Gender and Coastal Aquaculture Project

Funded by Swedbio and Partnership with SDF.

Plan of January to December 2020

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Strengthening Evidence-based Advocacy for Gender Mainstreaming and Gender Justice in Small-scale Fisheries and Coastal Aquaculture in South and Southeast Asia

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Initiatives Brief:
1. **Title of the Initiatives:**

   Strengthening Evidence-based Advocacy for Gender Mainstreaming and Gender Justice in Small-scale Fisheries and Coastal Aquaculture in South and Southeast Asia

2. **Duration of the Initiatives:** January to December 2020

3. **Budget:** BDT. 50, 00000

4. **Project Area:** Bhola, Cox’s Bazar & Bagerhat District.

5. **Overall Aim:**

   To increase local actor capacity and strengthen evidence-based advocacy for gender mainstreaming and gender justice in small-scale fisheries and coastal aquaculture in the context of the Blue Economy boom.

6. **Specific Objectives:**

   - To conduct a gendered socio-economic and environmental assessment of the impact of coastal aquaculture promotion and Blue Economy initiatives on small-scale fisher communities, coastal fisheries and coastal ecosystems.
   - To increase capacity for gender mainstreaming in small-scale fisheries and coastal aquaculture amongst various related actors, including local communities, local authorities and government agencies.
   - To strengthen advocacy for gender mainstreaming and gender justice in small-scale fisheries and coastal aquaculture at both the national and regional levels.

7. **Expected Outcomes and Indicative Activities:**

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Indicative Activities</th>
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<tr>
<td><strong>Under specific objective 1:</strong></td>
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<tr>
<td>1.1 Individual gendered socioeconomic and environmental assessment reports at</td>
<td>1.1.1 Desk-based research (literature review)</td>
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<td>national level</td>
<td>1.1.2 Field-based research (key informant interviews, focus group discussions, local</td>
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<td>community dialogues)</td>
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<td>1.1.3 Analysis and verification (participatory workshops with local communities and</td>
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<td>other actors)</td>
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<td></td>
<td>1.1.4 Dissemination and sensitization (formal reports, case studies, web stories)</td>
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<td>1.2 Consolidated gendered socioeconomic and environmental assessment report at</td>
<td>1.2.1 Establishment of working group at national and regional level</td>
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<td>regional level</td>
<td>1.2.2 Integration and consolidation of national and regional level reports</td>
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<td>1.2.3 Press conferences at national level to announce report and disseminate findings</td>
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<tr>
<td><strong>Under specific objective 2:</strong></td>
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</table>
2.1 Increased capacity for gender mainstreaming amongst local communities

- 2.1.1 Awareness raising for local communities by various participatory working method and process such as community dialogues, court yard meeting, tea stall meeting
- 2.1.2 Leadership training for local women with mentoring

2.2 Increased capacity for gender mainstreaming amongst local authorities and government agencies

- 2.2.1 Development of frameworks and materials to suit different national contexts.
- 2.2.2 Local level participatory workshops in which ensure cover local authorities and relevant government agencies.

**Under specific objective 3:**

3.1 Advocacy campaigns for gender mainstreaming and gender justice at national level

- 3.1.1 Establishment of coordinating bodies to facilitate networking at national level
- 3.1.2 Development of policy recommendations
- 3.1.3 Dissemination of policy recommendations
- 3.1.4 Constructive engagement with policy makers at different levels, attendees including local community representatives, national government officials, non-governmental organizations and academic experts.

3.2 Establishment of Regional Small-scale Fisher Women’s Coalition

- 3.2.1 Establishment of secretariat for regional coalition in which duties to be distributed amongst national partners.
- 3.2.2 Development of policy recommendations and advocacy materials reflect an integration and consolidation of national level perspectives
- 3.2.3 Dissemination of policy recommendations and advocacy materials: policy briefs, press releases, social media campaigns.
- 3.2.4 Formal launch of regional coalition level participatory workshop, attendees including local community representatives, national government officials, non-governmental organizations and intergovernmental organizations.

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### Project strategies and Approaches

- **Participatory Action Research**: the project is rooted to collect evidence about the realities in their communities and countries and collectively take action. The study will be conducted by working group comprise of organization researcher together with local community leaders both man and women. With strong, locally produced research and documented evidence, women challenge rights violation and gendered power imbalances. The research gives important to ensure active participation of women as equal part to reflect their own lives and policy decisions. It strategically places them as researchers and experts and promotes them into policy dialogue. Participatory research process is not only aim for collect information but it is also recognizes
that capacity building and learning is a collective, political action of all the actors involved. Researchers from partners’ organizations solidarity with participants are ensured.

- **Meaningful Participatory action**: The participants are not objects on whom research/study is conducted but rather the subjects of the inquiry who set the agenda, lead in the data collection and analysis, and control the use of the outcomes, including deciding what future actions to take or directions to go in. SDF, COAST and LAW TRUST research coordinator of each country will play role as mentors to field researcher and local community SSF men and women leaders’ fishers to participate in national and regional convening and provide advocacy/network opportunities. This project will lay down foundation and facilitate opportunity ensuring women fishers identify as critical to their enjoyment of human rights Amplifies Small scale fisher’s voices. It will also be leading to establish and strengthen networking among Small scale fishers to identify collective actions to bring about structural changes

- **Gender mainstreaming and Build capacity of all**: the project will provide capacity building trainings in Human Rights-based approach and gender on their area of research. Through a combination of face-to-face meeting and online modules, learn practical research skills, and by the almost the end of 2020 will consolidate research finding and will together have developed and commenced a community evidence-based action plan as well as national and regional advocacy campaign.

- **Owned by the community**: research decisions are conducted by working group comprise of project partner organization researchers, local community leaders men and women of small scale fishers (SSF) who are main stakeholders of the research project.

- **Intersectional**: the research will take intersectional approach to identify experiences of discrimination, exclusion and marginalization; recognizing the diversity of women’s experiences, identities and power. It aims to shift power, seeks to reconstruct traditional power imbalances such as researchers / subject, and also aims to challenge and shift gendered source of personal, political and structural power.

- **Fosters movement building / collective action**: the research process itself is a collective process that strengthens solidarity and empowers women and men of SSF to work collectively for long term structural changes.
১. প্রকল্পের নাম:
ঢাকা ও পূর্ব এশিয়ার ফ্রুট মৎস্যাঞ্জাবি এবং উপকূলীয় মৎস্য চাষের জীবাণু সম্প্রদায় ও নাভিতার জন্য প্রস্তুতিকে এডভোকেসি জোরদার করণ

২. প্রকল্পের মেয়াদ: জানুয়ারি থেকে ডিসেম্বর ২০২০

৩. প্রকল্প এলাকা:

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<th>উপজেলা/খানা</th>
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৪. মূল লক্ষ্য:
স্থানীয় অভিনেতার সক্ষমতা বাড়াতে এবং রুইকোমি বুমের পরিপ্রেক্ষিতে ছোট-বড় মৎস্যাঞ্জাবি এবং উপকূলীয় জলজ চাষে জীবাণু মূলধারার ও লিপট্যান্যাটিভারের পক্ষে প্রস্তুতিকে ভিত্তিক এডভোকেসি জোরদার করা।

৫. বাজেট: ৫০ জিপি টাকা মাত্র।

৬. বিষয়বস্তু:

৭. উদ্দেশ্যসমূহ:
- ছোট আকারের জেলে সম্প্রদায়, উপকূলীয় ফিশারি এবং উপকূলীয় বাস্তবজ্ঞের উপর উপকূলীয় জেলে কাজের প্রচার ও নীল অর্থনীতি উদ্দেশ্যে সমন্বয় কেন্দ্র জীবাণু অর্থ-সামাজিক ও পরিবেশগত ট্যাগিত প্রতিষ্ঠান করা।
- স্থানীয় জনতায় তৈরি করলে এবং সরকারী সংস্থাসহ মিশিয়ে সম্পর্কিত অভিনেতাদের মধ্যে ছোট-বড় মৎস্যাঞ্জাবি এবং উপকূলীয় মৎস্যচাষে জীবাণু মূলধারার সক্ষমতা বৃদ্ধি করা।
- স্থানীয় ও আঞ্চলিক উভয় জল ও মৎস্য ফিশারি এবং উপকূলীয় জলজগতে জীবাণু মূলধারার ও জীবাণু নায়িকারের পক্ষে এনভোকেসি জোরদার করা।

লক্ষ্যমাত্রা (স্মার্ট, পরিমাপযোগ্য, অর্জনযোগ্য যথার্থতা ও সময় (SMART) নির্ধারণ করুন। পরিবেশকের জন্য টাগেট SMART করা অত্যাধুনিক (বর্তমান) ।

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<th>ক্রম নং</th>
<th>কার্যক্রমসমূহ</th>
<th>পরিমাপ</th>
<th>অর্জনযোগ্য</th>
<th>যথার্থতা</th>
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<tr>
<td>জাতীয় পর্যায়ে বর্তমান লিখিত আর্থ-সামাজিক ও পরিবেশগত মূল্যায়ন প্রতিষ্ঠান</td>
<td>০১ ডেক্স ভিত্তিক গবেষণা ( সাহিত্যিক পর্যালোচনা)</td>
<td>৩টি জেলায়</td>
<td>কোষাল ফ্রুট মৎস্যাঞ্জাবি ও জীবাণু মূলধারা ও নায়িকার বিভিন্ন সরকারী এবং বেসরকারী বিভিন্ন পলিসি, ট্যাগিত, প্রতিষ্ঠান পর্যালোচনা করে আন অর্জন করা।</td>
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<td>০২ মাঠ ভিত্তিক গবেষণা ( সরাসরি সুবিধার্থীদের সাথে)</td>
<td>৩টি জেলায়</td>
<td>সরাসরি মাঠ পর্যালোচনা গিয়ে তথ্যবহুল থাকার করা ফোকাস গ্রুপ আলাদা, স্থানীয় সম্প্রদায়ের সাথে কথোপকথন করে বিষয়বস্তু তুলে আনা।</td>
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<td>০৩ পরিকল্পনা ও পর্যালোচনা সভা</td>
<td>৩টি গবেষণা কাগজে বর্তমান বিভিন্ন বিভিন্ন বই ও একটি সভা অনুষ্ঠিত করা।</td>
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<tr>
<td>০৪ গবেষণা সম্মাননা</td>
<td>১জন একজন মাত্র জীবাণু সম্প্রদায়ের সাথে সম্প্রদায় আরও অভিন্ন হয়ে যাবে মাত্রা জীবাণু সম্প্রদায় অভিন্ন হয়ে যাবে।</td>
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<tr>
<td>বিশ্লেষণ ও যাচাইকরণ (স্থানীয় সম্প্রদায় এবং অন্যান্য অভিনেতাদের সাথে অংশগ্রহণ কর্মশালা)</td>
<td>০৫ তথ্য একৃতকরন ও যাচাইবাচাই সকল তথ্য উপাত্ত সংগ্রহের সামনে উপস্থাপন করে তা এনালাইসিস করতে হবে।</td>
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আঞ্চলিক স্তরে এককুর্ত জেলার অর্থ-সামাজিক এবং পরিবেশগত মূল্যায়ন প্রতিবেদন

জেলা পর্যায়ে কর্মশালা 3টি তিনটি জেলায় জেলা প্রশাসকদের সমাজকে তিনটি কর্মশালা অনুষ্ঠিত হবে।

আইনিত উপকরণ তৈরী 3টি জেলার জন্য কমিউনিটির সাধারণ,ম্যাজিস্ট্রেট ও অধিকারীদের জন্য সচেতন শিক্ষা উপকরণ তৈরী করে উপস্থাপন করা।

প্রতিবেদন প্রচার ও সংবেদনশীলতা 1টি পরিবেশীর মাধ্যমে যে প্রতিবেদন তৈরী হবে তা সবার মধ্যে প্রচার প্রচারণা করা।

স্থানীয় ও জাতীয় পর্যায়ে এডার্টেক্সিস 3টি পরিবেশীর মাধ্যমে কেন্দ্র ক্ষেত্র মঞ্চচারীদের বিষয় যে সকল সুপারিশ পাওয়া যাবে তা বাস্তবায়ন করার জন্য স্থানীয় ও জাতীয় পর্যায়ে এডার্টেক্সিস

স্থানীয় RbDt bi qa g-aw v Rb my gZve w Kiv

কমিউনিটিতে সংলাপের মাধ্যমে সচেতনতা বৃদ্ধি 12টি নিজস্ব মাধ্যমে সংলাপ অনুষ্ঠিত করে কমিউনিটিতে সংলাপের মাধ্যমে সচেতনতা বৃদ্ধি

পরামর্শ দাতাদের সাথে স্থানীয় নারীদের নেতৃত্ব প্রশিক্ষণ ৭টি ইউনিয়নে স্থানীয় নারীদেরকে মূল্যবান করার জন্য ও তাদের সমকালীন বৃদ্ধি জন্য পরামর্শ দাতাদের সাথে স্থানীয় নারীদের নেতৃত্ব প্রশিক্ষণ

স্থানীয় কর্তৃপক্ষ এবং mi Kw xms V, qa g横 w Dc! সমকালীন বৃদ্ধি

সামাজিক ও প্রাথমিক শিক্ষা ও উপকরণ তৈরী ১টি কোষাল ক্ষেত্র মঞ্চচারীদের পরিবারে জেলার মূল্যবান ও নাশ্তার জন্য জাতীয়তাভাবে যে সকল বিষয়/দিনস পালন করা হবে সে বিষয় উপকরণ কাঠামো ও উপকরণ তৈরী করা।

স্থানীয় পর্যায়ে জনসংশ্লেষনমূলক কর্মশালার ১টি প্রথম তথ্য সংগ্রহের পরে সেকল বিষয় নিয়ে স্থানীয় পর্যায়ে সচেতনমূলক কর্মশালা

জাতীয় পর্যায়ে জেলার মূলধারার এবং জেলার নায়বন্ধীর জন্য অ্যাডভেক্টেসি প্রচারণা

জেলার পর্যায়ে জেলার বিষয় সমস্যকর্ম সংস্থা প্রচার ১টি জাতীয় পর্যায়ে সেকল সংস্থা জেলার মূলধারার ও জেলার নায়ব বিচার নিয়ে কাজ করে তাদের নিয়ে একটি সমাজ সংস্থা তৈরী করা।

অ্যাডভেক্টের কর্মশালায় অংশগ্রহণ (থাইল্যান্ড - ঢাকা যাতায়াত করচ) ১টি প্রস্তাবটি বাংলাদেশ, ভারত ও থাইল্যান্ডে বাস্তবায়ন হচ্ছে এই ৩টি দেশের প্রকল্প বাস্তবায়নে সমন্বয় সাধনে আনুষ্ঠানিক সভায় অংশগ্রহণ
BoT - Board of Trustee
ED - Executive Director
DED - Deputy Executive Director
AD - Assistant Detector
GCA - Gender and Coastal Aquaculture
PA - Project Assistant
PIU - Project Implementing Unit

BoT
  ↓
ED
  ↓
DED
  ↓
Central Finance
  ↓
Researcher
  ↓
PA-Bagerhat-Udayan
  ↓
Finance-Coordinator
  ↓
PA-Bhola & Cox’sBazar
COAST Trust, Bholā, Date: 4 January 2020

Subject: Terms of Reference

Initiatives: Gender and Coastal Aquaculture

A. Position Title: Assistant Director

B. Position Objectives:
Assistant Director is responsible mainly for the operation of the GCA program, technical support by SDF and funded by Swedbio. S/he will carry out the overall responsibilities of the implementation process of the program i.e. management of program activities and staff, monitoring and supervision, preparing different types of reports.

C. Specific Responsibilities:

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<th>SL</th>
<th>Task</th>
<th>Standard of Accepted Performance (SOAP)</th>
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</thead>
</table>
| 1  | Program Implementation      | 1. S/he will prepare the action plan for the effective implementation of the program activities.  
2. S/he will ensure the desired quality in all the program activities and will be responsible for implementation of all the program components of the project. |
| 2  | Reporting and Documentation | 1. S/he will prepare quarterly/monthly program reports both for the donor(s) and the organization by 10th of each month.  
2. S/he will prepare and maintain program related documentations and two case studies in a month.  
3. S/he will publish monthly desktop newsletter named as “Coastal Aquaculture” and distribute to the respective stakeholders.  
4. S/he will prepare a monthly progress report mentioning the target and achievement of the program;  
5. S/he will send the report to the program focal person and DED. |
| 3  | Staff and Researches follow-up | 1. S/he will follow up tasks and assignments of staff.  
2. S/he will ensure the staff discipline in the field level. S/he can take disciplinary action against the staff who will violate any rules and regulations of the organization.  
3. S/he will Researches activities and provide support to researcher |
| 4  | Management and Staff discipline | 1. S/he will manage the staff of the program according to the organizational policy and donor’s compliance.  
2. S/he will attend in the Project Performance Monitoring Meeting (PPMM) in COAST Principal Office, Dhaka.  
3. S/he will give assignments to the program staff and will monitor staff activities.  
4. S/he will conduct monthly basis meeting with all the staff of the project where the program target and achievement and necessary technical support will be discussed.  
5. S/he will revisit the project milestones and on the basis of the milestones s/he will take necessary actions.  
6. S/he will sit with the staff weekly basis and assess the performance of the staff as per their ToRs. |
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<tr>
<th>SL</th>
<th>Task</th>
<th>Standard of Accepted Performance (SOAP)</th>
</tr>
</thead>
</table>
| 5  | Financial Management     | 1. S/he will be responsible for all types of expenditures of the project.  
2. S/he will follow the COAST Finance Policy as well as donor compliances related to the finance.  
3. S/he will approve the bills of the staff under his/her control.  
4. S/he will be able to approve different cost related to operation.  
5. S/he will analyze the monthly budget variance report submitted by Finance and Admin Officer.  
6. S/he will maintain the burn rate more than 95% as per the project budget.                                                                                                                                                                                                                     |
| 6  | Field Visit              | 1. S/he will regular follow up the activities in the field. By each month s/he will complete the visits of five sites. And then s/he will visit at least two groups of a site in his/her each visit.  
2. In a week s/he will perform one night stay in the field offices where the GCA program is being implemented.                                                                                                                                                                                                                      |
| 7  | Stakeholder Liaison      | 1. S/he will maintain the stakeholder relation specially the LGIs and government officials.  
2. S/he will keep a data base of the stakeholder as per prescribed format and s/he will update this regularly when necessary.                                                                                                                                                                                                                           |
| 8  | Disaster related activities | 1. S/he will provide support to the groups about the disaster preparedness and also will take part to the relief activities in the group or out of group of the community when necessary.  
2. S/he will also be involved with the selection process for any disaster victims.  
3. S/he will be involved any kind of disaster related activities if there will be any instruction from the management.                                                                                                                                                                                                 |
| 9  | Other works              | 1. S/he will do any other duties and responsibilities when required for the interest of the organization.  
2. S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.                                                                                                                                                                                                                     |

D. **Planning:**  
- S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his 1st supervisor for next month.

E. **Reporting:**  
- S/he will be reportable to DED

F. **Appraisal and Review:**  
- Every six months this ToR will be reviewed after conducting the appraisal process.

Thanks and sincerely  
Sanat K. Bhowmik  
Deputy Executive Director

Copies  
Executive Director  
Director -HRM&SR  
Personnel file
Subject: Terms of Reference (ToR)

A. Position Title: Accounts and Admin Officer

B. Position Objects:
The position will keep accounts of the project neat and clean; will ensure the required transaction of the account and maintaining all the transaction books and ledgers updated.

C. Specific Responsibilities:

<table>
<thead>
<tr>
<th>SL</th>
<th>Task</th>
<th>Standard of Accepted Performance (SOAP)</th>
</tr>
</thead>
</table>
| 1  | Budget preparation and Budget control     | 1. S/he will ensure budget preparation and budget control.  
                                           | 2. S/he will prepare report of budget variance and will submit to project coordinator.                                                                                                               |
| 2  | Cash Transaction                          | 1. S/he will maintain daily basis cash transaction any of three days of the week.                                                                                                                                 |
| 3  | Documentation                             | 1. S/he will prepare financial documentation after completion of any activity.  
                                           | 2. S/he will preserve the MOU performed between COAST and SDF.                                                                                                                                       |
| 4  | Maintaining Cash book and ledger          | 1. S/he will maintain Cash book and ledger when it is performed cash transaction.                                                                                                                                 |
| 5  | Monthly and quarterly financial report    | 1. S/he will prepare report related to different types of financial as per management direction and requirement and also according to prescribed formats. This report will be monthly and quarterly basis.     |
                                           | 2. S/he will prepare reports as per the project statutory requirements.                                                                                                                                 |
| 6  | Facing internal and external audit        | 1. S/he will face internal and external audit on any financial matter.  
                                           | 2. S/he will bound to show all document to audit and s/he will maintain all document ok for audit process.                                                                                           |
| 7  | Checking of bill vouchers                 | 1. S/he will ensure 100% checking of all bill vouchers and then payment will be made.  
                                           | 2. S/he will be ensuring bill quality as per COAST FP for partner Organization.                                                                                                                   |
| 8  | Store Maintenance                         | 1. S/he will maintain the project store and ensure the required logistics to the staff also in related to training inputs.                                                                                   |
| 9  | Spot checking                             | 1. S/he will ensure the spot checking all the expenditures as per organizational finance manual.                                                                                                         |
| 11 | Staff follow-up                           | 1. S/he will follow up tasks and assignments of the service staff.                                                                                                                                     |
| 12 | Disaster related activities               | 4. S/he will provide support to the groups about the disaster preparedness and also will take part to the relief activities in the group or out of group of the community when necessary.       |
                                           | 5. S/he will also be involved with the selection process for any disaster victims.                                                                                                                                 |
                                           | 6. S/he will be involved any kind of disaster related activities if there will be any instruction from the management.                                                                                   |
| 13 | Others assignment                         | S/he will do others assignment as per management decision                                                                                                                                              |
D. Planning:
  • S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his 1st supervisor for next month.

E. Reporting:
  7. S/he will be reportable to AD-GCA and his/her 2nd Supervisor will be AD-Budget and Finance Monitoring.

F. Appraisal and Review:
  • Every six months this ToR will be reviewed after conducting the appraisal process.

Thanks and sincerely

Sanat K. Bhowmik
Deputy Executive Director

Copies
Executive Director
AD-HRM&SR
PC
Personnel file
**COAST Trust, Bhola. Date: January 4, 2020**

**Subject:** Terms of Reference

**A. Position Title:** Project Assistant.

**B. Position Objectives:**

S/he will be involved at the implementation level for achievements of the activities.

**C. Specific Responsibilities:**

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Task</th>
<th>Standard of Accepted Performance (SOAP)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Program implementation</td>
<td>1. S/he will visit 1 fisher groups daily and by each month s/he will complete visit of all groups from 3/2 sites.</td>
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<tr>
<td></td>
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<td>2. S/he will visit the activities of 1 time Cox’s Bazar.</td>
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<td>3. S/he will conduct one group meeting in each day and by each month s/he will complete group meeting of all his/her working areas.</td>
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<td>4. S/he will ensure the development education in the group in each day.</td>
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<td>5. S/he will be responsible for implementation of all the program components of the project.</td>
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<td>6. S/he will form groups with the fishermen as per target.</td>
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<td>7. S/he will be conduct FGD/KI and others data collection related task.</td>
</tr>
<tr>
<td>2</td>
<td>Reporting</td>
<td>1. S/he will prepare the monthly and quarterly achievement reports and will submit to the AD-GCA.</td>
</tr>
<tr>
<td>3</td>
<td>Documentation</td>
<td>1. S/he will preserve the Group profiles from the five sites.</td>
</tr>
<tr>
<td></td>
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<td>2. S/he will preserve the FGD and Event report as per the prescribed formats.</td>
</tr>
<tr>
<td>4</td>
<td>Group Training</td>
<td>1. S/he will conduct training course for the target group as per the plan of operation.</td>
</tr>
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<td>2. S/he will prepare the monthly training reports at household levels.</td>
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<tr>
<td>5</td>
<td>Advocacy</td>
<td>1. S/he will be conduct District level advocacy.</td>
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<tr>
<td>6</td>
<td>Disaster related activities</td>
<td>1. S/he will provide support to the groups about the disaster preparedness and also will take part to the relief activities in the group or out of group of the community when necessary.</td>
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<td>2. S/he will also be involved with the selection process for any disaster victims.</td>
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<td>3. S/he will be involved any kind of disaster related activities if there will be any instruction from the management.</td>
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<tr>
<td>7</td>
<td>Other works</td>
<td>1. S/he will do any other duties and responsibilities when required for the interest of the organization.</td>
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<tr>
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<td>2. S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.</td>
</tr>
</tbody>
</table>

**D. Planning:**

- S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his 1st supervisor for next month.
E. **Reporting:**
   - S/he will be reportable to AD-GCA.

F. **Appraisal and Review:**
   - Every six months this ToR will be reviewed after conducting the appraisal process.

Thanks and sincerely

Sanat K. Bhowmik  
Deputy Executive Director

Copies  
Executive Director  
AD-HRM&SR  
PC/Personnel file
### 1.1 Individual gendered socioeconomic and environmental assessment reports at national level

<table>
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<tr>
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</table>

1.1.1 Desk-based research (literature review)

1.1.2 Field-based research (key informant interviews, focus group discussions, local community dialogues) August – November 2019

1.1.2.1 Planning and Review Meeting

1.1.2.3 Honorarium for the Researcher

### 1.1.3 Analysis and verification (participatory workshops with local communities and other actors)

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</table>

1.1.3.1 Data consolidation and analysis

1.1.3.2 District level workshop with local communities and other actors in 3 districts (Validation workshop)

1.1.3.3 IEC Materials

1.1.3.4 Dissemination and sensitization (formal reports, case studies, web stories)

1.1.3.7 Advocacy at State level and National level

### 1.2 Consolidated gendered socioeconomic and environmental assessment report at regional level

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1.2.1 Establishment of working group at district level

1.2.2 Press conferences at national level to announce report and disseminate findings

### Under specific objective 2:

#### 2.1 Increased capacity for gender mainstreaming amongst local communities

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</table>

2.1.1 Awareness raising for community dialogues (learning materials & meals)

2.1.2 Leadership training for local women with mentoring (learning materials & meals)

#### 2.2 Increased capacity for gender mainstreaming amongst local authorities and government agencies

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</table>

2.2.1 Development of frameworks and materials to suit different national contexts
2.2.2. Local level participatory workshops among local authorities and relevant government agencies for 30 participants (learning materials, traveling, meeting rooms, meals)

3.1 Advocacy campaigns for gender mainstreaming and gender justice at national level

| 3.1.1 Establishment of coordinating bodies (to facilitate networking at national level) |
| 3.1.2 National workshop for Dissemination of findings, policy recommendation through NFF in collaboration with State level partners |
| 3.1.3 Documentary short film for lobbying with government officials |
| 3.1.4 Publication for the SSF livelihood and social security booklet |
| 3.1.5 Formal launch of regional coalition (Travel for research team to Thailand) |
**GCA Initiatives Meeting Schedule (January to December 2020)**

**Our Values:**
We, in COAST, believe that the person who executes the decision and the individual who is influenced or affected by the decision have the right to express the options before the decision is made.

<table>
<thead>
<tr>
<th>SI</th>
<th>Title of the Meeting</th>
<th>Venue, Month, Date and Time</th>
<th>Frequency</th>
<th>Major ToR</th>
<th>Secretariat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Coordinaton Meeting (PCM)</td>
<td>Bhola Sadar</td>
<td></td>
<td>• Improvisation of planning and implementation, sharing experience and posing problems and way out of solution.</td>
<td>Assistant Director GCA</td>
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<td>2</td>
<td></td>
<td>Venue: PIU, Bhola Sadar Time: 0930-1600</td>
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<td>3</td>
<td></td>
<td>2020</td>
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<td>4</td>
<td></td>
<td>January 01, July 01</td>
<td>Monthly</td>
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<td>5</td>
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<td>February 02, August 03</td>
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<td>6</td>
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<td>March 01, September 01</td>
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<td>7</td>
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<td>April 01, October 01</td>
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<td>8</td>
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<td>May 03, November 01</td>
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<td>June 01, December 01</td>
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</table>

**Meeting principles:**

1. Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach an agreement.
2. Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary, this is an open document.
3. Copies of all minutes to be sent to Monitoring and Evaluation Section and keeping another one in departmental file.
4. Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
5. The selection of the participants and information will have to be sent to the participants by at least one month before of the meeting date and it will be done by respective secretariat.
6. Meeting preparation must be accomplished at least one day before of meeting.
7. Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
8. Meeting secretariat must maintain dignity of individual participant, so no negative criticism of individual in front of all. If it is done then be considered as offence.
9. All donors/project focal persons in principal office must participate in respective project coordination meeting in PIU. They should be in project area at least 2 days before for field review and feedback to the meeting.
10. Apart from this, every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.

Proposed by:  
Sanat K. Bhowmik  
Deputy Executive Director  
Approved by:  
Rezaul Karim Chowdhury  
Executive Director  

Date: December 22, 2015
Statutory requirements and reporting schedule of GCA Project

1. Basic data
   a) Project Title : Gender and Aquaculture Project (GCA)
   b) Donor : Sustainable Development Foundation (SDF).
   c) Address : 86 Ladprao 110 (Yeak2), Plabpla, Wangthonglang, Bangkok 10310 Thailand.
   d) Phone/Fax : +66 2 9353560
   e) Email : sdfthai@gmail.com , ravadee.prasertcharoensuk@gmail.com
   f) Contact person : MS. RAVADEE PRASERTCHAROENSUK
   g) Contact period : January to December 2020.

2. Report to be submitted

<table>
<thead>
<tr>
<th>Sl</th>
<th>Title</th>
<th>Last date of submission</th>
<th>Date wise movement</th>
<th>Field to PO/source</th>
<th>Checked by Coordinator</th>
<th>Edited by project focal</th>
<th>Signed by ED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quarterly Financial Statement</td>
<td>5th day of next to reporting month</td>
<td>2nd day of next to reporting month</td>
<td>3rd day of next to reporting month</td>
<td>4th day of next to reporting month</td>
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<tr>
<td>2</td>
<td>Quarterly Progress Report</td>
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<tr>
<td>3</td>
<td>Quarterly Progress report</td>
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3. Head of the project : Md. Jahirul Islam, Assistant Director-GCA
4. Program Focal Person (Central) : Sanat K. Bhowmik, Deputy Director
5. Finance Focal Person (Central) : Md. Tariqul Islam, Assistant Director - Finance Monitoring

7. Fund allocation:
   The SwedBio/Stockholm Resilience Centre contribution shall be made available for disbursements 3 as follows: SEK 800,000 upon signature and entry into force of this Agreement. SEK 500,000 after the 1st of February, 2020. SEK 500,000 after the 15th of September, 2020.

8. Statutory conditions:
   i. Development of program activities for implantation in the target areas considering the GCA objectives and principles.
   ii. Planning, implementation and monitoring of the project activities in their defined working area.
   iii. Preparation of program budget and requirement.
   iv. SDF shall ensure that they have adequate and valid travel insurance that covers the costs which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation associated with travels related to the project.
   v. Amendments or changes to this agreement shall be valid and binding only if made in writing with the mutual consent of the contractual partners and signed by an authorized signatory of each of the parties.
   vi. If the conditions set out in this article are not fulfilled or fully complied with, SwedBio/SRC may reclaim funds disbursed, wholly or in part, from SDF.
   vii. A mid-term review or external evaluation of SDF might be undertaken. SwedBio/SRC and SDF shall agree on the time and the terms of reference and the procedures for its implementation, when possible in collaboration with other main donors to the project of SDF.
   viii. A final report covering the whole project period shall be submitted to SwedBio/SRC by 2021-03-31. The reports shall be analytical in approach and lessons learned include a presentation of difficulties and shortcomings, together with a discussion of possible remedies.
   ix. SDF shall furnish SwedBio/SRC with financial reports that cover income and costs for the whole project. The first report shall cover the time from 2019-07-01 to 2019-12-31. The subsequent annual financial report shall cover 12 months. They shall be directly comparable to the budget, and show how the contribution from SwedBio/SRC has been used.
   x. SDF shall furnish SwedBio/SRC with annual financial reports not later than 2020-03-31 and 2021-03-31.
In addition, SDF shall furnish SwedBio/SRC with a six-monthly financial report not later than 2020-08-31.

A final financial report covering the whole project period shall be submitted to SwedBio/SRC by 2020-03-31. It shall cover the total costs and income of the project.

The audit shall be carried out by an external, independent and qualified Chartered Accountant in accordance with International Standards of Auditing (ISA) issued by the International Auditing and Assurance Standards Board (IAASB). From SDF. SwedBio/SRC shall approve the selection of auditor and terms of reference of the audit in writing.

There are two types of reports from the auditor:
  a. Audit Report or Audit Certificate.
  b. Management Letter or Audit memorandum.

The subsequent audit certificate shall cover 12 months. The audit certificate shall be submitted, together with a management letter (that covers the internal control procedures within the project/programme) to SwedBio/SRC not later than 2020-04-30 and 2021-04-30. A management response letter shall preferably be submitted together with the audit report and management letter, but if not possible, not later than three weeks after submission of the audit report and management letter.

SDF shall promptly inform SwedBio/SRC if reports and plans cannot be submitted as agreed. New funds will not be disbursed until the required documents have been received.

Irrespective of agreed reporting routines, the parties shall promptly inform each other if a situation arise that makes it likely that the project will not be carried out as agreed.

If the conditions set out in Articles 5 and 6 are not fulfilled or fully respected, SwedBio/SRC may reclaim disbursed funds, wholly or in part, from SDF.

A single arbitrator shall be appointed. The place of arbitration shall be Stockholm and the language used in the proceedings shall be English.

### 9. Key Staff list:

<table>
<thead>
<tr>
<th>SL</th>
<th>Name</th>
<th>Position</th>
<th>Work station</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Md. Jahirul Islam</td>
<td>Assistant Detector</td>
<td>Bhola</td>
</tr>
<tr>
<td>2.</td>
<td>Serajul Islam</td>
<td>Coordinator-Accounts and Admin</td>
<td>Do</td>
</tr>
<tr>
<td>3.</td>
<td>Shohel Mahmud</td>
<td>Project Assistant</td>
<td>Do</td>
</tr>
<tr>
<td>4.</td>
<td>Udayn Bangladesh</td>
<td>PIP- Project Assistant</td>
<td>Bagerhat</td>
</tr>
</tbody>
</table>

Prepared by,

Md. Jahirul Islam
Assistant Director-GCA
COAST Trust, Bhola.
Mobile: 01713328831