software and as a result workload is reduced of PqO and management getting error free report from branch offices.

Recently mobile SMS system has been established in all branches for better monitoring of microfinance and other programs. All Branch Managers send daily MIS information to MF section of COAST Principal Office by 6.00PM through mobile SMS. This is also a software mechanism that generates a monitoring report and sends to respective operational Head and Regional Program Coordinators. This SMS based monitoring report including present bank and cash balance along with daily MF activities & information that made a very easier way to monitor all branches from the centre.

7.4 Internal audit (finance and program)
To ensure the worthy use of the fund there is a skilled capacity of internal audit system of the organization. Every single expenditure is audited to ensure the value for money as well as transparency to the donor partner and the beneficiaries.

This is how the Project Implementation Units (PIU) of the organization are always ready to face any external financial or program audit and are able to successfully go through it having as less errors as possible.

7.5 MEAL
COAST has an experienced and skilled unit of MEAL (in place of traditional monitoring and evaluation) that contributes to all projects and programs implemented by the organization to find out the errors and monitor the expected progress of all projects. COAST evaluates the projects for its own interest even if the donor partner does not instruct for it. The continuous evaluation helps the organization to realize how and what contribution we are leaving behind for the community we work for.

8. Challenges and Risks
There could be some challenges to implement the project and that includes but not limited to:

a. Lack of electricity at the union level could be a big challenge to run the e-Commerce platforms (apps in computer or other devices) and also the fish drier during bad weather. There are unions where the electricity coverage is really very low due to the lack of infrastructure and remoteness of the physical communication like roads.

b. Approaching rainy season could be one of the big challenges. Normally the season of dry fish last until August having the risk of early rainy season in July.

c. Understanding e-Commerce requires a minimum knowledge about Internet and the virtual market. For example, a union like Dhalghata still is out of the electricity coverage and most of the people have hardly any idea on Internet or online marketing.

d. Targeted fisher folks could be out in the deep sea for fishing in an expected timeframe.
e. Seed funds could be misused if it is given to the indebted participants. Lack of business plan could also be a challenge to make the fund rolling in buying the dry fish processed by the beneficiaries.

9. Ways to overcome the challenges
a. Rechargeable equipment are required to run the training and video shows and generator could be hired for big events.
b. Electricity and generator could be used in the fish driers during bad weather.
c. Seed funds will be closely monitored as planned and several mechanism will be applied.
d. Fish driers could be handed over to committees for being used by the community instead of handing over to individuals.
e. Dry fish processing nets could be handed over to individuals, selected by the UP member/ chairmen or the community leaders. This selection process should be transparent and participatory otherwise conflict could be arisen.

10. Contact information

<table>
<thead>
<tr>
<th>SI</th>
<th>Name and Designation</th>
<th>Role</th>
</tr>
</thead>
</table>
| 01 | Barkat Ullah Maruf  
Assistant Director, Research,  
Social Media and ICT,  
Base Station: Principal Office,  
Dhaka, COAST Trust  
email: maruf@coastbd.net  
mobile: 01713328840 | Project Focal          |
| 02 | SM Tauhidul Alam  
Senior Coordinator- ICT  
Base Station: Cox's Bazar Management and Training Center (CXMTC), Kolatoli, Cox's Bazar | Project Coordinator   |

Endorsed by  
Rezau Karim Chowdhury  
Executive Director, COAST Trust  
e: reza@coastbd.net, m: +88-01711529792
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Rate</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Preparing and distributing project materials and handouts for the audience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E2</td>
<td>Setting up and taking down the audio-visual equipment for the audience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E3</td>
<td>Extra staff costs, including refreshments, transportation, and venue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E4</td>
<td>Project Coordinator (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E5</td>
<td>Project Manager (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E6</td>
<td>Project Officers (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E7</td>
<td>Project Assistants (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E8</td>
<td>Full-time Staff (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E9</td>
<td>Part-time Staff (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E10</td>
<td>Other Staff (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E11</td>
<td>Audio-visual equipment (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E12</td>
<td>Refreshments (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E13</td>
<td>Transportation (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E14</td>
<td>Venue Rental (including travel)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E15</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project Duration: July 2019 to September 2019

Budget Amount Appropriated: BD 438,150

Budget Current: BD 417,500

Project Title: Improving local capacity in producing organic products and managing soil of the enterprises in Mostashom
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing the training manual, 100 copies (including VAT &amp; Tax)</td>
<td>200,000</td>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>Here &amp; consultant to prepare the training manual (including VAT &amp; Tax)</td>
<td>125,000</td>
<td></td>
<td>10,000</td>
</tr>
<tr>
<td>Training Manual Preparation</td>
<td>100,000</td>
<td></td>
<td>400</td>
</tr>
<tr>
<td>Design &amp; Illustration</td>
<td>200,000</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>500 color book printed (including VAT &amp; Tax)</td>
<td>200,000</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>1000 color book printed (including VAT &amp; Tax)</td>
<td>1,800,000</td>
<td></td>
<td>1,800</td>
</tr>
<tr>
<td>240 color book printed (including VAT &amp; Tax)</td>
<td>1,200,000</td>
<td></td>
<td>1,200</td>
</tr>
<tr>
<td>Professional Visual Aids</td>
<td>100,000</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Material transport from power stations to unions (including VAT &amp; Tax)</td>
<td>1,000</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>General Services</td>
<td>500,000</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Local travel for 20 participants x 150</td>
<td>30,000</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>Legal and travel, 150 x 20 expenses</td>
<td>1,000</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Cleaning &amp; decoration of venue (excluding VAT &amp; Tax)</td>
<td>1,500</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Banquet: Sectional (Includes Pho)</td>
<td>500,000</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Training Sessions on Day 1 process in 12 union x 20 participants in each training</td>
<td>69,600</td>
<td></td>
<td>696</td>
</tr>
<tr>
<td>Continuous</td>
<td>2,000</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Board/Signages</td>
<td>5,000</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Tear and write, 150 x 20 expenses</td>
<td>500</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Local travel for 20 participants to come to conferences from unions x 200 TK</td>
<td>10,000</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Continuous sign (4 sites) with legal, man</td>
<td>2,000</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Conference sign (4 sites) with legal, man</td>
<td>5,000</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Venue rental, whole day</td>
<td>1,000</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Office Cost**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent for Office</td>
<td>3</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>Bank Charge for Transactions</td>
<td>0</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Small mobile phone support and internet (PC 800 TK, CC 10 TK &amp; 150 TK)</td>
<td>3</td>
<td></td>
<td>0.50</td>
</tr>
</tbody>
</table>

**Sub-Total**

**Total**
<table>
<thead>
<tr>
<th>Sub-Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Operational Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide seed funds to 11 selected organizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 Seed Fund to 11 Enterprises</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptop computers for training the video show</td>
<td>1</td>
<td></td>
<td>17,700</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Projector and portable sound system with both microphone and video sound</td>
<td>1</td>
<td></td>
<td>14,200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rechargeable &amp; portable projector, wireless CRI + (500 lumens) Ultra</td>
<td>1</td>
<td></td>
<td>4,800</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training and video show equipment</td>
<td>1</td>
<td></td>
<td>4,800</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lab equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>include equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>with all including labor and transport (cost might vary for remote location)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elevator lift (max) 1,500 X 800, equipped with banana and control</td>
<td>20</td>
<td></td>
<td>90,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Protection Equipment</td>
<td>4</td>
<td></td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F-Stop (A)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Material transport from Powersports to unions (Thea Van &amp; bus / partner)</td>
<td>10</td>
<td></td>
<td>0.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tear and makes 25 Presentations X 0.10</td>
<td>10</td>
<td></td>
<td>0.100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Banner</td>
<td>10</td>
<td></td>
<td>0.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleaning and decoration of the venue (UP/ School building)</td>
<td>10</td>
<td></td>
<td>1.500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
<td>4,381,450</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX III
Grant- PAYMENT REQUEST

GENERAL INFORMATION:
LEG Approval Code :
Project Period :
Name of the Project :
Project Location :

FINANCIAL INFORMATION:
NUMBER OF INSTALLMENT :
TOTAL GRANT AMOUNT :
TOTAL PREVIOUS INSTALLMENT RECEIVED :
TOTAL EXPENDITURE :
BALANCE LEFT :
PERCENTAGE OF UTILIZATION (Fund received) :
AMOUNT REQUESTED (Installment number) :
BALANCE LEFT :

PAYMENT BENEFICIARY:
Name of Organization : .................................................................
Name of Bank : .................................................................
Bank Details : .................................................................
Bank A/C : .................................................................
Swift code : .................................................................

(Attach Narrative and Financial Reports if applicable)
Note: Bank Account details should be as per agreement. If any changes need to be intimated to IOM
Interim Narrative and Financial Report were previously submitted to IOM.

AUTHORIZED SIGNATORY OF SUBGRANTEE (Signature and Organization Stamp):
## PROJECT DATA TABLE

<table>
<thead>
<tr>
<th>Name of Implementing Partner</th>
<th>Project Cap Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Period and Overall Duration: Enter the project start date and end date, as stipulated in the agreement. Please be sure to include in brackets the project's total duration (i.e., 6 months)</td>
<td></td>
</tr>
<tr>
<td>Geographical Coverage: Specify the geographical area covered by the project. (State and county level)</td>
<td></td>
</tr>
<tr>
<td>Project Beneficiaries: Please provide the details of the beneficiaries reached by the project including number, and to the extent possible, disaggregated by sex and age (Total Female; total Male, and children under five years of age if possible)</td>
<td></td>
</tr>
<tr>
<td>Project Partner(s): Insert the names of the project partners, who actively contribute to and/or take part in project operations.</td>
<td></td>
</tr>
<tr>
<td>Reporting Period: Enter the period the report covers, distinguishing between the narrative and financial dates, if necessary. Final report should cover the entire grant duration.</td>
<td></td>
</tr>
<tr>
<td>Date of Submission: Insert the date the report is being submitted.</td>
<td></td>
</tr>
<tr>
<td>Type of Report</td>
<td>Interim or Final</td>
</tr>
<tr>
<td>Total Confirmed Funding (Against CAP project): List the total funding pledged for the project. If multiple donors have funded the project, list each contribution by donor in USD.</td>
<td></td>
</tr>
<tr>
<td>Total Expenditures: Insert either the total cumulative expenditures or the expenditures during the reporting period. This information should be consistent with what is stated in the financial report.</td>
<td></td>
</tr>
</tbody>
</table>

## 1. SUMMARY OF KEY ACHIEVEMENTS DURING THE REPORTING PERIOD

In this section, summarize the objective that the project aims to achieve, the progress made in achieving/contributing to the realization of the outputs and outcomes (as appropriate) specified in the Project's Logframe.
Provide a self-assessment on how this grant is contributing/has contributed to answer the problem targeted by the project. The assessment should focus on the key results and changes that have taken place.

In case of significant discrepancy between proposal and actual progress/outcomes, this should be explained.

Describe how cross-cutting issues have been addressed during the reporting period / throughout project implementation. Cross-cutting issues include gender mainstreaming, environmental impact, utilization of human rights-based approach, HIV/AIDS, and overall project sustainability and any other relevant considerations.

2. PROGRESS MADE TOWARDS THE REALIZING OUTCOMES* AND OUTPUTS

Update against Project Indicators

<table>
<thead>
<tr>
<th>Targets (As listed in section V of the proposal)</th>
<th>Achievements as of this reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List main activities that were implemented during the reporting period, in reference to the original project proposal. Provide update against workplan and explain if activities are being carried out within the proposed timeframes. If there are significant discrepancies between targets and actual results, please explain.
3. CHALLENGES ENCOUNTERED AND ACTIONS TAKEN

This section describes and analyses significant difficulties or delays faced during project implementation and summarizes responses, solutions or corrective measures that have been taken, continue to be taken, or are being planned to address and rectify the situation or address the issue of concern.

Begin by assessing whether project implementation has deviated from the project document and/or workplan. If so, consider whether the external and/or internal challenges or obstacles that arose. If the difficulty or constraint remains/remained, even after the initial response, describe the subsequent action(s) planned and/or recommended.

Analyse and assess whether each issue is the result of a risk outside of the partner’s control, such as a political event or a natural disaster, or if the problem is due to a flaw or oversight in project design.

If the project is proceeding within the parameters and timeframe set forth in the project document and workplan, and is on schedule in meeting its targets within the scope of the budget, then state that there were no major obstacles encountered during the reporting period.

4. CONCLUSIONS

In this section, briefly summarize the key achievements realized during the reporting period towards the overall objective and outcomes, and in case of interim report, outline the next steps in the project’s implementation, briefly reiterating – if appropriate – any significant and persistent challenges anticipated to remerge during the upcoming period.

For interim reports, this means a description of the key activities, outputs and/or outcomes envisioned for the upcoming reporting period. For final reports, note any good practices that emerged and/or lessons that were learned during implementation. If a subsequent phase or follow-up project is proposed, briefly note this development and outline and concisely justify the overall objective envisioned. Be sure to highlight the measures taken by the project to promote the sustainability and/or lasting impact of its intervention(s).

5. EXPENDITURES AND RESOURCE UTILIZATION

Please see the attached financial report.

The financial report is to be attached to the narrative report as a separate document. This section can be used to provide a narrative description of any issues faced in budget execution or technical issues related to the accounting and reconciliation of expenditures, such as variances in actual expenditures on a given budget line compared to the funds allocated for that purpose.
6. ANNEXES

For final narrative report - please annex, or include in this main report, a human interest story that captures the positive changes on beneficiaries realized as a result of the project intervention and supporting photograph(s). If the story reveals the identity of any of the project beneficiary, the Implementing Partner shall obtain written consent from the beneficiary regarding the use of the story for reporting.

List any other annexes that are attached to the narrative report.

Ensure that the annexes are mentioned in the body of the text, and that the numbering of the annexes matches their order of appearance. Note that the financial report should not be considered or counted as an annex.
<table>
<thead>
<tr>
<th>Equipment Purchased</th>
<th>Description of the Equipment</th>
<th>Total Cost (USD)</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Purchase Date of</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IOM Information Protection Principles

1. Lawful and fair collection Personal data must be obtained by lawful and fair means with the knowledge or consent of the data subject.

2. Specified and legitimate purpose

The purpose(s) for which personal data are collected and processed should be specified and legitimate, and should be known to the data subject at the time of collection. Personal data should only be used for the specified purpose(s), unless the data subject consents to further use or if such use is compatible with the original specified purpose(s).

3. Data quality

Personal data sought and obtained should be adequate, relevant and not excessive in relation to the specified purpose(s) of data collection and data processing. Data controllers should take all reasonable steps to ensure that personal data are accurate and up to date.

4. Consent

Consent must be obtained at the time of collection or as soon as it is reasonably practical thereafter, and the condition and legal capacity of certain vulnerable groups and individuals should always be taken into account. If exceptional circumstances hinder the achievement of consent, the data controller should, at a minimum, ensure that the data subject has sufficient knowledge to understand and appreciate the specified purpose(s) for which personal data are collected and processed.

5. Transfer to third parties Personal data should only be transferred to third parties with the explicit consent of the data subject, for a specified purpose, and under the guarantee of adequate safeguards to protect the confidentiality of personal data and to ensure that the rights and interests of the data subject are respected. These three conditions of transfer should be guaranteed in writing.

6. Confidentiality

Confidentiality of personal data must be respected and applied to all the stages of data collection and data processing, and should be guaranteed in writing. All IOM staff and individuals representing third parties who are authorized to access and process personal data, are bound to confidentiality.
7. Access and transparency

Data subjects should be given an opportunity to verify their personal data, and should be provided with access insofar as it does not frustrate the specified purpose(s) for which personal data are collected and processed. Data controllers should ensure a general policy of openness towards the data subject about developments, practices and policies with respect to personal data.

8. Data security

Personal data must be kept secure, both technically and organizationally, and should be protected by reasonable and appropriate measures against unauthorized modification, tampering, unlawful destruction, accidental loss, improper disclosure or undue transfer. The safeguard measures outlined in relevant IOM policies and guidelines shall apply to the collection and processing of personal data.

9. Retention of personal data

Personal data should be kept for as long as is necessary, and should be destroyed or rendered anonymous as soon as the specified purpose(s) of data collection and data processing have been fulfilled. It may however, be retained for an additional specified period, if required for the benefit of the data subject.

10. Application of the principles

These principles shall apply to both electronic and paper records of personal data, and may be supplemented by additional measures of protection, depending inter alia on the sensitivity of the personal data. These principles shall not apply to non-personal data.

11. Ownership of personal data

IOM shall assume ownership of personal data collected directly from data subjects or collected on behalf of IOM, unless otherwise agreed, in writing, with a third party.

12. Oversight, compliance and internal remedies

An independent body should be appointed to oversee implementation of these principles and to investigate any complaints, and designated data protection focal points should assist with monitoring and training. Measures will be taken to remedy unlawful data collection and data processing, as well as breach of the rights and interests of the data subject.

13. Exceptions

Any intent to derogate from these principles is first be referred to the IOM Legal Affairs Department [Geneva] for approval, as well as the relevant unit/department at IOM Headquarters [Geneva].

Page 2 of 2
Labour or work is defined as any activity in exchange for money, goods or services. This includes cash-for-work, use of volunteers to conduct activities or any other like activity.

Although it is generally felt that children should not be direct beneficiaries of cash transfer for work programming, in exceptional circumstances they may be the recipients of cash transfers or be engaged in Cash-for-Work (CfW) if it is considered programmatically supportive to the children and engagement does not include the areas banned in the below list under child labour law for Bangladesh. In these cases, it is recommended the involvement of staff that has expertise in working directly with children, such as child protection experts.

Child Labour Law in Bangladesh

According to the Labour Law of Bangladesh 2006, the minimum legal age for employment is 14. Children under 14 may not engage in type of work or similar arrangement. Children between the ages 14 and 18 can engage in productive activities, which are recognized as being positive for the development and mental health of young people and their families. Productive activities can include: community mobilization work or Child Friendly Space facilitation.

The National Child Labour Elimination Policy in 2010 prohibits engagement in hazardous work below the age of 18. A government order issued in Bangladesh on 13 March 2013 identifies 38 processes/activities hazardous for children. Some of the hazardous activities include:

- Brick or stone breaking
- Construction
- Blacksmith
- Automobile workshops
- Manufacturing of aluminium products
- Battery recharging
- Manufacturing of plastic or rubber products
- Salt refining
- Manufacturing of soap or detergent
- Car or metal furniture painting
- Dyeing or bleaching of textiles
- Metal works
- Manufacturing of chalk product
- Manufacturing of pesticides
- Truck or tempo or bus helper
- Electric mechanic

Children between the ages of 14 and 18 should not be engaged in any productive activity that prevents access to education, vocational training opportunities, or conflicts with access to other life-saving or basic services.

Productive activity conditions should be provided with consideration to the child's specific needs and should be managed on a case by case basis, recognizing that some children 14-18 years of age also have child-caring responsibilities and/or have been exposed to distress, making it not appropriate for them to engage in work.

Considerations to take when children are beneficiaries of cash-for-work interventions:

- Brief all staff on child labour and how to identify, prevent and respond to it.
- Train all staff to verify the age of beneficiaries selected for CfW activities.
• **Work conditions and worker’s rights** should be explained to child workers in a clear and child-friendly manner. It is the organisation’s responsibility to ensure child workers are aware of their rights when engaged in productive activities.

• **Establish a protocol for cases of under-age beneficiaries.** The team can identify another member of the family to work in their place, or the family can benefit from a grant or voucher.

• **Ensure childcare arrangements for carers/guardians, including adolescent mothers; otherwise older children may be taken out of school to care for their siblings.**

• **Identify the strategies of beneficiary caregivers**, to ensure that children are not left uncared for. Providing childcare arrangements might make the programme more accessible to mothers, including child adult mothers involved in CFW. If there is a child protection programme with child-friendly spaces (CFS), consider locating one of the spaces near the work site. The person running the CFS can also be a beneficiary who is paid for their time or they can take turns volunteering.

• **Ensure the work is accessible to the differing abilities and needs of different groups of people** (elderly, adolescent, male, female, pregnant, disabled, etc).

• **Split the work for different ability groups in different areas of the site**, so that women, children and men are working in different zones and can be monitored against well-being indicators.

• **Ensure that groups are not channelled into lower-paid or less desirable forms of work** based on their sex, ethnicity or other group identity.

• **Adapt training** on how to do the cash-for-work to the learning ability of any adolescent beneficiaries.

**For monitoring of activities:**

- Ask programme staff if child abuse and exploitation cases have been reported, what happened to them, and how they are documented.

- Ensure that those in supervisory positions carry out regular checks to monitor compliance to programme policies and procedures. For example:
  - When on a supervisory visit to a site, ask what age-verification techniques are used.
  - Ask how staff respond when a mother is at a site with several of her young children.

- Ensure that all those who are entitled are reached.

- Ensure that regular random monitoring includes household-level data on how the cash transfer intervention is affecting the lives of both boys and girls.

- Include children — especially adolescents, 14–17-year olds, and child heads of households — in all monitoring and evaluation activities, such as post-distribution monitoring.

---

### Preventing Cash Transfer Programming from causing further harm to children

When organizations providing cash-for-work to children are considering discontinuing assistance to children to avoid causing further harm, it is important to:

- Identify factors that are putting children at risk when delivering CFW assistance.

- Assess the potential impact of stopping such support to children and their families.

- Identify other existing types of assistance to continue providing assistance to these children.

---

### General Recommendations per Programme or Area of Work — Emergency Coordinator advisory

Based on the above analysis, CFW or other engagement of youth under 18 should be avoided except for programmatic goals that involve peer to peer initiatives to engage those under 18. Some basic guidance below:

1. **Site Management and Site Development** — not appropriate for CFW or SMS given heavy workload and/or liaison roles with community leadership; appropriate for youth and children’s committees only

2. **Health** — not appropriate for medical services, case management, contact tracing or any other clinical work; possible only if cases for peer to peer activities for MHPSS or Health and Hygiene promotion initiatives.
3. **Shelter** – not appropriate for distribution, loading or other standard operations; possible only for cases of peer to peer activities on improving shelters for youth heads of households, theatre groups, etc.

4. **Needs and Population Monitoring (NPM)** – not appropriate given liaison role with community leadership

5. **Water, Sanitation and Hygiene (WASH)** – not appropriate for any engineering or CfW work; possible only for cases of peer to peer activities on hygiene promotion and/or committees involved with local level initiatives for hygiene, waste management, etc.

6. **Communicating with Communities (CWC)** – appropriate for peer to peer initiatives only

7. **Protection** – to be guided by the Child Protection Officer

8. **Inter-Sector Coordination Group (ISCG)** – not appropriate

9. **IOM Support Services (RMU)** – not appropriate

Note, the above applies to Cash-for-Work. For every CfW intervention, CIC and Majhis and any other relevant structures should be properly briefed by the relevant IOM unit on why children are or are not eligible to be part of CfW (e.g. road and drainage construction).

Children should not be required to work for more than 20 hours a week in any type of productive activity. It’s a child’s right to leisure and rest as well as to engage in play and recreational activities. A documented assessment of the risks that the labour exposes the child should be developed and the mitigation measures should be implemented by the employing organisation. The responsible persons of the agency or organisation that employ children should be clearly identified and held accountable for ensuring these preventive measures.

These guidelines apply to all IOM interventions in Bangladesh, including interventions carried out by IOM implementing partners, contractors and sub-contractors. It is recommended to include in their procurement and work guidelines a commitment that contractors comply with these guidelines.

Cash Transfers for programmatic support of vulnerable children, including Child-Headed Households (both orphaned as well as households where the father and/or mother are under 18) may be considered valid based on programmatic initiatives. Training, vocational skills, and any mechanism to support Child-Headed Households and other vulnerable children to achieve additional self-reliance is a legitimate programming activity that should be decided on a case by case basis.
Code of Conduct for Suppliers
Global Procurement and Supply Unit
Manila Administrative Centre, Manila Philippines

IOM is strongly committed in observing the highest ethical standards in all its procurement activities. As such, this Code of Conduct for Suppliers has been prepared to provide clear summary of IOM’s expectation from the suppliers in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and accountability should be strictly adhered to in all procurement activities.

IOM procurement ethics focuses on zero tolerance on corruption, avoiding any form conflict of interest and honest representation of supplier’s capabilities.

Suppliers are strongly urged to familiarize themselves with this Code of Conduct to ensure successful working relations with IOM.

Policy on Corruption and Position on Conflict of Interest

IOM expects all contracted suppliers and companies seeking to sell goods or services to conduct their business in accordance with the highest ethical standards. Suppliers or potential suppliers must strictly comply with all rules and regulations on bribery, corruption and avoid unacceptable business practices. Hence suppliers are expected to observe the following:

- Shall not, directly or indirectly, offer to any IOM Staff money, goods or a service as a consideration or in expectation of a favorable decision, information, opinion, recommendation, vote or any other form of favorism which qualifies as a corruption;
- Shall not directly or indirectly, offer, give or agree or promise to give to any IOM staff any gratuity for the benefit of/or at the direction or request of any Staff of IOM;
- To immediately inform the IOM Head of Office in the event that any Staff of IOM solicits or obtained or has made an attempt to obtain gratification for himself/herself or for any other persons.
- To immediately declare if any of the Company’s staff and/or officers had or have any relative employed with IOM. Failure to make such declaration shall be construed as a conflict of interest and might result in the exclusion of the supplier from present and future procurement activities and/or other legal action as deemed fit by the Organization.

Representation from Suppliers

IOM expects all its suppliers to honestly declare and warrant that:

- It will comply with all rules, regulations and statutory requirements relating to the provision of the products/services to IOM;
- It will not act in concert with other suppliers or agents when participating in a bid;
Code of Conduct for Suppliers
Global Procurement and Supply Unit
Manila Administrative Centre, Manila Philippines

- It is a duly authorized/certified provider of the supplied products/services and shall not, expressly or impliedly hold itself out to be an agent/representative of a third party provider of the same products/services;
- It will only supply products that are certified to be of merchantable and satisfactory quality;
- The supplier possesses the necessary capabilities, equipment and suitable place of business to perform its obligations;
- It shall not contract out or subcontract or outsource any portion of the products/services unless prior written consent from IOM has been obtained; and
- It shall maintain the highest standards of integrity and quality of work at all times.

Applicability of the Code of Conduct

This Code of Conduct shall apply to all Suppliers, sub-contractors and to other entities acting on behalf of them (with approval of IOM).

Monitoring compliance to the Code of Conduct

To facilitate the monitoring of suppliers' compliance with this Code of Conduct, IOM expects suppliers to:
- Develop and maintain all necessary documentation to support compliance with the described standards; such documentation must be accurate and complete;
- Provide IOM's representatives with access to relevant records, upon IOM's request;
- Allow IOM's representatives to conduct interviews with the supplier's employees and with management separately;
- Allow IOM's representatives to conduct announced and unannounced site visits of supplier locations; and
- Respond promptly to reasonable inquiries from IOM's representatives in relation to the implementation of the Code of Conduct.

Secure Communication Channels

IOM has established a secure communication channel to enable the suppliers to raise their concerns confidentially and responsibly. If the supplier has questions about the Code of Conduct or wishes to report a questionable behavior or possible violation of the Code of Conduct, the Supplier is encouraged and should contact IOM Global Procurement and Supply Unit at email address gpsu@iom.int, or at: IOM Manila Administrative Centre
Global Procurement and
Supply Unit (formerly
Field Procurement Unit)
28th Floor Citibank Tower
8741 Paseo de Roxas, Makati City 1226, Philippines

Suppliers Code of Conduct
Code of Conduct for Suppliers
Global Procurement and Supply Unit
Manila Administrative Centre, Manila Philippines

IOM will not tolerate any retribution or retaliation by anyone against a concerned Supplier who has, in good faith, sought out advice or has reported questionable behavior and/or a possible violation. IOM will take disciplinary action up to and including termination of contract for anyone who threatens or engages in retaliation, retribution or harassment of the concerned individual. Identities and contents of all information or complaints will be treated strictly confidential.

SANCTIONS

Breach of the Code of Conduct may result in actions being invoked against that supplier, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by the supplier in breach to its obligations under the Code of Conduct. The range of actions available to be imposed on the supplier includes but is not restricted to the following:

• Formal warnings – that the continued non-compliance will lead to more severe actions;
• Disclosure of nature of breach to all IOM subsidiaries and associate companies;
• Immediate termination of contract, without recourse;

Acknowledgment and Acceptance, to be submitted together with VIS (Vendor Information Sheet)

This is to certify that I have fully read the Supplier’s Code of Conduct attached. Having fully read and understood the completed requirement of this Supplier’s Code of Conduct, I hereby commit myself and my company to serve this Code of Conduct and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: __________________________
Address: __________________________
Representative: ____________________
Signature: _________________________

Suppliers Code of Conduct