

**Between** the International Center for Living Aquatic Resources Management (ICLARM) also known as WorldFish, headquartered in Penang, Malaysia, and

**Coastal Association for Social Transformation (COAST) Trust**, headquartered in **Dhaka, Bangladesh** referred to as the “Sub-grantee” in this Agreement.

This Agreement includes this Signature Page and all Annexes attached to this agreement. In the event of any conflict between the contents of Annexes and the terms stated in the Signature Page, the terms in the Signature Page shall prevail.

This Agreement is issued to the Sub-grantee on the expressed condition that project activities and funds will be carried-out and administered in accordance with the terms and conditions as hereby set forth in this agreement and all its attachments.

Agreement Period	Start Date: <b>01 April 2019</b>	End Date: <b>31 March 2020</b>
Duration	<b>Total of 12 Months</b>	
Agreement Amount (currency and amount)	<b>US Dollar</b>	<b>\$270,052.62 (Two hundred seventy thousand fifty two and sixty two cent)</b>
WorldFish Amount (currency and amount)	<b>US Dollar</b>	<b>\$241,870.70 (Two hundred forty one thousand eight hundred seventy and seventy cent)</b>
Cash or In kind contribution (if none insert N/A)	<b>US Dollar</b>	<b>\$28,181.92 (Twenty eight thousand one hundred eighty one and ninety two cent)</b>
Project Title	<b>Dry-fish and Aquaculture for Wellbeing and Nutrition (DAWN)</b>	
WorldFish Contact Person:	<b>Chief of Party and Country Director</b>	<b>Dr. Malcolm Dickson</b> <b>M.Dickson@cgiar.org</b>
Sub-grantee Contact Person	<b>Director</b>	<b>Sanat K. Bhowmik</b> <b>sanat@coastbd.net</b>

#### **Attachments:**

Annex 1: WorldFish Standard Terms and Conditions

Annex 2: Company/Organization Business Proposal

Annex 3: Reporting Templates

Annex 4: *Mandatory Provisions that can contain flow down clauses from prime agreement*

Annex 5: CGIAR and WorldFish Policies and Procedures

#### **Signed by Authorized Signatories:**

*For WorldFish*

*For **COAST Trust***

\_\_\_\_\_  
**Name** :  
**Title** : **Director of Finance and IT Systems**  
**Date** :

\_\_\_\_\_  
**Name** : **Rezaul Karim Chowdhury**  
**Title** : **Executive Director**  
**Date** :

## **ANNEX 1: WORLD FISH STANDARD TERMS AND CONDITIONS**

WorldFish and the Sub-grantee are hereinafter collectively referred to as the “Parties” and may be individually referred to as the “Party”.

### **ARTICLE I – PERIOD OF AGREEMENT**

This Agreement shall be effective for the period specified in the Signature Page. All expenditures made with funds provided under this agreement shall be for allowable project expenditures and actual costs incurred during the period of this agreement.

### **ARTICLE II – AMOUNT AND PAYMENT**

WorldFish, subject to funds received from the donors and successful completion of activities and deliverables by the Sub-grantee, will pay the Sub-grantee up to the amount specified in the Signature Page. WorldFish shall not be liable for reimbursing the Sub-grantee for any costs in excess of what is specifically and explicitly agreed to in this Agreement. No other fees, reimbursements, allowances or benefits will be paid under this agreement other than those specified in this Agreement.

Expenditures must be incurred within the eligibility period and in connection with the project and necessary for its implementation. Expenditures must be for activities that are carried out within the agreement period. They must also be identifiable and verifiable; reasonable, justified and comply with the principle of sound financial management; and comply with national rules (of applicable tax and social legislation).

In case of partial performance of the deliverables set out herein, WorldFish has the discretion to pay a partial sum corresponding to the work completed or to withhold payment for inadequate performance.

The details of this total Agreement Amount, payment schedule and budgetary restrictions are set forth in Annex 2.

Funds will be made available within 60 working days of receipt AND acceptance of deliverables. No funds will be released until technical and financial reports are received and accepted by WorldFish.

Unless otherwise agreed in writing, WorldFish funds will be paid in the currency of Agreement amount and in accordance with the detailed banking instructions provided by the Sub-grantee as part of the Work Plan and Budget in Annex 2.

WorldFish reserves the right to withhold final payment until after the final technical and financial reports are received and accepted by WorldFish. WorldFish will not be responsible for any losses incurred by the Sub-grantee due to currency fluctuations, standard and additional bank charges arising from incomplete or inaccurate banking details being submitted, or any taxes, duties or fees that may be due. The sole responsibility shall be with the Sub-grantee.

WorldFish reserves the right to withhold payment for any of the following:

- Sub-grantee's failure to make satisfactory progress towards the project objectives set forth in Annex 2.
- Sub-grantee's default of or otherwise inability to adhere to the conditions or provisions of this agreement
- Sub-grantee's inability to submit reliable and/or timely reports or other deliverables as described in this agreement.

Any balance of funds held by the Sub-grantee at the completion or sooner termination of the project shall be returned to WorldFish within 30 days irrespective of a formal demand from WorldFish. Funds must be returned to WorldFish in the currency of the agreement unless a different arrangement is agreed and clearly written in this agreement.

### **ARTICLE III – INDEMNITY AND LIABILITY**

WorldFish will not assume responsibility for any liability arising from or incidental to the Sub-grantee's work specified in the Agreement. The Sub-grantee will arrange for group medical, life, AD&D and professional liability insurance for themselves and their personnel and shall be responsible for any damage, loss, suit, claim and demand whatsoever that may arise from and be related to this project. The Sub-grantee shall indemnify and keep indemnified at all times WorldFish against such damage, loss, suit, claim and demand. This indemnity shall continue even after the termination

of this agreement or after the completion of the project for a period of 5 years.

#### **ARTICLE IV – POLICIES, PROCEDURES AND GUIDELINES**

The Sub-grantee shall strictly adhere to the guidelines and provisions listed in Annex 4.

The Sub-grantee is required to comply with WorldFish's code of conduct, ethics policy, child protection policy, anti-harassment, discrimination and bullying policy, anti-fraud and anti-corruption policy, and any other organizational policies relating to workplace behaviors and processes. WorldFish may terminate the appointment with immediate effect in the event that the Sub-grantee is in breach of any of the provisions of this letter or if the conduct brings themselves or WorldFish into disrepute.

**CGIAR Policy and Principles on the Management of Intellectual Assets:** All intellectual assets produced or acquired shall be managed in ways that maximize their global accessibility and/or ensure they lead to the broadest possible impact on target beneficiaries in furtherance of the CGIAR vision. WorldFish implement this principle through Article V below.

WorldFish is committed to creating and maintaining positive environments that protect children from all forms of exploitation and abuse. Sub-grantees shall not engage in any form of child exploitation or engage with anyone who poses an unacceptable risk to children, shall work towards reducing the risks to children that may be associated with WorldFish programs, and will report any concern or suspicion of exploitation and abuse of children and abide to WorldFish Child Protection Policy.

**CGIAR Open Access & Data Management Policy:** Open Access is defined by WorldFish as the ownership, preservation, exploitation and publication of research data collected by Sub-grantees and others which should be managed in a way that increases the visibility, accessibility and impact of the research. WorldFish implements this Policy through its Open Access/Open Data Implementation Plan which will be adopted on approval by the WorldFish Board of Trustees.

**WorldFish Policy on Ethics of Research Involving People:** WorldFish staff are held accountable towards people (communities, groups,

individuals) involved in or affected by our research, and expects our Sub-grantees to adhere to the same high ethical standards.

**WorldFish Anti-Fraud and Anti-Corruption Policy:** WorldFish will not accept any level of bribery, corruption, money laundering and all types of fraud, whether actual or attempted and will treat any such matter with the utmost of seriousness. This is whether it is committed by trustees, staff, contractors, consultants or Sub-grantees.

**WorldFish Child Protection Policy:** WorldFish is committed to creating and maintaining positive environments that protect children from all forms of exploitation and abuse. Sub-grantees shall not engage in any form of child exploitation or engage with anyone who poses an unacceptable risk to children, shall work towards reducing the risks to children that may be associated with WorldFish programs, and will report any concern or suspicion of exploitation and abuse of children and abide to WorldFish Child Protection Policy

#### **ARTICLE V – INTELLECTUAL PROPERTY (IP)**

"Intellectual property" or "IP" means information, ideas, inventions, innovations, art work, designs, literary text and any other matter or thing whatsoever that adds a creation of human intervention that may be capable of legal protection or the subject of legal rights.

Intellectual property created in the course of this agreement is subject to the CGIAR Policy and Principles on the Management of Intellectual Assets as described in Article IV.

##### **1. Resulting Intellectual Property Rights**

All intellectual property rights arising from Sub-granting must be treated in the following manner:

- a) If all or a substantive majority of the cost of the collaborative project as described in the Work Plan and budget is borne by WorldFish, then WorldFish reserves the right to own all intellectual property rights resulting from the project but WorldFish grants the Sub-grantee a non-exclusive, worldwide, royalty-free, irrevocable license to use, publish and sublicense the resulting intellectual property for other than commercial reasons.

- b) If the Sub-grantee bears all or a substantive majority of the cost, then the Sub-grantee reserves the right to own all resulting intellectual property rights and grants to WorldFish a non-exclusive, worldwide, royalty-free, irrevocable license to use, publish and sublicense the resulting intellectual property
- c) If WorldFish and the Sub-grantee contribute approximately equally to the costs then the resulting intellectual property rights shall be jointly owned by both Parties. As such, they shall remain publicly accessible and shall be available to the Sub-grantees of WorldFish and the Sub-grantee and to end-users.

## 2. Background Intellectual Property

Either Party may choose to introduce intellectual property that it owns to the other, for the purpose of this Agreement. It would thereby grant the other Party a non-exclusive, royalty free license to use and sublicense the background intellectual property being introduced, wherever this is required to meet the objectives of this Agreement.

## 3. Intellectual Property Rights Protection

Sub-grantees who believe that intellectual property rights protection should be sought by WorldFish in relation to aspects of the collaborative work must discuss this with their WorldFish counterpart. As a general rule, such IP protection shall not be sought unless it is necessary for the further improvement of the intellectual property or to enhance the scale or scope of impact on target beneficiaries, in furtherance of the CGIAR Vision as defined in the CGIAR IA Principles.

## 4. Publication

Wherever possible, publications should be in Open Access Journals or made available through Open Access Repositories. Similarly, data sets and other outputs of research should be publicly available in line with the obligation of WorldFish to comply with the CGIAR Open Access and Data Management Policy (and the WorldFish Open Access/Open Data Implementation Plan when approved by the WorldFish Board of Trustees).

## ARTICLE VI – CONFIDENTIAL INFORMATION

Each Party shall hold in confidence all documents disclosed to it by the other Party containing the other Party's trade secrets and proprietary, secret,

confidential and/or other information not generally available to the public (Confidential Information). Confidential information shall only be disclosed to persons assigned by the Parties who are directly involved in the collaboration. Any obligation of confidentiality hereunder shall not apply to information that:

- I. is or becomes public knowledge through no fault of the receiving party, or
- II. was known prior to this Agreement by the receiving party, or
- III. properly and lawfully becomes available to the receiving party from another source without any obligation of secrecy, or
- IV. is independently developed without benefit of disclosure from the receiving party, or
- V. is required to be disclosed through process of law.

## ARTICLE VII – PROHIBITION AGAINST TERRORIST FINANCING AND DISCRIMINATION

The Sub-grantee certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in or has engaged in terrorist activity.

The Sub-grantee agrees to undertake all reasonable efforts to ensure that none of the funds shall be used to provide support to individuals or entities associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999) located at <http://www.un.org/sc/committees/1267/1267.htm>. This provision must be included in any subcontracts or sub-agreements entered into under this Agreement.

Funds received from WorldFish shall not be used for payments for which corrupt, fraudulent, collusive, obstructive or coercive practices were engaged in, nor for drug trafficking.

The Sub-grantee will not discriminate against persons with disabilities, and will make every effort to respect the principles of the UN Convention on the Rights of Persons with Disabilities.

## **ARTICLE VIII – SEVERABILITY**

If any provision in this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

## **ARTICLE IX – TIME**

Every effort should be made to ensure that the time-frame laid out in the Work Plan and Budget at Annex 2 is adhered to. Failure to meet the time-frame set forth in Payment Schedule and Deliverables shall be grounds for termination by WorldFish as provided in Article XI.

## **ARTICLE X – AMENDMENTS AND MODIFICATIONS**

This Agreement may not be assigned, amended or modified unless mutually agreed upon in writing by designated signatories of the Parties, and the changes shall then form part of this Agreement.

This Agreement is supplementary to any Memorandum of Understanding (MOU) that may exist between the Parties and Articles I to III of the MOU also apply to this Agreement.

## **ARTICLE XI – TERMINATION**

Either Party may terminate this Agreement by giving 30 days' notice in writing to the other Party stating the reason(s) for such termination. During this notice period, the Parties shall make reasonable efforts to resolve the reasons for termination stated in the termination notice. Unless the Party giving the termination notice rescinds such notice, this Agreement shall be terminated upon the expiry of the notice period and neither Party shall have any further obligation hereunder, except for such rights and obligations under the following Articles, which will survive termination: Article III – Indemnity and Liability; Article V – Intellectual Property; Article VI – Confidential Information; and Article XII – Dispute Resolution. The affected Party is eligible to claim for payment due and payable until and before the date of the termination. The Parties are obliged to submit to each other all reports, data and manuscripts that are relevant to this Agreement before the termination of the Agreement.

## **ARTICLE XII – DISPUTE RESOLUTION**

Before recourse to legal action, all attempts must be made to settle the dispute amicably by negotiations between the Parties.

Should amicable negotiations fail, all disputes shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules. The seat of the arbitration shall be Malaysia, the governing law of the contract and the arbitration clause shall be Malaysian Law and the language of arbitration shall be English.

## **ARTICLE XIII – FINANCIAL RECORDS, MONITORING AND AUDIT**

The Sub-grantee shall maintain books, records, documents and other evidence in accordance with their respective usual accounting procedures to sufficiently substantiate financial data relating to this Agreement. The Sub-grantee shall establish and maintain a reliable accounting system that enables the production of financial reports.

WorldFish and its authorized representatives shall have the right to audit, examine and make copies of or extracts from all the financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this agreement. Such records shall include, but are not be limited to, accounting records; sub-agreement files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); all paid vouchers; other reimbursements supported by invoices; ledgers; cancelled checks; deposit slips; journals; payroll documents; timesheets; and correspondence. The Sub-grantee shall, at all times during the term of the agreement and for a period of 10 years after the completion of this agreement, maintain such records, together with such supporting or underlying documents and materials. The Sub-grantee may at any time be requested by WorldFish, whether during or after completion of the agreement, and at the Sub-grantee's own expense, to make such records available for inspection and audit. Costs of any audits conducted by WorldFish will be borne by WorldFish.

WorldFish reserves the right to request separate audited financial statements or reports, which should



be paid for using project funds provided by WorldFish.

If an audit identifies any costs that are not in compliance with the donor requirements and considers those costs as ineligible, those costs shall be borne by the Sub-grantee and as applicable, costs shall be reimbursed to WorldFish.

#### **ARTICLE XIV - REPORTING**

WorldFish requires the Sub-grantee to submit both interim and final reports. Details of reporting requirements are set forth in Annex 2.

Sub-grantee shall maintain adequate records that clearly support the charges and expenditures incurred under this project. If requested by WorldFish, Sub-grantee may be required to send the supporting documentation to support claims made on the Financial Report. WorldFish may, at its discretion, request modification of any invoice or report when unallowable expenditures are incurred or charged to the project, amend the schedule for reporting requirements, and/or require additional supporting documentation from the Sub-grantee as necessary.

#### **ARTICLE XV – FORCE MAJEURE**

If either Party is temporarily unable by reasons of force majeure to meet any of its obligations under this Agreement, and if such Party gives the other Party written notice of the event within thirty (30) days after its occurrence, such obligations of the Party as it is unable to perform by reason of the event shall be suspended for as long as the inability continues. If necessary the Agreement can be cancelled, if Force Majeure prevents performance for an extended period. Neither Party shall be liable to the other Party arising from any event referred to below or delays arising from such event. The term “Force Majeure” as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, lightening, floods, washouts, civil disturbances, explosions and other similar events not within the control of either Party and which, by the exercise of due diligence, neither Party is able to overcome.

#### **ARTICLE XVI - REPRESENTATIONS AND WARRANTIES**

The Parties shall be independent parties and nothing herein shall be construed or implied to mean the establishment or existence of a partnership or joint venture between the parties, nor shall any party herein be construed to be employees, agents, or principals of the other party.

By signing this Agreement, all parties certify that the terms of conditions defined in this Agreement are accepted; that the Parties are proper business entities permitted to do business; and that the individuals signing are competent parties authorized to enter into this Agreement on behalf of their respective agencies.

## ANNEX 2: COMPANY/ORGANIZATION BUSINESS PROPOSAL

<b>Title of the Business proposal</b>	Dry-fish and Aquaculture for Wellbeing and Nutrition (DAWN)	
<b>Name of the private company/ organization</b>	Coastal Association for Social Transformation (COAST) Trust	
<b>Private company/ organization detail address</b>	Metro Melody (1 <sup>st</sup> Floor), House 13, Road 2, Shyamoli, Dhaka-1207	
<b>Contact Person (on behalf of the company/ organization)</b>	Name	Sanat K. Bhowmik
	Designation	Director
	Contact number	+8801711881662
	E-mail	<a href="mailto:sanat@coastbd.net">sanat@coastbd.net</a>
<b>Proposed start date and end date</b>	From: 1 April, 2019	To: 31 March, 2020
<b>Total Budget (In USD)</b>	\$ 270,052.62	
<b>Budget contribution (%)</b>	BANA: USD 241,870.70 (90%)	Company/Organization: USD 28,181.92 (10%)

### 1. Organizational Profile

[Please write a brief introduction of the organization. The introduction must include information on its establishment, core business, key products/service, procurement & distribution network, volume of transaction, offices (headquarter and field offices), no. of permanent employees etc.]

COAST Trust has emerged as an NGO through a nationalized process of Bhola Project of Action Aid Bangladesh since the beginning of 1998. Action Aid is an international NGO working in the island since 1984 in integrated approach of rural development. COAST had taken over all the assets and liabilities of Action Aid Bhola mainland Project during 1998 and it has also taken another one project of Action Aid during 2001 which was situated Charlands of Bhola. Thus COAST has been established herself as an independent organization which is registered with Trustee Act Registration No-64, Date: 24<sup>th</sup> September 1997 and NGO Affairs Bureau Registration No-1242, Date: 24<sup>th</sup> February 1998 and later on the registration lastly renewed on 7<sup>th</sup> August, 2018 for next ten years. It is registered with Micro credit Regulatory Authority (MRA), Bangladesh Bank and no. is 00956-04041-00068, dated November 29, 2007.

After that period COAST Trust expanded its program in Cox's Bazar District in 2000 with the funding of Stromme Foundation and now it is covering all the Upazila of Cox's Bazar District. Later on it has also expanded its program in other coastal districts of Noakhali, Laxmipur, Feni, Chattogram, Patuakhali, Barishal and Jhaloakthi.

**Vision:** Fighting for a world of equity and justice where human rights and democracy are social cultures.

**COAST mission statement:** "COAST Trust 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 of Bangladesh through their increased participation in the socio-economic, cultural and civic life of the country"

It has also some values which have been come out after a series of discussion with its all levels of staff members. These are related to Working Approach, Learning Attitude, Human Potentials, Economy, Honor, Culture, People's Organization, Governance, Accountability, Participation, Gender, Transparency, Information Technology and Bio-diversity.

#### **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.

- To undertake humanitarian welfare services specially for women and children of disadvantaged and poor families.

#### **Governance:**

The Board of Trustee is the highest policy making body of the organization having meeting at least once in every three months. At present the body consists of 6 members, Ms. Sumsunnahar (Gender Consultant) is the Chairperson, Mr. Minar Mansur (Assistant Editor, The Daily Ittefaq) is the Vice-Chairperson, Mr. Zahirul Alam FCA (Financial Management Specialist Secondary Education Quality & Access Enhancement Project ) as Treasurer, Dr. Tofail Ahmed, Local Government Expert, Dr. Abbas Bhuya, Social Scientist, Ms. Halima Begum (Leader of COAST People's Organization-Bhola) and Ms. Ruma Akter (Leader of COAST People's Organization-Cox's Bazar) are the members of the board. Rezaul Karim Chowdhury acts as secretary as well as Executive Director.

COAST Trust believes the Participation, Accountability and Transparency (PAT) in its own governance. It has written manuals on human resource, financial, field operation and audit manuals maintaining internationally accepted standards, which are also being regularly reviewed. It has regular process reporting to local government, to all upper level and also has annual systematic review process interacting with all internal and external stakeholders including households . There is a meeting system where all the stakeholders including the staff have the regular scope of participation. COAST has the initiatives to build institution of the poor families i.e., people's organization who also has the scope of participation in the COAST decision making process in all levels. Thus in all these way, COAST believes that it is a people centered organization.

The accounts and financial systems of the organization are audited by the external audit firm enlisted by the NGO Affairs Bureau in every year. The financial year of 2015-16, 2016-17 and 2017-18 have been audited by SF Ahmed & Co. All the audit reports can be found in our website i.e. [www.coastbd.net](http://www.coastbd.net) which is updated regularly.

COAST has been awarded the special consultative status from UN ECOSOC (UN Economic and Social Council).

#### **Coverage on the basis of region**

The present COAST has six regions, i.e., Bhola main land region with the member participants of 30,340 poor families in Bhola district, outreach island region in seven small islands of Bay of Bengal in Bhola district including Charkajal and Dashmina areas under Patuakhali district with member participants of 9,109 poor families, Cox's Bazar region in Cox's Bazar district situated in the south east coastal areas with member participants of 27,452 poor families, Noakhali region with Noakhali, Laxmipur and Feni district with member participants of 23,018 poor families, Chattogram region in Chittagong district situated in the south Chattogram with member participants of 14,984 poor families and newly to Jhalakathi and Barishal as Barishal region with member participants of 2,640.

#### **Office, Training and Communication Facilities**

All 62 offices as mentioned in above are fully residential for staff and guest, along with small training / meeting facilities. Specially in outreach islands all offices are solar powered, all these offices also has UHF (Ultra high frequency) wireless linkages to central offices and regional offices. There are 5 regional offices situated in Cox's Bazar, Bhola, Dashmina (Patuakhali) town, Noakhali and Chattogram.

Bhola Management and Training Centre is situated in the village Kulsumbag of Upazila Charfession under Bhola District. There is one Management and Training Centre in Dhaka. All the regional offices, Management Centers are well equipped with email facilities, computer LAN facilities and intercom system and standby power generators.

COAST has 4 training centers with full residential facilities; one is in Charfession for 40 people. Another one also located in Charfession Upazila especially for income generating training can accommodate 30 people. Third training center is in Cox's Bazar town which can accommodate 30 people attached to regional office and the 4<sup>th</sup> training center in Dhaka with accommodation facilities of 30 persons.

All the offices and almost around 600 staff have been provided GrameenPhone Business solution facilities with mobile phone for easy communication.

## **2. Goal & objective of the proposed business:**

**Goal:** Scaling up aquaculture, safe dry fish production and enhancing access to nutrition for the vulnerable households in Cox's Bazar district.

#### **Objectives:**

- To transfer the Aquaculture technologies at the farmers level



- To increase the income level of fish farmers and dry-fish producers
- To raise the awareness on nutrition and hygiene practice of targeted households
- To reduce the health hazard of the consumers through increasing the availability of pesticide free dry-fish in the market
- To develop the market channel of the dry-fish product

### 3. Proposed business idea in detail:

#### 3.1 Sector overview:

[Please write the present **context** of the market including volume of market, market trend, key market players, sectoral problems etc. Also explain business opportunities including growing consumer demand, prospects, etc. and the challenges for the company / organization]

##### a. Component 1-Dry Fish:

Dry fish is a traditionally popular, tasty and nutritious food in Bangladesh. A big portion of the protein intake to the human body is fulfilled by dry fish. It consists of nearly 70% of protein 7%-20% preventive elements varied by species and 10%-20% fat. Nearly 20% of the total fishing in the coastal area is dried in the sun to produce dry fish. Since the beginning of this business it has been being processed in the sun. Processing and marketing of dry fish demand increased day the day. It is now available everywhere in Bangladesh though initially it was only sold in the coastal areas. Nowadays it is even exported after fulfilling the internal demand. Researchers and scientists have been working on dry fish processing to make it modern. They have invented several technologies (i.e. elevated platform and fish drier) in this purpose. Different countries are now using those technologies and exporting quality dry fish.

The challenge in this sector is that the producers frequently use toxic chemicals and pesticides for long time preservation to increase the business and profit. They also sue the slat for increasing the weight of the dry fish. After consuming these pesticide mixed dry fish there will be health hazard among the consumers. Another challenge to produce poison-free dry fish by the entrepreneurs through fish driers and *macha* then the production cost is higher than the traditional way. Sometimes, the consumers are also reluctant to buy the dry fish with high price. Though the demand of the safe dry fish in the market is increasing day by day among consumers. The technology and strategies invented for dry fish processing in a more healthy and hygienic. If those technologies are used properly the poor dry fish entrepreneurs could be benefited and at the same time it would contribute to reduce the risk of food-safety.

##### b. Component 2- Aquaculture:

Fish is traditionally popular in Bangladesh. *Bangladesh is third largest inland fish producing country. Inland fishery contributes 85% of total fish production.* As per Department of Fisheries and BBS reports, average fish consumption has been increased by 30% last 5-7 years. Capture fish production has been decreased by 33%, fish Contribution to 3.69% of the National GDP and contribution to 23.12% of the Agricultural GDP. Total 2.01% of export earning is achieved. The current fish intake (g/person/day) is 53.00 where the desirable fish intake (g/person/day): 60.00. Directly and indirectly the employment (full time & part time) is 20.00 million (11% of total population) and women employment is 1.00 million (10% of total population).

Climate change impact in recent years has been accelerating the suffering of the small-scale fishers. Coastal fishers are more vulnerable to natural disasters than other classes or professional groups of coastal communities. People of fishing communities have been relying on local natural resources for their living for centuries. Fishing from the adjacent river basins, estuaries and littoral waters is the only way of living for almost all the fishers. The main impacts of climate change on coastal areas in Bangladesh are rising sea levels, reduction of freshwater availability by salinity intrusion and increasing cyclone frequency. Water salinity and its distribution in the coastal area are increasing with the rising of sea levels. Soil salinity in the South Western part of Bangladesh is increasing, as a result of rising sea levels that also has harmful effect on existing fish species. Water salinity exceeds the expected salinity level that is especially required for fresh water fish production. Increased temperature may affect the distribution and physiological pattern of some fish species. Now-a-days the fishers cannot fish near to the shore. The fishes have migrated to deeper waters and the poor fishers hardly reach those areas. As the open water fish production are decreasing so the sector depends on culture fishery in the ponds. The project activities will enhance the motivation of the fish farmers for cultivation of fish in their ponds which will decrease the dependency of the capture fisheries in the sea.

### 3.2 Proposed business idea in detail

[Describe the proposed business idea/ concept that will help the company/ organization to overcome the challenges and/or build on opportunities mentioned in Section 3.1. The proposed business idea and/or concept should answer the following questions but not limit to: What are the possible solutions? What are you offering? How you will do it? What are your innovations? Why are you different? Whom do you serve? Who are the most important customers? How it link with the objective of the Feed the Future Bangladesh Aquaculture and Nutrition Activity? Etc.) ]

#### a. Component 1-Dry-fish:

The entrepreneurs will be equipped with the training and knowledge to run the process. In the dry fish production there will be adoption of organic method and Fish drier and *macha* (a bed made by bamboo and net) technology; turmeric powder, chilies powder, washing with fresh water. The fish-dryer will be designed in consultation with BFRl. The design will be forwarded to the Environment Specialist (ES), WorldFish for his review. The drier will be built under close guidance of ES. The *macha* (a terrace) will be made with bamboo and net to keep mosquitos and flies away. For more protection there will be quick marketing of the products so profitability will be ensured. Online marketing, sales through common market places and supply to chain stores and mega malls, big hotels and grocery market in different districts with deploying commission based wholesalers and retailers. This types of market promotion will be provided as common service facilities for the producers during the project time. That will be keeping continue after the project. At the same time country wide promotional scopes will be arranged by the project. Through this project COAST intent to support 500 entrepreneurs for promoting pesticide free dry fish production with introducing new technology; fish dryer and *macha* (a bed made by bamboo and net) with organic elements. The members will also get orientation and awareness about nutrition and WASH programs.

Total 26 such meetings will be arranged by UNF to identify and form 25 dry fish entrepreneur groups. One dry fish entrepreneur group will consist of 20 members. COAST will develop a beneficiary selection form with the assistance from WorldFish as appropriate. Courtyard meeting with dry fish entrepreneurs on caring practice of children, pregnant and lactating mothers etc. Two modern technologies (Fish drier and *Macha* and designed by BFRl and locally made) will be distributed to the potential 50 entrepreneurs. Total 2 batches of training will be provided to the entrepreneurs (Drier and Macha users) for their skill development on safe dry fish production through organic method. COAST Trust will provide awareness training to 500 entrepreneur on importance of hand washing, hand washing technique and use of tippy tap etc. Providing training will be to 25 entrepreneurs and 125 dry fish workers on fish waste management and processing. 1 child care unit, 1 deep tube-well and 1 toilet will be renovated in business cluster of Dry fish. Hand washing, safe drinking water and toilet facilities will be available for dry fish workers and their children and child toys/sports materials will be kept for playing.

A total of 2 seminars will be arranged at Upazila level with the dealers, input retailer, distributor and traders to collect advice, develop market linkage with dry fish entrepreneurs of the project. The project develop some information, education and communication materials. COAST may seek support from WorldFish relevant specialist e.g. nutrition, communication, gender, market system, environment, knowledge management etc. Also a webpage will be designed and functional for online marketing and inform mass people about project activities and safe dry fish. A total of 30000 nos packets will be developed for promoting safe dry fish to the consumers and distributed to the entrepreneurs for branding and marketing.

The producers can sell the pesticide free dry fish with high price and the profit level will also be high. They can the buy the other food which can meet their nutrition requirement. Such way, the component can be linked with the objectives of “**Feed Future Bangladesh Aquaculture and**

#### b. Component 2- Aquaculture:

Seasonal fish culture will be one of the best IGAs in the Cox's Bazar areas. The most of the farmers, in the rainy season are not occupied with much more work. If, we implement this concept then they will be involved with the fish culture and they can earn a chunk of money for the betterment of their lives and livelihood. The project concept actually serve the poor fish farmers who have a piece of water body adjacent of their house. They can also take lease ponds of others for the culture. After the selection of the farmers, they will be provided technical training on pond preparation, fish culture and management. Local market will be the main place for the marketing of the products and local people will be the first consumers of the products. Here brokers or middle men will not be involved in the marketing process.

Through the project COAST Trust will provide training at community/local level to 1300 fish farmers - on poly-culture and basic nutrition and gender to increase household level production and consumption of nutrient rich foods, improve hygiene practices and increase family income and improve the role of both gender (male and female) in family level business. An awareness training session will be provided to 1300 farmers on importance of hand-washing, hand washing technique and to hand washing station and other related activities. Courtyard meeting will be organized with community people (specially pregnant and lactating mothers) for community awareness on nutrition. Each of the 1300 beneficiary will invite and bring 4 of their neighbors (specially pregnant and lactating mother) in the meeting. So, a total of 5200 new persons will be included in the awareness program apart from the 1300 project beneficiaries. Each UNF will organize 2 school programs. Hence, a total of 14 sessions will be arranged at 14 schools led by NAC in 3 Upazila with the participation of 120 students and teachers. Total 12 meetings will be arranged with the Department of Fisheries and Agriculture for better coordination for the quality implementation of the activities. A number of 5 different days will be observed by COAST at 3 Upazila. The days are National Nutrition Week, National Fish week, Global Hand Washing week, World Rural Women's Day and Environment Day. Project will provide kind support for mola brood fish and carp seed distribution to 1300 beneficiaries with the support of LSPs (*Patilwala*, Nursery owner).

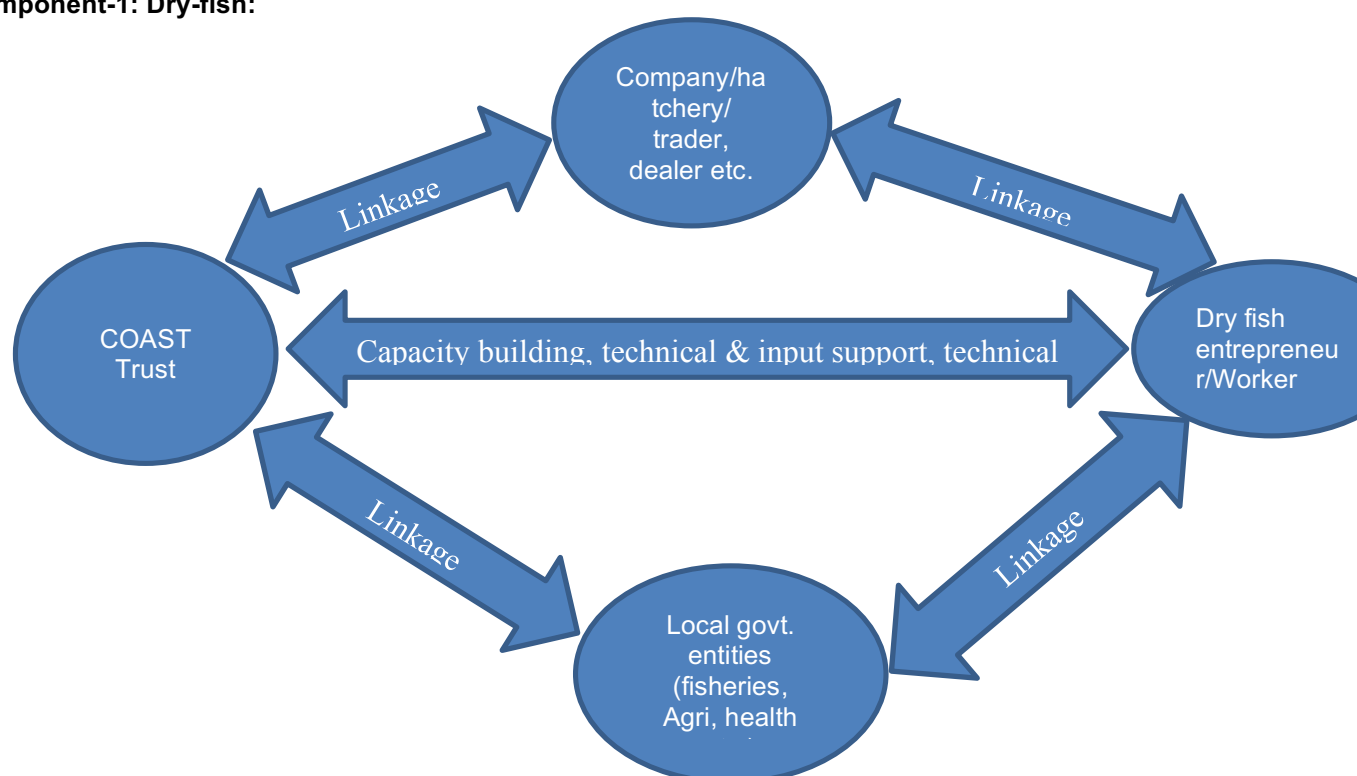
The members will also get orientation and awareness about nutrition and WASH programs. The project will ensure some inputs support to the household for increasing the status of the WASH.

After production, fish farmers will also consume some portion of fish cultured after selling. Thus way, the nutrition requirement of the fish famers' families will be met up. Such, it can be told that the concept can be linked the objectives of **“Feed Future Bangladesh Aquaculture and Nutrition Activity”**

### 3.3 Relationships:

[Describe how the proposed business idea will lead to improve the transactional relationships among different market players (e.g. farmers, traders, arotdars, dealers, retailer, company etc.)]

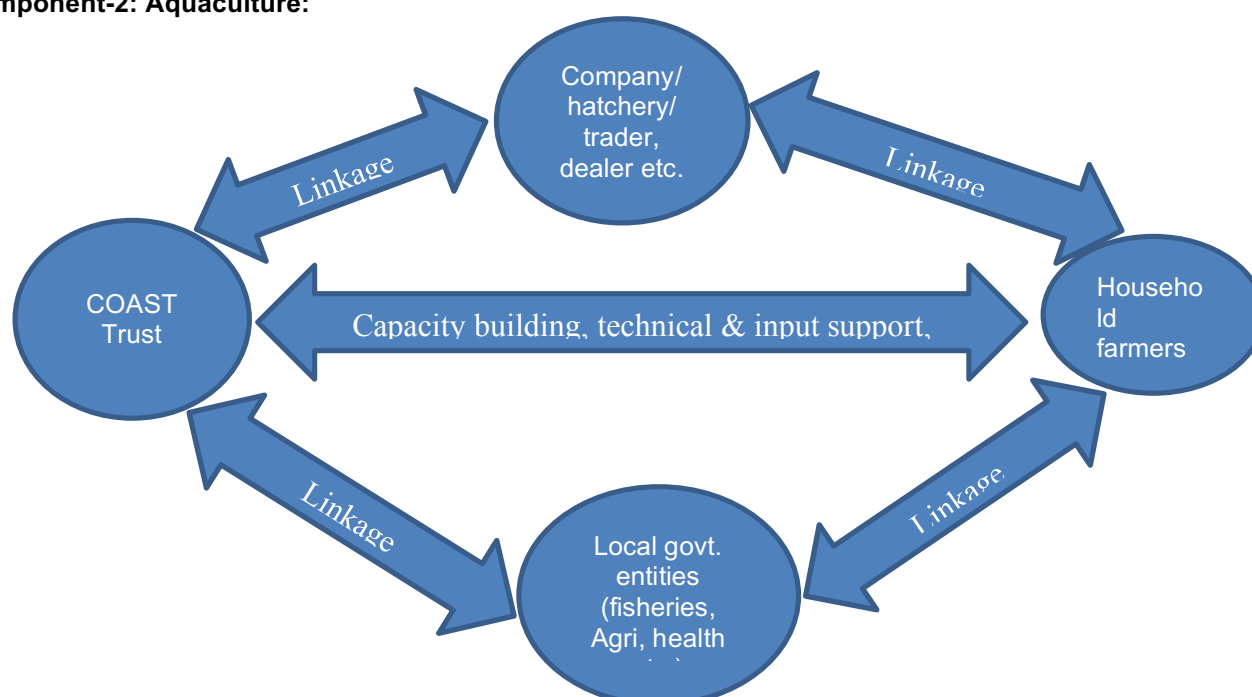
#### Component-1: Dry-fish:



COAST trust will establish linkage with company, input retailers, distributors, trader and dealer, local government entities through meeting, seminar etc. The dry fish entrepreneurs will get support from the service providers and will provide feedback as appropriate which will help the service providers to

improve the quality of their service. COAST will provide technical and input support to entrepreneurs for their capacity. Thus, a relationship among COAST trust, govt. entities, service providers and dry fish entrepreneurs and workers will be established.

## Component-2: Aquaculture:



COAST will establish linkage with company/hatchery, trader, dealer, govt. entities etc. through meeting, seminars etc. to widen service availability for household fish farmers. Household fish farmers will seek and get technical and input support from the local level govt. and private service providers and may provide feedbacks as appropriate which will help the service providers to improve the quality of their service. Coast trust will also provide technical training and input support to household fish farmers on aquaculture, nutrition, gender etc. through a social behavior change communication approach. Thus, a relationship among COAST trust, govt. entities, service providers and household level fish farmers will be established.

### 3.4 Target Group:

[How many farmers can potentially be reached by the proposed business model? Who are the other actors (e.g.: dealers, input retailers, distributors, traders, arottdars, etc.) that might benefit from the model? How many female farmers or other female market actors will be reached (if any)?

## Component 1-Dry Fish:

Total 9 households of each entrepreneur will be target households under the component. So that total household under the component will be 500. These 1000 will get the benefits of interventions of the component. Among them, 48% are micro entrepreneurs, 37% are poor and 15% are extreme poor. Total 20 dealers, 30 input retailers, 50 distributors and 20 traders are the actors in the project. Through the project, consumers and households will be benefited. The criteria of the target households will be poor and vulnerable, women headed, having lactating and pregnant mothers, old age and members differently able.

## Component 2- Aquaculture:

There will be total 1300 fish farmer households and under each fish farmer there will be 9 households who will get benefits from the interventions of the projects. So that total household under this component will be 13000. These 13000 will get the benefits of interventions of the component. Among the total households, 40% will be female. The criteria of the target households will be poor and vulnerable, women headed, having lactating and pregnant mothers, old age and members differently able. The other target groups of this component will be input retailers for fingerlings, feed, medicines etc. Sometimes the traders will be involved in the marketing chain of the fish.

### 3.5 Geographic Coverage:

[Mention the target geographic areas (district and Upazila)]

#### Component 1-Dry Fish:

Cox's Bazar Sadar and Teknaf under Cox's Bazar district

#### Component 2- Aquaculture:

Pekua, Cox's Bazar Sadar and Teknaf under Cox's Bazar district.

### 3.6 Incentive matrix of the business idea:

Market Actor	Market actor Role [What is their role in the business?]	Innovation or value addition in their function [What is the new in their function?]		Incentive [What is their Incentive in participating in this business?]
		Previous Situation	Envisioned Situation	
Fish farmers	Fish production	<ul style="list-style-type: none"> <li>Absence of regular fish culture</li> <li>No use of technologies for fish-culture</li> </ul>	<ul style="list-style-type: none"> <li>The ponds will be used for</li> <li>Will culture fish using technologies</li> <li>Fish production will be increased</li> </ul>	<ul style="list-style-type: none"> <li>Income level of fish farmers will be increased</li> <li>Fish intake of the household members will be increased</li> </ul>
Dry-fish producer	Safe dry-fish production	<ul style="list-style-type: none"> <li>Drying fish in traditional method</li> <li>using of pesticides to process the dry fish</li> </ul>	<ul style="list-style-type: none"> <li>Will produce safe dry-fish with local ingredients</li> <li>Safe dry-fish will be available within the reach of the consumers</li> </ul>	<ul style="list-style-type: none"> <li>Income level of dry-fish producers will be increased</li> <li>Dry fish intake at household members will be increased</li> </ul>
Retailer/ Dealer	Supplying different inputs/Equipment	Occasional supply of inputs/equipment	<ul style="list-style-type: none"> <li>Will supply the inputs/equipment regularly by taking the work as a business</li> <li>Quality and adequate inputs can be supplied with appropriate price</li> </ul>	<ul style="list-style-type: none"> <li>As they will run the regular business so their income will be increased</li> <li>Nutrition intake of the household member will be increased</li> </ul>
Aratdar	Preserving the products for short time	Preserves products occasionally	<ul style="list-style-type: none"> <li>Will take the work as business</li> <li>Preserve the products without pesticides and other poisonous chemicals</li> </ul>	<ul style="list-style-type: none"> <li>As they will run the regular business so their income will be increased</li> <li>Nutrition intake of the family will be increased</li> </ul>
Traders	Selling products taking from producers	Sells products occasionally	<ul style="list-style-type: none"> <li>Take the work as regular business</li> <li>Quality inputs can be in market with appropriate price</li> </ul>	<ul style="list-style-type: none"> <li>As they will run the regular business so their income will be increased</li> <li>Nutrition intake of the family will be increased</li> </ul>



#### 4. Activities detail

SL. No.	Activities	Process
<b>1</b>	<b>Staff Recruitment and office set up</b>	
1.1	Staff recruitment	<ul style="list-style-type: none"> <li>• COAST will publish advertisement in selected national and local newspaper or BDjobs online for staff recruitment</li> <li>• According to the COAST policies and practices, a recruitment committee will be formed and committee will complete the process following the COAST human resource manual.</li> <li>• Job advertisement in the national and local newspaper and Bdjobs online mentioning job responsibilities, education qualification and salaries will be published.</li> <li>• Each Union Nutrition Officer will be deployed for two Union.</li> <li>• Deployment of staff to their respective places. UNF will be stationed to their own areas.</li> </ul>
1.2	Project Implementation Unit (PIU) establishment	<ul style="list-style-type: none"> <li>• To run the project smoothly and ensure smooth coordination, COAST will establish one Project Implementation Unit (PIU) i.e. a project management office in Cox's Bazar Sadar.</li> <li>• Due procurement processes will be ensured for hiring offices and purchasing office furniture.</li> </ul>
1.3	<i>ToR preparation for staff job responsibility</i>	<ul style="list-style-type: none"> <li>• A ToR will be prepared by the management for individual personnel for better understanding about his/her job descriptions, responsibilities, planning and reporting relationship. Project goal and objective also reflected in ToR.</li> </ul>
1.4	Plan of Operation including MEL	<ul style="list-style-type: none"> <li>• Detailed Plan of Operation will be prepared for the project, where weekly and monthly plan of project activities, plan and target for all staff will be systematically placed.</li> <li>• This document will help in monitoring the program.</li> </ul> <p>MEL Plan, With the support from Monitoring, Evaluation and Learning (MEL) team of this Activity Coast Trust will develop Monitoring Evaluation Reporting Plan (MERP) in prescribed format. The MERP will consist of: a) brief activity description, a) target setting, b) data collection process, data quality assurance, and d) reporting plan with frequency. There will be a focal person who will be responsible to provide MEL/progress related data as needed. MEL team of this Activity will have opportunity to review existing monitoring and reporting tools in a participatory manner and it will be integrated in the existing MEL system of this Activity. The Coast will assist the MEL team to accomplish the following activities.</p> <ul style="list-style-type: none"> <li>• Entry near real-time training data into Tab</li> <li>• Coast will follow the data management protocol of this Activity as well as support the MEL team members conducting data quality assessment.</li> </ul>
<b>2</b>	<b>Project orientation, meeting and workshop</b>	
2.1	Project Orientation	<p>After the on boarding of all staff a day-long orientation will be organized before commencement of the full-fledged activities of the program.</p> <ul style="list-style-type: none"> <li>• Hire venues, place order for food, logistics and others</li> <li>• Prepare a presentation for the staff orientation</li> <li>• Briefly discuss about project activities, plan and budget</li> </ul>

SL. No.	Activities	Process
		<ul style="list-style-type: none"> <li>Discuss COAST policies e.g. Human Resource Policy, Gender, Sexual Harassment, Information mechanism, Complain mechanism, Finance manual, Zero Tolerance policy etc.</li> <li>WorldFish respective personnel will be invited in the orientation program</li> </ul>
2.2	Quarterly staffs meeting at PIU level	4 quarterly meetings at PIU level will be arranged to oversee the progress of the field activity and chalk out the next plan. WorldFish respective personnel will participate in the quarterly meeting. In consultation with WorldFish, necessary modification will be made based on field progress and challenges.
2.3	Monthly cluster meeting at Upazila level	<p>All Upazila Nutrition and Aquaculture Officer will arrange monthly cluster meeting at Upazila offices. A total of 36 meetings in 3 Upazila will be arranged within the project period. The meeting agenda will be the accomplished activities of the last month and detailed planning for next month. UNAO may arrange capacity building brief session/discussion for the meeting participants. WorldFish respective personnel may participate in such meetings periodically.</p> <ul style="list-style-type: none"> <li>Nutrition and Aquaculture Coordinator (NAC), Upazila Nutrition and Aquaculture Officer (UNAO) and Union Nutrition Facilitators (UNF) will participate in the meeting.</li> <li>Every Upazila will have one meeting each month</li> </ul>
2.4	Project inception meeting (Upazila level)	<p>Three project orientation meetings will be conducted in three Upazila by DAWN staffs.</p> <ul style="list-style-type: none"> <li>Number of participants for each workshop will be 30.</li> <li>Govt. officials e.g. Upazila Nirbahi officer (UNO), Upazila Fishery Officer, Upazila Agriculture Officer, Upazila Health and Family planning Officer (UH&amp;FPO) and others will be the participant.</li> <li>The objective of such meeting is to orient the participants on project goal, objectives, budget, activities, approaches etc.</li> </ul> <p>Following are the activities:</p> <ul style="list-style-type: none"> <li>Prepare an invitation list</li> <li>Prepare an invitation letter and invite guests at the Upazila level</li> <li>Prepare a presentation for the workshop</li> <li>Hire venues, place order for food, logistics and others</li> </ul>
3	<b>Farmer/entrepreneur selection and profiling and database</b>	
3.1 & 3.2	Farmers/entrepreneur s selection, formation of groups Community profiling and database	<p>A total of 96 community meeting will conducted to identify and select the 1300 fish farmers and 500 dry fish entrepreneurs as project beneficiary.</p> <ul style="list-style-type: none"> <li>A total of 70 meeting will be conducted to form 65 fish farmer groups. Each farmer group will contain 20 household fish farmers. WorldFish will supply beneficiary selection form in this concern.</li> <li>26 such meeting will be arranged by UNF to identify and form 25 dry fish entrepreneur group. One dry fish entrepreneur group will consist of 20 member. COAST will develop a beneficiary selection form with assistance from WorldFish personnel as appropriate.</li> <li>Orientation of the pre-selection format will be conducted in any of monthly meetings.</li> <li>One copy of all the filled up pre-selection form will be supplied to WorldFish for creating a database.</li> </ul>
3.3	Farmers/entrepreneur profiling	<p>A farmer profiling survey will be conducted by COAST to collect few basic information of the fish farmer and dry fish entrepreneur. Detailed activities includes the following:</p> <ul style="list-style-type: none"> <li>WorldFish will provide a profiling form for aquaculture farmers.</li> </ul>

SL. No.	Activities	Process
		<ul style="list-style-type: none"> <li>• COAST will develop a profiling form with assistance from WorldFish personnel to collect information on dry fish entrepreneur.</li> <li>• The profiling form may include household member data, nutrition, socio-economic condition, market and other relevant information etc.</li> <li>• Orientation on profiling form will be conducted in any of the monthly meetings.</li> <li>• To carry out the profiling smoothly the project workers will talk to chairman/members, local leaders to make rapport.</li> <li>• One copy of all the filled up profiling form will be supplied to WorldFish for creating a database. WorldFish respective nutrition specialist will provide guidance to COAST regarding this.</li> </ul>
4	<b>Training/Capacity development of project staff</b>	
4.1	Capacity development training for project staff (ToT)	<p>Two different training for trainers (ToT) will be arranged by COAST on dry fish and Aquaculture, nutrition and gender. The ToT dry fish will be 2 days long while the training of aquaculture, nutrition and gender will be 5 days long. The training venue will be Cox's Bazar Sadar office of COAST (PIU), however the training may be organized to different venue.</p> <p>Detailed activities</p> <ul style="list-style-type: none"> <li>• Before conducting training the modules and curriculum will be developed through sharing with technical experts from WorldFish.</li> <li>• The Nutrition &amp; Aquaculture Coordinator will conduct the training. The WorldFish technical experts will also be invited for conducting some important session. The DoF official will also be invited as guest for taking necessary advices for further improvement of the training courses.</li> <li>• Develop course schedule including different games that attract participant and help to remembering the message transfer to practices and a demonstrative training packages.</li> <li>• The dry fish ToT includes sessions on organic method for fish drying, processing, waste management, application of dry fish technology etc.</li> <li>• The aquaculture, nutrition, gender and youth training will include sessions on modern fish culture, homestead gardening and dike cropping, hygiene, basic nutrition and gender and youth etc.</li> </ul>
4.2	Capacity development training in Dhaka (Staff)	<p>Following training will be provided by WorldFish in Dhaka/in other venue for capacity development of DAWN project staff. Training may be arranged on following aspects:</p> <ul style="list-style-type: none"> <li>• Monitoring Evaluation and Learning</li> <li>• Environmental issues</li> <li>• Grants orientation</li> <li>• Gender and Development etc.</li> </ul>
5	<b>Information dissemination and awareness building</b>	
5.1	Information, education and communication (IEC) materials	<ul style="list-style-type: none"> <li>• COAST will develop some information, education and communication materials. COAST may seek support from WorldFish relevant specialist e.g. nutrition, communication, gender, Market system, environment, knowledge management etc.</li> <li>• The IEC materials will be developed in dry fish and Aquaculture and nutrition aspects.</li> <li>• These materials will be used in national fisheries week, training, meeting and workshops.</li> </ul>
5.2	Signboards and display boards	The following signboards and display board will be installed:

SL. No.	Activities	Process
		<ul style="list-style-type: none"> <li>A total of 50 signboards containing environmental messages will be provided to dry fish entrepreneurs. COAST will finalize the content of the signboard upon discussion with WorldFish communication, nutrition specialist etc.</li> <li>COAST will provide 2 display boards to aware mass people on safe dry fish production in project areas</li> <li>A total of 50 signboards containing environmental messages will be installed in randomly selected 50 pond from 13000 pond.</li> <li>COAST will provide 2 display boards to aware mass people on different issues of aquaculture, nutrition etc. in the project area.</li> </ul>
<b>Component 1: Dry fish</b>		
6.1	Courtyard meeting with dry fish entrepreneurs on caring practice of children, pregnant and lactating mother etc.	<ul style="list-style-type: none"> <li>Arrange a meeting place at the homestead level</li> <li>Union Nutrition Facilitator will deliver the key message on hygiene, care practice for pregnant women, lactating mother and children to the community people through courtyard meeting</li> <li>Discussion content/agenda may be modified by Nutrition Specialist, WorldFish and NAC, COAST depending on context.</li> </ul>
6.2	Input support for Dry fish (Fish drier and Macha setup)	<ul style="list-style-type: none"> <li>Two modern technology (Fish drier and Macha and designed by BFRI and locally made) will be distributed to the potential 50 entrepreneurs for producing safe dry fish.</li> <li>The design will be forwarded to the Environment Specialist (ES), WorldFish for his review. The drier will be built under close guidance of ES.</li> <li>Union Nutrition Facilitators will select 50 entrepreneurs through consultation with <i>Najirartek Ekata Bohomuki Somity</i>.</li> <li>Upazila Nutrition and Aquaculture Officers will check the selected entrepreneurs and recommend the checked name to the NAC for final approval.</li> <li>Project focal person of COAST and WorldFish Nutrition Specialist may observe the selection process minutely.</li> <li>NAC will check and approve the final distribution list.</li> </ul>
6.3	Skill development training for safe dry fish production	<p>The training will be provided to the entrepreneurs (Drier and Macha users) for their skill development on safe dry fish production through organic method.</p> <ul style="list-style-type: none"> <li>A number of 50 entrepreneurs will be covered under this training in 2 batches.</li> <li>Before conducting training the modules and curriculum will be developed through sharing with technical experts from WorldFish.</li> <li>The Upazila Nutrition and Aquaculture Officer with Union Nutrition Facilitator conduct the training. The WorldFish technical experts will also be invited for conducting some important session. The DoF official will also be invited as guest for taking necessary advices for further improvement of the training courses.</li> <li>Develop course schedule and module for the training participants</li> <li>Invitation to the participants</li> <li>Venue selection</li> <li>Make a banner and other logistic arrangement for the training</li> <li>The Upazila Nutrition and Aquaculture Officer and Union Nutrition Facilitator will be facilitated the training.</li> </ul>
6.4	Handwashing station installation and awareness	COAST Trust will provide awareness training to 500 entrepreneur on importance of hand washing, hand washing technique and use of tippy tap etc.

SL. No.	Activities	Process
	campaign (linked with courtyard session of 6.1)	
6.5	Support on childcare unit	<ul style="list-style-type: none"> <li>1 child care unit, 1 deep tube-well and 1 toilet will be renovated in business cluster of Dry fish</li> <li>Hand washing, safe drinking water and toilet facilities will available for dry fish workers and their children.</li> <li>Child toys/sports materials will be kept for playing</li> <li>A committee will be formed by the COAST management for procurement process</li> </ul>
6.6	Training on fish waste management and processing	<p>COAST Trust will provide training to 25 entrepreneurs and 125 dry fish workers on fish waste management and processing. Detailed activities:</p> <ul style="list-style-type: none"> <li>Before conducting training the modules and curriculum will be developed through sharing with technical experts from WorldFish.</li> <li>The Upazila Nutrition and Aquaculture Officer with Union Nutrition Facilitator will conduct the training. The WorldFish technical experts will also be invited for conducting some important session. The DoF official will also be invited as guest for taking necessary advices for further improvement of the training courses.</li> <li>Develop course schedule including different games that attract participant and help to remembering the message transfer to practices and a demonstrative training packages</li> <li>Practical session will be arranged in the training to know the processing system of fish waste management.</li> </ul>
6.7	Seminar/Workshop	<p>A total of 2 seminars will be arranged at Upazila level with the dealers, input retailer, distributor and traders to collect advice, develop market linkage with dry fish entrepreneurs of the project. Sub-activities are:</p> <ul style="list-style-type: none"> <li>Prepare an invitation list</li> <li>Prepare an invitation letter and invite guests at the Upazila level</li> <li>Prepare a presentation for the workshop and attendance sheet</li> <li>Hire venues, place order for food, logistics and other things</li> <li>Entrepreneurs will be linked up with dry fish seller, input retailer, distributor and traders.</li> <li>Nutrition and Aquaculture Coordinator will be facilitated the seminar.</li> </ul>
6.8	Webpage design	<p>The webpage will be designed for online marketing and inform mass peoples about project activities and safe dry fish</p> <ul style="list-style-type: none"> <li>Through the website entrepreneurs will be linked with national and international traders</li> <li>Consumers will be get safe dry fish through online from anywhere.</li> <li>Hire a technical professional for web page designing as per COAST policy</li> <li>Project activities will be shown in webpage regularly</li> <li>The webpage will be maintained by the COAST</li> </ul>
7	<b>Market promotional activities for dry fish</b>	
7.1	Branding and packaging	<p>A total of 30000 nos packets will be developed for promoting safe dry fish to the consumers.</p> <ul style="list-style-type: none"> <li>A procurement committee will be formed for making dry fish packets</li> <li>Committee will made packets with maintaining organizational policy</li> <li>30000 packets will provide to 50 entrepreneurs for branding their product</li> </ul>



SL. No.	Activities	Process
7.2	Exhibition in Upazila level	<p>1 exhibition will be arranged at Upazila level to introducing modern technology of fish drying process to the mass people of project working area.</p> <ul style="list-style-type: none"> <li>The exhibition will be organized in Upazila level with the cooperation of department of fisheries and Agriculture.</li> <li>Entrepreneurs will be shown Macha and Fish drier technology in the exhibition</li> <li>Video documentary on dry fish processing will be displayed in the exhibition.</li> </ul>
<b>Component 2: Aquaculture</b>		
8	<b>Capacity development of fish farmer</b>	
8.1	Training of farmer on poly-culture (mola-carp, vegetables), basic nutrition and gender	<p>COAST Trust will provide training at community/local level to 1300 farmers - on poly-culture and basic nutrition and gender to increase household level production and consumption of nutrient rich foods, improve hygiene practices and increase family income and improve the role of both gender (male and female) in family level business. Detailed activities:</p> <ul style="list-style-type: none"> <li>Before conducting training the modules and curriculum will be developed through sharing with technical experts from WorldFish.</li> <li>The Upazila Nutrition and Aquaculture Officer with Union Nutrition Facilitator will conduct the training. The WorldFish technical experts will also be invited for conducting some important session. The DoF official will also be invited as guest for taking necessary advices for further improvement of the training courses.</li> <li>Develop course schedule including different games that attract participant and help to remembering the message transfer to practices and a demonstrative training packages</li> <li>Total 8 session trainings (mola-carp poly culture-3, Homestead gardening and dike cropping-1, basic nutrition and gender-3, Hygiene-1) will be conducted where each session will take 2.5 hours.</li> <li>In hygiene session day, all participants will bring two of their relatives/family member/neighbor (male participants will bring female member and female participants will bring male member to make a gender balance). In this way, 1300 participants will bring 2600 new person to the session.</li> <li>LSP (Patilwala, nursery owner, vegetables seed seller etc.) will be present at the training session to make better linkage between LSPs and farmers.</li> </ul>
9	<b>Social behavior change communication (SBCC) Program</b>	
9.1	Hand washing station and awareness campaign	<p>COAST Trust will provide awareness training to 1300 farmers on importance of hand-washing, hand washing technique and to hand washing station in other related activities (the training mentioned in section 8.1)</p> <ul style="list-style-type: none"> <li>Tippy tap will be stationed at 1300 housed hold for improving the family hygiene practice.</li> <li>A training to 1300 farmers will be provided on installation and using Tipi-tap in their house. A soap will be provided to each beneficiary as incentives.</li> </ul>
9.2	Courtyard meeting with local people (specially pregnant and lactating mother) for community awareness on nutrition	<ul style="list-style-type: none"> <li>Each of the 1300 beneficiary will invite and bring 4 of their neighbors (specially pregnant and lactating mother) in the meeting. So, a total of 5200 new person will be included in the awareness program apart from the 1300 project beneficiaries.</li> <li>Arrange a meeting place at the homestead level</li> <li>Union Nutrition Facilitator will deliver the key message on hygiene, care practice for pregnant women, lactating mother and children to the community people through courtyard meeting</li> </ul>

SL. No.	Activities	Process
9.3	School sessions for adolescent/children	Each of the 7 UNF of Aquaculture and nutrition component will organize 2 School programs. Hence, a total of 14 sessions will be arranged at 14 school led by NC in 3 Upazila. <ul style="list-style-type: none"> <li>• Schools will be selected</li> <li>• 120 students and teacher will participate in the session</li> <li>• A quiz/debate program on nutrition will be arranged</li> <li>• Prize will be distributed to the winners</li> </ul>
9.4	Meeting with Department of Fisheries, Agriculture, Health, Women affairs officer for networking opportunities and advisory services	12 meetings will be arranged with the Department of Fisheries and Agriculture to collect advice, develop linkage and to make the sustainability of the project. Sub-activities are: <ul style="list-style-type: none"> <li>• Prepare an invitation list</li> <li>• Prepare an invitation letter and invite guests at the District/Upazila level</li> <li>• Prepare a presentation for the workshop and attendance sheet</li> <li>• Hire venues, place order for food, logistics and other things</li> </ul>
9.5	Day observation/rally	A number of 5 different days will be observed by COAST at 3 Upazila. The days are National Nutrition Week, National Fish weeks, Global Hand Washing week, World Rural Women's Day and Environment Day. Nutrition and Aquaculture Coordinator (NAC) will lead this activity with support from Upazila Nutrition and Aquaculture officers. Activities includes the following: <ul style="list-style-type: none"> <li>• Invitation to the participants</li> <li>• Make a banner on the day and other materials for the day</li> <li>• Selection of guests</li> <li>• Make a rally</li> <li>• Provide snacks and other</li> </ul>
10	<b>Cost sharing Basis Input Support for demonstration</b>	
10.1	Participatory demo establishment – mola brood and carp seed distribution with cost sharing method	COAST will introduce nutrition sensitive aquaculture technology in all ponds under project and will adopt cost sharing method for participatory demo establishment. <ul style="list-style-type: none"> <li>• Project will provide kind support for mola brood and carp seed distribution to 1300 beneficiaries with support of LSPs (<i>Patilwala</i>, Nursery owner).</li> <li>• A total of 300 carp/tilapia/both fingerlings along with 1 kg Mola will be distributed to each of the 1300 fish farmers.</li> <li>• Farmer will share cost for seed, feed, pond preparation, liming and fencing and harvesting gear.</li> <li>• Farmers will be supported by LSPs to resolve production related problems.</li> <li>• Local group fisher folks will be linked up with farmers to sell their products (especially mola) regular basis.</li> </ul>
10.2	Participatory demo establishment- Input support with vegetables	<ul style="list-style-type: none"> <li>• COAST will provide a package of seed for round year cropping and a number of orange sweet potato (OSP) vines, one lemon seedling for each household, sex pheromones traps, etc. with support of LSPs (vegetables seed seller).</li> <li>• The farmer will bear other costs such as fencing, fertilizers and maintenance.</li> </ul>

SL. No.	Activities	Process
	seed, OSP and lemon seedling	<ul style="list-style-type: none"> <li>Farmers will be supported by LSPs (Vegetables seed seller) to resolve any serious issue If occurs, for example; disease, low production, etc</li> </ul>
11	<b>Reporting and monitoring, Program review and Study</b>	
11.1	Monthly/Quarterly reporting	The project will generate monthly/quarterly report e.g. technical report, financial report etc. and will submit to COAST, WorldFish and others as appropriate.
11.2	Yearly/Project endline reporting	The project will generate project ending report after ending the project. COAST may seek support from WorldFish relevant section.
11.3	MEL (training monitoring/data entry etc.)	This budget has been kept by WorldFish MEL team and will be used on need basis.
11.4	Supervision and internal coordination	<ul style="list-style-type: none"> <li>Executive Director and Director will provide technical and management support from the central level.</li> <li>The HRM section of central level will assist for the recruitment and other staffing and their capacity development process.</li> <li>The central MEAL section will ensure the quality implementation of the project activities.</li> <li>The project focal person will visit the project area bi-monthly to oversee the project activities and support to project staff.</li> <li>The Finance and Audit sections will ensure the financial compliances in the project.</li> <li>Those sections will visit the project areas bi-monthly and will submit the report to Executive Director and Director for taking further corrective measure and improvements.</li> <li>The project will be monitored and regularly be supervised to check the tracking of the project and internal control will be done.</li> <li>Nutrition and Aquaculture Coordinator will monitor and supervise the project activities.</li> </ul> <p>NC will visit 2/3 days in a month, UNAO will visit 15-18 days per month, finance will monitor as and when required, UNF will visit regularly.</p>
11.5	Midterm evaluation (Evaluation of the running activities under the project)	WorldFish MEL team will decide on this and do the necessary accordingly.
11.6	Gender study	The gender study will be done by WorldFish BANA gender team with appropriate support of COAST project staffs.
11.7	Case Study	10 Case studies will be developed to show the best success cases
12	<b>Miscellaneous</b>	
12.1	Equipment purchase	A committee will be formed by the management according to COAST procurement policy for purchasing all furniture, Laptop, Printer, Motorcycle, Seed and others according to the approved budget. COAST will be purchase with the consultation of WorldFish relevant personnel.
12.2	Newsletter	A newsletter will be prepared by nutrition and aquaculture coordinator with assistance of other COAST staffs. The content of the newsletter will be project activity progress etc.. The newsletter will be published as monthly basis and distributed to stakeholder, government official and etc.
12.3	Office Sign Board	Two sign board will be hung for identification of Upazila office.

## 5. Activity plan with time line (Gantt chart) & proposed deliverables

SL. No.	Activities	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>1</b>	<b>Staff Recruitment and office set up</b>												
1.1	Staff recruitment												
1.2	Project Implementation Unit (PIU) establishment												
1.3	<i>ToR preparation for staff job responsibility</i>												
1.4	Plan of Operation including MEL												
<b>2</b>	<b>Project orientation, meeting and workshop</b>												
2.1	Project Orientation												
2.2	Quarterly staffs meeting at PIU level												
2.3	Monthly cluster meeting at Upazila level												
2.4	Project inception meeting (Upazila level)												
<b>3</b>	<b>Farmer/entrepreneur selection and profiling and database</b>												
3.1 & 3.2	Farmers/entrepreneurs selection, formation of groups Community profiling and database												
3.3	Farmers/entrepreneur profiling												
<b>4</b>	<b>Training/Capacity development of project staff</b>												
4.1	Capacity development training for project staff (ToT)												
4.2	Capacity development training in Dhaka (Staff)												
<b>5</b>	<b>Information dissemination and awareness building</b>												
5.1	Information, education and communication (IEC) materials												
5.2	Signboards and display boards												
<b>6. Component 1, Dry Fish</b>													
6.1	Courtyard meeting with dry fish entrepreneurs on caring practice of children, pregnant and lactating mother etc.												
6.2	Input support for Dry fish (Fish drier and Macha setup)												
6.3	Skill development training for safe dry fish production												
6.4	Handwashing station installation and awareness campaign (linked with courtyard session of 6.1)												

SL. No.	Activities	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
6.5	Support on childcare unit												
6.6	Training on fish waste management and processing												
6.7	Seminar/Workshop with dealers, input retailer, distributor and traders												
6.8	Webpage design												
<b>7</b>	<b>Market promotional activities for dry fish</b>												
7.1	Branding and packaging												
7.2	Exhibition in Upazila level												
<b>8</b>	<b>Capacity development of fish farmer</b>												
8.1	Training of farmer on poly-culture (mola-carp, vegetables), basic nutrition and gender												
<b>9</b>	<b>Social behavior change communication (SBCC) Program</b>												
9.1	Hand washing station and awareness campaign												
9.2	Courtyard meeting with local people (specially pregnant and lactating mother) for community awareness on nutrition												
9.3	School sessions for adolescent/children												
9.4	Meeting with Department of Fisheries, Agriculture, Health, Women affairs officer for networking opportunities and advisory services												
9.5	Day observation/rally												
<b>10</b>	<b>Cost sharing Basis Input Support for demonstration</b>												
10.1	Participatory demo establishment – mola brood and carp seed distribution with cost sharing method												
10.2	Participatory demo establishment- Input support with vegetables seed, OSP and lemon seedling												
<b>11</b>	<b>Reporting and monitoring, Program review and Study</b>												
11.1	Monthly reporting												
11.2	Quarterly reporting												
11.3	Yearly/Project endline												
11.4	MEL (training monitoring/data entry etc.)												
11.5	Supervision and internal coordination												
11.6	Midterm evaluation (Evaluation of the running activities under the project)												
11.7	Gender study												
11.8	Case Study												
<b>12</b>	<b>Miscellaneous</b>												
12.1	Equipment purchase												
12.2	Newsletter												
12.3	Office Sign Board												



Deliverables	Due date
<ol style="list-style-type: none"> <li>Staff Recruitment, orientation &amp; deployment completed (Job Circular, Appointment letter)</li> <li>Brief report on establishment of PIU</li> <li>Finalized copy of ToR for staffs job responsibility</li> <li>Finalized copy of plan of operation</li> <li>Project orientation completed (Presentation on project activities, Participants list, Attendance sheet, Documentation/report, Few photographs)</li> <li>Project Inception Meeting (Upazila level) (Short narrative report with attendance sheet, Few photographs)</li> <li>Selection of farmers/entrepreneurs and profiling and data base completed (Attendance sheet/pre selection form of community meeting with finalized name, formation of groups, Farmer profiling survey completed, Data based Completed for profiling and pre selection form)</li> <li>Observation of National Nutrition Week (Brief report on participation, invitation letter, photography)</li> <li>Capacity development training for project staff (ToT) on Aquaculture, nutrition, gender and Dry-fish completed (Participants list, Training report with attendance sheet, Few photographs)</li> <li>Observation of International Environment Day (Brief report on participation, invitation letter, photography)</li> <li>Training to the farmers completed (at least one sessions of training started for all farmers groups, photograph, report through monthly narrative report)</li> <li>At least one court yard meeting completed in each Union (short narrative report with attendance sheet, Few photographs, regular activity report through monthly meeting)</li> </ol>	July 03, 2019
<ol style="list-style-type: none"> <li>Observation of National Fish week (Brief report on participation, invitation letter, photography)</li> <li>IEC materials printed and distributed ( copy of printed IEC materials)</li> <li>Sign board and display board installed (Signboards and display boards affixed in the working area; Photograph)</li> <li>Input support for dry fish distributed (Selection process completed, Established a number of 50 fish drier and 50 macha in the working areas, Agreement between entrepreneurs and COAST Trust, Total 50% of targeted entrepreneurs applied modern technology of dry fish)</li> <li>Skill development training dry fish completed (Training module, Presentation, training report with attendance sheet)</li> <li>Renovation finished for children care unit (Short narrative report)</li> <li>Brief report on webpage developed</li> <li>Market promotional activities for dry fish (Developed packaging system)</li> <li>Training to the farmers completed (at least two sessions of training completed for all groups, photograph, report through monthly narrative report)</li> <li>Almost 30% of court yard meeting completed (short narrative report with attendance sheet, Few photographs, regular activity report through monthly meeting)</li> <li>At least 2 school sessions completed (Presentation and few photographs, Narrative report with attendance sheet)</li> <li>Participatory Demo Establishment inputs distribution completed for mola brood and carp seed distribution with cost sharing method (Roster of distribution, short narrative report containing MOU between COAST and supplier, distribution procedure etc.)</li> <li>Participatory Demo Establishment inputs distribution completed for vegetables seed, OSP and lemon seedling (copy of roster of distribution, short narrative report containing MOU between COAST and supplier, distribution procedure etc.)</li> <li>One meeting with GoB officials completed (Completed meeting with department of fisheries, Agriculture, Health, Women affairs officer, Short narrative report with attendance sheet)</li> </ol>	October 03, 2019
<ol style="list-style-type: none"> <li>Observation of Global Hand washing day (Brief report on participation, invitation letter, photography)</li> <li>Court yard meeting completed (Content /agenda, Short narrative report with attendance sheet, Few photographs)</li> <li>Hand washing station established both in dry fish and aquaculture component (copy of roster of tippy tap distribution, different photographs separate components)</li> </ol>	January 02, 2020

Deliverables	Due date
<ol style="list-style-type: none"> <li>4. Training on fish waste management (Training module, Presentation, Training report with attendance sheet)</li> <li>5. Training to the farmers completed (at least six sessions of training completed for all groups, photograph, report through monthly narrative report)</li> <li>6. Almost 80% of court yard meeting completed (short narrative report with attendance sheet, Few photographs, regular activity report through monthly meeting)</li> <li>7. At least 8 school sessions completed (Presentation and few photographs, Narrative report with attendance sheet)</li> <li>8. Market promotional activities for dry fish (Developed packaging system)</li> <li>9. One meeting with GoB officials completed (Completed meeting with department of fisheries, Agriculture, Health, Women affairs officer, Short narrative report with attendance sheet)</li> </ol>	
<ol style="list-style-type: none"> <li>1. Training to the farmers completed (all 8 sessions of training completed for all groups, photograph, report through monthly narrative report)</li> <li>2. All sessions of court yard meeting completed (short narrative report with attendance sheet, Few photographs, regular activity report through monthly meeting)</li> <li>3. All 14 school sessions completed in 3 Upazila (Presentation and few photographs, Narrative report with attendance sheet)</li> <li>4. 3rd meeting with GoB officials completed (Completed meeting with department of fisheries, Agriculture, Health, Women affairs officer, Short narrative report with attendance sheet)</li> <li>5. Observed International Women's Day (Brief report on participation, invitation letter, photography)</li> <li>6. All monthly and quarterly technical report submitted.</li> <li>7. Final technical report submitted</li> </ol>	April 10, 2020

## 6. Expected outcome of the proposed business

- i. Total 60% of targeted household gained knowledge in nutrition security of the families and improved nutrition status of their families
- ii. Total 60% of targeted households became free from water borne disease
- iii. Total 30% of targeted households applied modern technology of fish culture
- iv. Total 30% of targeted households applied organic technologies of dry-fish production
- v. Total 25% income of the targeted households increased and they enjoyed better livelihood
- vi. Two market outlets (one in Cox's Bazar and one in Dhaka) for dry-fish established and functional

## 7. Future plan:

### Component 1-Dry Fish:

In second year there will be established two market outlet; one will be in Cox's Bazar and other one will be in Dhaka. These outlets will help for market promotion of the project. The entrepreneurs will be equipped with the training and knowledge to run the process. As the market linkages will be developed so entrepreneurs will be in active after the phase out of the project. On the other hand, as they are in the working areas of the organization so, it will also take care for the continuation of the business. On only that, by project period, the consumers will be aware for getting the pesticide free organic dry fish which will tend to help for market promotion. Other actors like, the traders, dealers, input retailers will be active, so, the project activates will be continued after withdrawal of fund from the project. The spread out effect will also be in place for the other entrepreneurs. The households will be trained about the nutrition and WASH effect in the health and they will be motivated to continue the habit through applying their knowledge acquired from the project. The organization will keep them under its sustainable micro finance program for their necessary financial supports. On the other hand, if the project expands next year then some incomplete activities (if any) will be carried out.

### Component 2- Aquaculture:

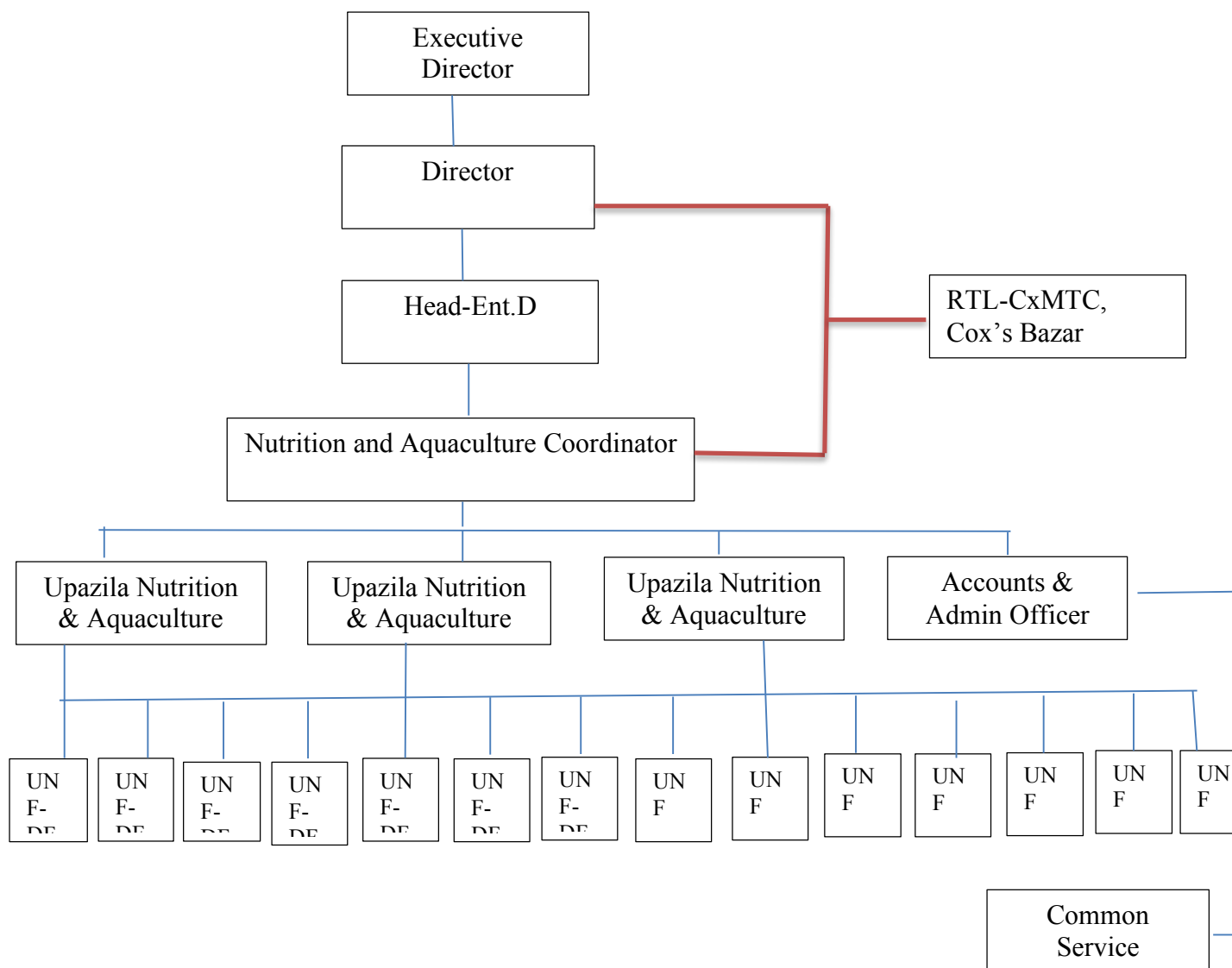
The fish farmers will be equipped with the training and knowledge to run the business. As the farmers will well be introduced with the technology, so, they will be in active after the phase out of the project. On the other hand, as they are in the working areas of the organization so, it will also take care for the continuation of the business. They will also be linked with Upazila fishery officer for getting the technical knowledge and support. The spread out effect will also be in place for the other fish farmers. The households will be trained about the nutrition and WASH effect in the health and they will be motivated to continue the habit through applying their knowledge acquired from the project. The organization will keep them under its sustainable micro finance program for their necessary financial and technical supports. On the other hand, if the project expands next year then some incomplete activities (if any) will be carried out.

## 8. Monitoring and Evaluation Plan

With the support from Monitoring, Evaluation and Learning (MEL) team of this Activity Coast Trust will develop Monitoring Evaluation and Reporting Plan (MERP) in prescribed format. The MERP will consist of: a) brief activity description, a) target setting, b) data collection process, c) data quality assurance, and d) reporting plan with frequency. There will be a focal person who will be responsible to provide MEL/progress related data as needed. MEL team of this Activity will have opportunity to review existing monitoring and reporting tools in a participatory manner and it will be integrated in the existing MEL system of this Activity. The Coast will assist the MEL team to accomplish the following activities.

- Farmer preselection and profiling data
- Entry near real-time training data into Tab
- Coast will follow the data management protocol of this Activity as well as support the MEL team members conducting data quality assessment.

## 9. Sub-grantee's Staff Position Description:



UNF= Union Nutrition Facilitator  
 DF=Dry Fish  
 Ent.D = Enterprise Development  
 RTL=Regional Team Leader  
 CxMTC= Cox's Bazar Management and Training Centre  
 Total staff in the project: 20  
 Direct Relationship:  
 Functional Relationship:

**Staff details:**

SI	Position	Major Responsibilities
1	Nutrition and Aquaculture Coordinator (1 Position)	<ul style="list-style-type: none"> <li>S/he will be overall responsible for the project implementation</li> <li>S/he will maintain liaison with the funding partners and principal office of the implementing organization</li> <li>S/he will be the 1<sup>st</sup> supervisor of Assistant Project Manager, Monitoring and Reporting Officer, Finance and Admin Officer, Training Officer and Nutrition Officer while his/her 1<sup>st</sup> supervisor will be project focal in COAST Principal Office.</li> <li>S/he will maintain the communication with concerned government officials</li> </ul>
2	Finance and Admin Officer (1 position)	<ul style="list-style-type: none"> <li>S/he will maintain the petty cash transactions and other check with the bank of the project</li> <li>S/he will ensure all the administrative issues of the staff</li> <li>S/he will reconcile between bank book and bank statement</li> </ul>
3	Upazila Nutrition and Aquaculture Officer (3 positions)	<ul style="list-style-type: none"> <li>They will ensure the technical and operational support to the Field Officers.</li> <li>They will be the 1<sup>st</sup> supervisor of the Field Officers.</li> <li>They will solve any problems faced by the Field Officers.</li> </ul>
4	Union Nutrition Facilitator (14 positions)	<ul style="list-style-type: none"> <li>Field Officers will directly be involved for the implementation of the project activities.</li> <li>They will implement the project activities through association with the target household.</li> <li>Each Field Officer will follow up and ensure technical support to 250 households. They will visit total households by each month.</li> </ul>
5	Common Service Organizer (1 position)	<ul style="list-style-type: none"> <li>Will ensure the common services in the offices</li> </ul>
6	Head Enterprise Development	<ul style="list-style-type: none"> <li>Will act as project focal and s/he will give 40% of his time will be for the project implementation and reporting</li> <li>S/he will maintain the liaison with the funding agency as required.</li> </ul>

**10. Project Administration & Management Plan:**

Cox's Bazar Management and Training Centre (CxMTC), Cox's Bazar will be the Project Implementation Unit (PIU). Project Manager, Finance & Admin Officer, Common Service Organizer will sit at PIU level. There will be 3 Upazila Nutrition and Aquaculture Officers based in Upazila level, 14 Union Nutrition Facilitators based in union level.

Regional Team leader of CxMTC will be the 1<sup>st</sup> supervisor of Nutrition and Aquaculture Coordinator. All Officers will be reportable to Nutrition and Aquaculture Coordinator and the 2<sup>nd</sup> supervisor of Nutrition and Aquaculture Coordinator will be project focal based in Principal Office, Dhaka.

The major role of the PIU will be coordinating, planning, input support and administrative and personnel activities and communication with Upazila and district level government officials. The different stakeholders will come for the consultation of different issues with the project staff. Field Officers will work directly with the households of the project.

Quarterly staff coordination meeting will be held at PIU where all project staff including Regional Team Leader and project focal person will be the participants. The Nutrition and Aquaculture Coordinator and Finance & Admin Officer will participate in the project performance monitoring meeting held in principal office, Dhaka presided by Director. All other project coordinators will also be present there and the Nutrition and Aquaculture Coordinator of proposed project will learn more from other Project Managers.

Executive Director and Director will provide technical and management support from the central level. The HRM section of central level will assist for the recruitment and other staffing and their capacity development process. The central MEAL section will ensure the quality implementation of the project activities. The Finance and Audit sections will ensure the financial compliances in the project. Those sections will visit the project areas bi-monthly and will submit the report to Executive Director and Director for taking further corrective measure and improvements.

All staff will be appointed and providing facilities as per COAST Human Resource Policy Manual. If possible the senior positions will be placed to the project from the organization on the basis of potentiality of the staff.



For other positions there will be advertisement in the BDJOBS and local daily newspaper for wide circulation. The recruitment process will be maintained as per COAST Recruitment Policy.

Finance & Admin Officer will maintain financial reports by following COAST Accounts Policy Manual and Deed of Agreement. S/he will also look after administration and personnel aspects of the project. S/he will maintain the daily petty cash and bank transactions.

For other positions there will be advertisement in the BDJOBS and local daily newspaper for wide circulation. The recruitment process will be maintained as per COAST Recruitment Policy.

Finance & Admin Officer will maintain financial reports by following COAST Accounts Policy Manual and Deed of Agreement. S/he will also look after administration and personnel aspects of the project. S/he will maintain the daily petty cash and bank transactions.

## 11. Environmental Screening Report Form

In order to ensure that the proposed interventions have no or minimal negative impacts on the environment, the sub-grantee will ensure USAID Environmental Compliance Procedures (22 CFR Part 216) in assistance and guidance with WorldFish staff. As part of the process, an Environmental Due Diligence (EDD) has been conducted under which each of the proposed interventions was critically analyzed to judge against the Activity's Environmental Mitigation and Monitoring Plan (EMMP) to determine the environmental threshold decisions and climate risk ratings. In order to mitigate the potential impacts, measures have been recommended to avoid/minimize the consequences for each of the respective proposed interventions. A monitoring system is also developed to oversee if mitigation procedures are appropriate and effective. The summary of the (1) EDD, (2) Environmental Mitigation and Monitoring Plan, and (3) Climate Risk Management are illustrated below.

### 11.1 Summary of the Environmental Threshold Decisions and Climate Risk Ratings

ANTICIPATED INTERVENTIONS	Threshold Decision				Climate Risk Rating		
	CE <sup>1</sup>	ND <sup>2</sup>	NDC <sup>3</sup>	PD <sup>4</sup>	L	M	H
1. Trainings, workshops, communication, awareness, field day	X				X		
2. Promotion of aquaculture			X			X	
3. Promotion of kitchen gardening/dike cropping			X			X	
4. Promotion of equipment, machineries, test kits, etc		X			X		
5. Promotion of quality post-harvest food-fish handling			X		X		
6. Promotion of quality dry-fish processing			X			X	
7. Minor repair, maintenance, extension, and expansion of facilities			X		X		

<sup>1</sup> CE: after '216.2(c)(2); <sup>2</sup> ND: after '216.3; <sup>3</sup> NDC: after '216.3 and/or '216.2(e); <sup>4</sup> PD: after '216.2(d)(1)

### 11.2 Environmental Review and Assessment Checklist (ER Checklist)

#### A. Checklist for Environmental Consequences:

Check appropriate column as Yes (Y), Maybe (M), No (N) or Beneficial (B).

##### 1. Earth Resources

- a. grading, trenching, or excavation in cubic meters or hectare \_M\_
- b. geologic hazards (faults, landslides, liquefaction, un-engineered fill, etc.) \_N\_
- c. contaminated soils or ground water on the site \_N\_
- d. offsite overburden/waste disposal or borrow pits required in cubic meters or tons \_N\_
- e. loss of high-quality farmlands in hectares \_N\_

##### 2. Agricultural and Agrochemical

- a. impacts of inputs such as seeds and fertilizers \_B\_
- b. impact of production process on human health and environment \_B\_
- c. other adverse impacts \_N\_

##### 3. Industries

- a. impacts of run-off and run-on water \_N\_
- b. impact of farming such as intensification or extensification \_N\_

- c. impact of other factors \_N\_
- 4. Air Quality**
- a. substantial increase in onsite air pollutant emissions (construction/operation) \_N\_
- b. violation of applicable air pollutant emissions or ambient concentration standards \_N\_
- c. substantial increase in vehicle traffic during construction or operation \_N\_
- d. demolition or blasting for construction \_N\_
- e. substantial increase in odor during construction or operation \_N\_
- f. substantial alteration of microclimate \_N\_
- 5. Water Resources and Quality**
- a. river, stream or lake onsite or within 30 meters of construction \_N\_
- b. withdrawals from or discharges to surface or ground water \_Y\_
- c. excavation or placing of fill, removing gravel from, a river, stream or lake \_N\_
- d. onsite storage of liquid fuels or hazardous materials in bulk quantities \_N\_
- 6. Cultural Resources**
- a. prehistoric, historic, or paleontological resources within 30 meters of construction \_N\_
- b. site/facility with unique cultural or ethnic values \_N\_
- 7. Biological Resources**
- a. vegetation removal or construction in wetlands or riparian areas in hectare \_N\_
- b. use of pesticides/rodenticides, insecticides, or herbicides in hectare \_M\_
- c. construction in or adjacent to a designated wildlife refuge \_N\_
- 8. Planning and Land Use**
- a. potential conflict with adjacent land uses \_N\_
- b. non-compliance with existing codes, plans, permits or design factors \_N\_
- c. construction in national park or designated recreational area \_N\_
- d. create substantially annoying source of light or glare \_N\_
- e. relocation of >10 individuals for +6 months \_N\_
- f. interrupt necessary utility or municipal service > 10 individuals for +6 months \_N\_
- g. substantial loss of inefficient use of mineral or non-renewable resources \_N\_
- h. increase existing noise levels >5 decibels for +3 months \_N\_
- 9. Traffic, Transportation and Circulation**
- a. increase vehicle trips >20% or cause substantial congestion \_N\_
- b. design features cause or contribute to safety hazards \_N\_
- c. inadequate access or emergency access for anticipated volume of people or traffic \_N\_
- 10. Hazards**
- a. substantially increase risk of fire, explosion, or hazardous chemical release \_N\_
- b. bulk quantities of hazardous materials or fuels stored on site +3 months \_N\_
- c. create or substantially contribute to human health hazard \_N\_
- 11. Other Issues** (to be used for categories not captured under 1 through 10 above)
- a. substantial adverse impact \_N\_
- b. adverse impact \_N\_
- c. minimal impact \_N\_

**B. Explanation of Environmental Consequences:** *explain Y, M & B responses*

Explanation	
<b>Earth Resources</b>	<p>a. Bio-deposition takes place on the aquaculture pond-beds, which needs to be removed after every couple of years. In order to maintain the pond-ecosystem favorable to the culture stock, the re-excavation may become important. Some ponds may also need to repair their dikes.</p> <p>b. Because of repair, maintenance, extension, or expansion of facilities, grading or trenching may need to be taken place.</p>
<b>Agricultural and agrochemical</b>	<p>a. For aquaculture, <b>only</b> the local fish species, and the exotic ones that have already been proved to be beneficial for pond ecosystem will be considered. To ensure the process, the Activity will develop a list of approved fish species, and will document BMPs for pond-aquaculture;</p> <p>b. For vegetable cultivation on pond-dikes, the types and their varieties/lines that are less susceptible to pest infestation and/or can be grown by applying BMP (i.e. IPM) will <b>only</b> be considered. To ensure the process, the Activity will develop a list of approved vegetables, and will document BMPs for pond-dike cropping;</p> <p>c. Aforesaid points ("a" and "b") will ensure that the production process will be</p>

Explanation	
	beneficial for human health and environment.
<b>Water Resources and Quality</b>	<ul style="list-style-type: none"> <li>a. Some ponds may need to withdraw and discharge from/to surface water occasionally from adjacent canals.</li> <li>b. Fish drying process will need to withdraw ground water and discharge to surface.</li> </ul>
<b>Biological Resources</b>	<ul style="list-style-type: none"> <li>a. Pesticides may need to be used in vegetable cultivation on pond-dikes. However, BMP will be applied in order to make the use 'judicial.'</li> </ul>

### 11.3 LEOPOLD MATRIX

<div><div>Environmental component</div><div>Project Component</div></div>		PHYSICAL ENVIRONMENT									BIOLOGICAL ENVIRONMENT									SOCIAL ENVIRONMENT											
		Agricultural Land	Soil Erosion	Slope Stability	Energy/Mineral	Surface Water	Surface Water	Ground Water	Ground Water	Air Quality	Noise	Aquatic Ecosystems	Wetland Ecosystems	Terrestrial	Endangered Species	Migratory Species	Beneficial Plants	Beneficial Animals	Pest Plants	Pest Animals	Disease Vectors	Public Health	Resource/Land Use	Distribution Systems	Employment	At Risk Population	Migrant Population	Community Stability	Cultural/Religious	Tourism/Recreation	Nutrition
PLANNING & DESIGN																															
CONSTRUCTION	Repair, maintenance, extension, expansion of facilities		O	O		O	O					O		O							O	O	O								O
OPERATION	Training, workshop, awareness	O	O				O		O	O		O		O	O		O	O			O	O		O			O	O			O
	Promotion of aquaculture											O					O				O	O		O							O
	Promotion of kitchen gardening/dike cropping	O	O	O						O		O				O		O			O	O	O	O							O
	Promotion of quality equipment, machineries, test kits, etc.						O		O	O	O	O	O								O	O									O
	Promotion of quality post-harvest food-fish handling						O			O		O									O	O		O							O
	Promotion of quality dry-fish processing						O			O		O	O								O	O		O	O						O

KEY: Beneficial: O - High; O – Medium; O – Low

Adverse: ■ - High; ■ – Medium; ■ – Low

#### 11.4 Environmental Mitigation and Monitoring Plan Summary Table

Activities	Potential Impact(s)	Mitigation Measure(s)	Monitoring Measures (s)	Monitoring & Reporting Frequency	Party(ies) Responsible
Promotion of aquaculture	Bio-safety might be disrupted if invasive alien species introduced, and food safety might be disrupted if used harmful inputs/chemicals; aquaculture might be extended to PAs or environmentally sensitive areas	Introduction of invasive alien fish species will be avoided; "List of Approved and Rejected Inputs" will be followed and ensured; trainings and demonstration trials will be conducted in a way that would not convert any protected areas (PAs) nor will be extended in an environmentally sensitive area	Only the approved fish species and the chemicals and other substance as specified in the Handbook will be used.	Routine	The sub-grantee POC will upload report in the Activity's MIS within a week of conducting trainings
Promotion of kitchen gardening/ dike cropping	It might have some significant impacts on the environment if inappropriate inputs (i.e. chemical fertilizers, pesticides) are used, or is extended to environmentally sensitive areas	GAPs including IPM will be promoted; ; "List of Approved and Rejected Inputs" will be followed and ensured; trainings and demonstration trials will be conducted in a way that would not convert any protected areas (PAs) nor will be extended in an environmentally sensitive area	Only the approved type of vegetables/crops and the chemicals and other substance as specified in the EMMP/Handbook will be used; GAPs and training manuals developed under sub-grants will be reviewed by Environment Specialist (ES);	Routine	The sub-grantee POC will upload report in the Activity's MIS within a week of conducting trainings
Promotion of equipment (i.e. fish dryer), machineries, etc.	It would have no significant adverse effects on the environment if equipment and materials are procured, installed, and disposed of in an environmentally sound and safe manner	Fish drier will be made of stainless steel in order to avoid contamination; Equipment and materials will be procured from certified retailers; operated in an environmentally sound and safer manner; disposed of, at the end of their useful life, in order to reuse and/or recycle, as appropriate & conforming to GOB & USG legislations	The design of the drier must be reviewed, and built under the guidance of the ES; The "Guideline for installation, operation, and decommissioning the equipment and materials" and training manuals developed under sub-grants will be reviewed by ES.	Routine	The sub-grantee POC will provide reports as and when needed.
Promotion of quality post-harvest food-fish handling	Food-safety might be disrupted if physical, chemical and microbial contamination take place	All cages/boxes, utensils, and the surrounding area will be non-toxic, and in sound condition in order to minimize the buildup of fish slime, blood, scales and guts; cages, boxes, and utensils will be smooth and durable in order to minimize fish-damage;	The "Guideline for maintaining the food-safety for fish and fish-products in order to comply HACCP" and training manuals developed under sub-grants will be reviewed by ES.	Routine	The sub-grantee POC will provide reports as and when needed.

Activities	Potential Impact(s)	Mitigation Measure(s)	Monitoring Measures (s)	Monitoring & Reporting Frequency	Party(ies) Responsible
		cleaning/disinfecting cages, boxes, utensils, and the surface of floors and walls will be ensured; adequate supply of quality potable water, ice, etc. will be ensured; waste management and personal hygiene will be maintained			
Promotion of quality dry-fish processing	Food-safety might be disrupted if physical, chemical and microbial contamination, and/or use of harmful additives or chemicals take place	All raw materials must go through quality inspection; non-approved additives, preservatives and chemicals must be avoided; adequate supply of quality potable water, ice, etc. will be ensured; for packaging of dried products proper packaging process will be used; waste management and personal hygiene will be maintained; sub-grantee will provide training to own workers	The “Guideline for maintaining the food-safety for fish and fish-products in order to comply HACCP” and training manuals developed under sub-grants will be reviewed by ES.	Routine	The sub-grantee POC will upload report in the Activity’s MIS within a week of conducting trainings
Repair, maintenance, extension, or expansion of facilities	Sanitation risk from construction/demolition could include dust and debris, demolition waste such as lead paint and other toxic materials can contaminate soil, groundwater, waterways Contamination of waterways/ sources and/or soil from runoff due to leaking fuel or lubricants from construction equipment; Construction waste and rubble create safety hazard and/or damage aesthetics	Maximize the use of renewable, naturally occurring and locally available construction materials; Avoid using lead-containing paints; Maintain safeguards to contain toxics and dispose of properly; Install sediment and dust control measures; Remove all solid waste and rubble and dispose of in proper location	The Standard and Specific Conditions as specified in the Handbook will be ensured; Visual site inspection to ensure compliance of the conditions	Routine	The sub-grantee POC will report as and when needed



11.5 Climate Risk Management Summary Table

Activities	Climate Risk(s)	Climate Risk Rating	Climate Risk Management/Mitigation Measures	Monitoring & Reporting Frequency	Party(ies) Responsible
Promotion of aquaculture	<b>Salinity:</b> Increased salinity due to erratic rainfall, sea level rise and storm surges may hamper aquaculture; <b>Parasites and diseases:</b> Increased prevalence of parasites and diseases that affect aquaculture due to erratic climatic conditions may affect distribution and abundance of disease vectors.	Moderate	Select appropriate fish species that are more saline tolerant; Improve fish health monitoring and pond-water quality management; Strengthen disease surveillance facilities	Routine	The POC of the sub-grantee will upload the Reporting Form in the Activity's MIS within a week of conducting the training
Promotion of kitchen gardening/ dike cropping	<b>Precipitation:</b> Shifts in the distribution and change in the pattern of precipitation affect stunted ripening of kernels and yield reduction <b>Salinity:</b> Increased salinity due to erratic rainfall, sea level rise and storm surges may reduce germination rate, affect plant physiology and growth, nutrient deficiency, a significant reduction in yield; decreased reproductive growth; affects the metabolism of soil organisms, leading to severely reduced soil fertility. <b>Parasites and diseases:</b> Increased prevalence of parasites and diseases that affect aquaculture due to erratic climatic conditions may affect distribution and abundance of disease vectors.	Moderate	Disseminate information and recommendations about shifting planting dates or even switching crops; Develop and promote heat-stress, salinity, and draught-tolerant varieties; Broadening genetic base and enhancing genetic variability; Promote soil fertility conservation practices; Sustainable intensification to mitigate the effects of climatic and salinity stress and loss of soil fertility due to excessive chemical inputs.	Routine	The POC of the sub-grantee will upload the Reporting Form in the Activity's MIS within a week of conducting the training
Promotion of quality dry-fish processing	<b>Precipitation:</b> Shifts in the distribution and change in the pattern of precipitation affect the drying process <b>Parasites and diseases:</b> Increased prevalence of parasites and diseases that affect fish-drying due to erratic climatic conditions may affect distribution and abundance of disease vectors.	Moderate	Promote fish-dryer in facilitating the process, and hence to minimize the stresses due to erratic climatic phenomenon;	Routine	The POC of the sub-grantee will upload the Reporting Form in the Activity's MIS within a week of conducting the training

The Environmental Mitigation and Monitoring Plan was developed in such a way so that the “standards” and “mitigation actions” remain COMMON in both the USG and the GoB regulations. Which means some of the “inputs” that are approved by GoB regulations but are rejected by USG regulations were not approved here either. This is because, USG regulations made it mandatory to comply host country regulations; but in case of conflict between host country and USG, the latter will govern. For any changes in the scope and nature of the activities or new activities, the sub-grantee shall immediately notify the Environment Specialist who will intern review if the new activities have any potential significant adverse environmental and social impacts.

### 12.1 Budget Summary:

#	Category	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
1	Direct Labor (Personnel)	10,420,694	9,503,958	916,737	125,248.71	114,230.25	11,018.46
2	Supplies, Equipment/Assets and Operating Expenses	2,715,800	1,749,800	966,000	32,641.81	21,031.23	11,610.58
3	Travel and Perdiem	424,800	400,800	24,000	5,105.75	4,817.29	288.46
4	Other Direct Cost (Rent, Communication)	303,800	279,800	24,000	3,651.43	3,362.97	288.46
5	Activity/Program Costs - Services, training, workshops, products	8,603,290	8,189,290	414,000	103,404.92	98,428.96	4,975.96
	<b>Grand total</b>	<b>22,468,384</b>	<b>20,123,648</b>	<b>2,344,737</b>	<b>270,052.62</b>	<b>241,870.70</b>	<b>28,181.92</b>
	<b>Percentage (%)</b>	<b>100%</b>	<b>90%</b>	<b>10%</b>	<b>100%</b>	<b>90%</b>	<b>10%</b>

### 12.2 Budget details:

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
1	<b>Staff Salary</b>								-	-	-
1.P.1	Director (1 person)	Per month	30%	137,569	12.00	495,248	99,049.68	396,199	5,952.50	1,190.50	4,762.00
1.P.2	Assistant Director-HRM (1 person)	Per month	50%	61,833	4.50	139,124	20,868.64	118,256	1,672.16	250.82	1,421.34
1.P.3	Head- Enterprise Development (Program Focal person) (1 person)	Per month	40%	75,069	12.00	360,331	360,331.20	-	4,330.90	4,330.90	-
1.P.4	Head- Finance Monitoring (1 person)	Per month	40%	75,069	12.00	360,331	108,099.36	252,232	4,330.90	1,299.27	3,031.63
1.P.5	Common Service organizer ( 3 person for 3 Upazila)	Per month	25%	8,500	36.00	76,500	-	76,500	919.47	-	919.47
1.P.6	Nutrition and Aquaculture Coordinator (NAC) (1 person)	Per month	100%	70,000	12.00	840,000	840,000.00	-	10,096.15	10,096.15	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
1.P.7	Finance and Admin Officer (1 person)	Per month	100%	45,000	12.00	540,000	540,000.00	-	6,490.38	6,490.38	-
1.P.8	Upazila Nutrition and Aquaculture Officer (3 person)	Per month	100%	45,000	36.00	1,620,000	1,620,000.00	-	19,471.15	19,471.15	-
1.P.9	Common Service organizer (1 person)	Per month	100%	12,000	12.00	144,000	144,000.00	-	1,730.77	1,730.77	-
1.P.11	Union Nutrition Facilitator (UNF) 14 person	Per month	100%	30,000	168.00	5,040,000	5,040,000.00	-	60,576.92	60,576.92	-
	<b>Subtotal Staff Salary</b>					<b>9,615,535</b>	<b>8,772,349</b>	<b>843,186</b>	<b>115,571.30</b>	<b>105,436.86</b>	<b>10,134.44</b>
1	<b>Staff Benefit</b>					-		-	-	-	-
1.B.1	Director (1 person)	Per month	30%	137,569	1.00	41,271	8,254.14	33,017	496.04	99.21	396.83
1.B.2	Assistant Director-HRM (1 person)	Per month	50%	61,833	0.50	15,458	2,318.74	13,140	185.80	27.87	157.93
1.B.3	Head- Enterprise Development (Program Focal person) (1 person)	Per month	40%	75,069	1.00	30,028	30,027.60	-	360.91	360.91	-
1.B.4	Head- Finance Monitoring (1 person)	Per month	40%	75,069	1.00	30,028	9,008.28	21,019	360.91	108.27	252.64
1.B.5	Common Service organizer ( 3 person for 3 Upazila)	Per month	25%	8,500	3.00	6,375	-	6,375	76.62	-	76.62
1.B.6	Nutrition and Aquaculture Coordinator (NAC) (1 person)	Per month	100%	70,000	1.00	70,000	70,000.00	-	841.35	841.35	-
1.B.7	Finance and Admin Officer (1 person)	Per month	100%	45,000	1.00	45,000	45,000.00	-	540.87	540.87	-
1.B.8	Upazila Nutrition and Aquaculture Officer (3 person)	Per month	100%	45,000	3.00	135,000	135,000.00	-	1,622.60	1,622.60	-
1.B.9	Common Service organizer (1 person)	Per month	100%	12,000	1.00	12,000	12,000.00	-	144.23	144.23	-
1.B.11	Union Nutrition Facilitator (UNF) 14 person	Per month	100%	30,000	14.00	420,000	420,000.00	-	5,048.08	5,048.08	-
	<b>Subtotal Staff Benefit</b>					<b>805,159</b>	<b>731,609</b>	<b>73,550</b>	<b>9,677.41</b>	<b>8,793.39</b>	<b>884.02</b>
#	<b>Total Personnel cost</b>					<b>10,420,694</b>	<b>9,503,958</b>	<b>916,737</b>	<b>125,248.71</b>	<b>114,230.25</b>	<b>11,018.46</b>
2	<b>Supplies, equipment and operating cost</b>								-	-	-
	<b>Operational cost both Aquaculture and Dry fish</b>								-	-	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contributi on in BDT	Total cost USD	FtF BANA Contributi on in USD	Grantee Contributi on in USD
2.1	Office rent for three Upazila office (12 x 3=36)	Per month		5,000	36.00	180,000	126,000	54,000	2,163.46	1,514.42	649.04
2.2	Office rent for PIU	Per month		20,000	12.00	240,000	-	240,000	2,884.62	-	2,884.62
2.3	Office rent for Principal office Dhaka	Per month		40,000	12.00	480,000	-	480,000	5,769.23	-	5,769.23
2.4	Signboard for 3 Upazila office (2 signboard per office, one outside of office for indication and another in front of office)	L/S		5,000	6.00	30,000	30,000	-	360.58	360.58	-
2.5	Stationaries (3 Upazila offices and PIU) (Tk. 1000 x 4)	Per month		1,000	48.00	48,000	48,000	-	576.92	576.92	-
2.6	Utilities (3 Upazila offices and PIU) (Tk. 1000 x 4)	Per month		1,000	48.00	48,000	36,000	12,000	576.92	432.69	144.23
2.7	Motorcycle fuel, Tk. 3500 x 4 MC x 12 months	Per month		3,500	48.00	168,000	168,000	-	2,019.23	2,019.23	-
2.8	Motorcycle maintenance tk. 1000 x 4 MC x 12 month	Per month		1,000	48.00	48,000	48,000	-	576.92	576.92	-
	<b>Subtotal Operational cost both Aquaculture and Dry fish</b>					<b>1,242,000</b>	<b>456,000</b>	<b>786,000</b>	<b>14,927.88</b>	<b>5,480.76</b>	<b>9,447.12</b>
	<b>Supplies and equipment for component 1 and 2</b>								-	-	-
2.9	Motorcycle (NAC-1, UNAO-3)	Nos		150,000	4.00	600,000	600,000		7,211.54	7,211.54	-
2.11	Furniture for 3 Upazila and PIU (Exe. Table-1, Executive Chair -1, File Cabinet-1, Ceiling fan-1, Small white board-1, Normal chair-10)	L/S		40,200	4.00	160,800	160,800	-	1,932.69	1,932.69	-
2.12	Display board at PIU	L/S		5,000	1.00	5,000	5,000	-	60.10	60.10	-
2.13	Laptop 5 nos (NAC, FAO, UNAO-3)	Nos		60,000	5.00	300,000	300,000		3,605.77	3,605.77	-
2.14	Printer	Nos		20,000	1.00	20,000	20,000		240.38	240.38	-
2.15	Scanner	Nos		8,000	1.00	8,000	8,000		96.15	96.15	-
2.16	Camera	Nos		80,000	2.00	160,000	20,000	140,000	1,923.07	240.38	1,682.69
2.17	Multimedia projector	Nos		40,000	2.00	80,000	40,000	40,000	961.54	480.77	480.77
2.18	Bi-cycle for Field officer, (Aquaculture 7nos, Dry Fish 6 nos)	Nos		10,000	14.00	140,000	140,000		1,682.69	1,682.69	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
	<b>Subtotal Supplies and equipment for component 1 and 2</b>					<b>1,473,800</b>	<b>1,293,800</b>	<b>180,000</b>	<b>17,713.93</b>	<b>15,550.47</b>	<b>2,163.46</b>
	<b>Total operating cost</b>					<b>2,715,800</b>	<b>1,749,800</b>	<b>966,000</b>	<b>32,641.81</b>	<b>21,031.23</b>	<b>11,610.58</b>
<b>3</b>	<b>Travel and Per diem</b>								-	-	-
<b>3.1</b>	Travel, per diem, food, transport and accommodation for attending project progress monitoring meeting at COAST Trust office in Dhaka, Lump sum Tk.12000 per trip for 1 Person (NAC), 6 times per year	L/S Per trip		12,000	6.00	72,000	72,000	-	865.38	865.38	-
<b>3.2</b>	Travel, per diem, food, transport and accommodation for attending Project Accounts Coordination Meeting COAST Trust office in Dhaka Lump sum Tk.12000 per trip for 1 Person (FAO), 6 times per year	L/S Per trip		12,000	6.00	72,000	72,000	-	865.38	865.38	-
<b>3.3</b>	Travel, per diem, food, transport ,accommodation and air fare for focal person for field visit, 12 times/Year	L/S Per trip		16,000	12.00	192,000	168,000	24,000	2,307.69	2,019.23	288.46
<b>3.4</b>	Travel for project coordination meeting with NAC for 4 quarterly meeting	per person		800	56.00	44,800	44,800	-	538.46	538.46	-
<b>3.5</b>	Local travel for working area visit from Project Implementation Unit (PIU) (22 trip for two person per year)	L/S Per trip		1,000	22.00	22,000	22,000	-	264.42	264.42	-
<b>3.6</b>	Fooding cost during field visit by PIU staff (22 trip for two person per year)	L/S Per trip		1,000	22.00	22,000	22,000	-	264.42	264.42	-
	<b>Subtotal Travel and Per diem</b>					<b>424,800</b>	<b>400,800</b>	<b>24,000</b>	<b>5,105.75</b>	<b>4,817.29</b>	<b>288.46</b>
<b>4</b>	<b>Other direct cost</b>								-	-	-
<b>4.1</b>	Communications (Mobile & Internet) for project Focal person	Per month		1,000	12.00	12,000	12,000	-	144.23	144.23	-
<b>4.2</b>	Communications (Mobile-800 & Internet-300) for NAC	Per month		1,100	12.00	13,200	13,200	-	158.65	158.65	-
<b>4.3</b>	Communications (Mobile-500 & Internet-300) for Finance and Admin Officer (FAO)	Per month		800	12.00	9,600	9,600	-	115.38	115.38	-
<b>4.4</b>	Communications (Mobile-500 & Internet-300) for 3 UNAO	Per month		800	36.00	28,800	28,800	-	346.15	346.15	-
<b>4.5</b>	Communications (Mobile-600 & Internet, Tab-300, ) 14 UNF	Per month		900	168.00	151,200	151,200	-	1,817.31	1,817.31	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
4.6	Internet/E-mail Services for 3 Upazila offices & PIU (4*1000=4000 per month)	Per month		4,000	12.00	48,000	24,000	24,000	576.92	288.46	288.46
4.7	Photocopy for all office (lump sum 3000 BDT/per month)	Per month		3,000	12.00	36,000	36,000	-	432.69	432.69	-
4.8	Cartridge for printer	Piece		5,000	1.00	5,000	5,000	-	60.10	60.10	-
	<b>Sub total</b>					<b>303,800</b>	<b>279,800</b>	<b>24,000</b>	<b>3,651.43</b>	<b>3,362.97</b>	<b>288.46</b>
	<b>General/Common activity</b>								-	-	-
5.G	Staff recruitment and office set up								-	-	-
5.G.1	Staff recruitment and paper advertisement cost	L/S		40,000	1.00	40,000	40,000	-	480.77	480.77	-
5.G.2	Project Implementation Unit (PIU) establishment (budget from supply and equipment's)								-	-	-
5.G.3	ToR preparation (Non-budgetary)								-	-	-
5.G.4	Plan of operation (Non-budgetary)								-	-	-
	<b>Subtotal</b>					<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>480.77</b>	<b>480.77</b>	<b>-</b>
5	<b>Project Orientation meeting and Workshop</b>								-	-	-
5.1	Project Orientation, Meeting and Workshop (NAC-1, 14 UNF, UNAO-3, FAO-1, CSO-1)								-	-	-
5.1.1	Venue rent	Day		5,000	1.00	5,000	-	5,000	60.10	-	60.10
5.1.2	Accommodation in Cox's Bazar Excluding NAC, UNAO-1,FAO and CSO)	Per person		600	16.00	9,600	9,600		115.38	115.38	-
5.1.3	Fooding cost (Breakfast, Lunch, snack 2 times) Including 2 WF, 1 COAST	Per person		530	23.00	12,190	12,190	-	146.51	146.51	-
5.1.4	Logistics for field level staff (Bag-800, Umbrella-400, Rain coat-800, Name tag)	Lump Sum		2,000	20.00	40,000	40,000	-	480.77	480.77	-
5.1.5	Logistics (Banner-800 Marker-500, Paper-500, Note book-1000)	Lump Sum		2,800	1.00	2,800	1,800	1,000	33.65	21.63	12.02
	<b>Subtotal</b>					<b>69,590</b>	<b>63,590</b>	<b>6,000</b>	<b>836.41</b>	<b>764.29</b>	<b>72.12</b>
5.2	<b>Quarterly all staff meeting at PIU level</b>								-	-	-



Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
5.2.1	Fooding cost (NAC-1, UNAO-3, UNF-14, FAO-1, CSO-1, COAST-1, WF-2) 4 Meetings	Per person		530	92.00	48,760	48,760	-	586.06	586.06	-
5.2.2	Accommodation in Cox's Bazar Excluding NAC, UNAO-1,FAO and CSO)	Per person		600	60.00	36,000	36,000		432.69	432.69	-
5.2.3	Meeting materials for 4 meeting	Lump Sum		500	4.00	2,000	2,000		24.04	24.04	-
5.2.4	Venue rent for one day, 4 Meeting	Per day		5,000	4.00	20,000	-	20,000	240.38	-	240.38
	<b>Subtotal</b>					<b>106,760</b>	<b>86,760</b>	<b>20,000</b>	<b>1,283.17</b>	<b>1,042.79</b>	<b>240.38</b>
5.3	<b>Monthly cluster meeting at Upazila level</b>								-	-	-
5.3.1	Snacks (NAC-1, UNAO-1, UNF-5) 36 meeting in 3 Upazila, 7 per meeting	Per person		50	252.00	12,600	12,600	-	151.44	151.44	-
5.3.2	Logistics (Lump Sum BDT 200 per meeting for Marker, Pen etc.)	Lump Sum		200	36.00	7,200	7,200	-	86.54	86.54	-
	<b>Subtotal</b>					<b>19,800</b>	<b>19,800</b>	<b>-</b>	<b>237.98</b>	<b>237.98</b>	<b>-</b>
5.4	<b>Project inception meeting (Upazila level)</b>								-	-	-
5.4.1	Venue rent for one day at Upazila level (3 meeting at 3 Upazila)	Day		4,000	3.00	12,000	12,000	-	144.23	144.23	-
5.4.2	Fooding cost (Lunch, snacks, water), 30 person including Upazila staff	Per person		230	90.00	20,700	20,700	-	248.80	248.80	-
5.4.3	Materials (Note book, Pen, Folder)	Per person		40	90.00	3,600	3,600	-	43.27	43.27	-
5.4.4	Transportation for guest (SUFO/UFO, UH&FPO, DAE)	Per person		1,000	3.00	3,000	3,000	-	36.06	36.06	-
5.4.5	Logistics (Banner-800, Others-200)	per meeting		1,000	3.00	3,000	3,000	-	36.06	36.06	-
	<b>Subtotal</b>					<b>42,300</b>	<b>42,300</b>	<b>-</b>	<b>508.42</b>	<b>508.42</b>	<b>-</b>
5.5	<b>Farmers/entrepreneurs selection, Community profiling and database</b>						-		-	-	-
5.5.1	Snacks in Aquaculture group formation community meeting (70 meetings x 50 person = 3500 person)	Per person		30	3,500.00	105,000	105,000	-	1,262.02	1,262.02	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
5.5.2	Snacks for Dry fish entrepreneurs group formation meeting (26 meeting x 30 person = 780 person)	Per person		30	780.00	23,400	23,400	-	281.25	281.25	-
5.5.3	Farmers profiling (photocopy, pen, others)	Lump Sum		10,000	1.00	10,000	10,000	-	120.19	120.19	-
	<b>Subtotal</b>					<b>138,400</b>	<b>138,400</b>	<b>-</b>	<b>1,663.46</b>	<b>1,663.46</b>	<b>-</b>
5.6	<b>Training/Capacity development</b>								-	-	-
5.6.1	Training/Capacity development of project staff (ToT on Dry Fish-2 days & Aquaculture, nutrition and gender-5 days)								-	-	-
5.6.2	Venue rent	per day		5,000	7.00	35,000	-	35,000	420.67	-	420.67
5.6.3	Fooding cost (Breakfast, Lunch, Dinner, 2 snack) 24 person	Per person		680	168.00	114,240	114,240		1,373.08	1,373.08	-
5.6.4	Materials (Note book, Pen, Folder)	Per person		200	24.00	4,800	4,800		57.69	57.69	-
5.6.5	Logistics (Banner-800, Others-1200)	Lump Sum		2,000	1.00	2,000	2,000		24.04	24.04	-
5.6.6	Accommodation for 24 person	Per person		600	161.00	96,600	96,600		1,161.06	1,161.06	-
	<b>Subtotal</b>					<b>252,640</b>	<b>217,640</b>	<b>35,000</b>	<b>3,036.54</b>	<b>2,615.87</b>	<b>420.67</b>
5.7	<b>Capacity development training for staff in Dhaka</b>								-	-	-
5.7.1	Travel, per diem, food, transport and accommodation for attending training on MEL at Dhaka, Tk. 12000 x 2 Person	Per person		12,000	2.00	24,000	12,000	12,000	288.46	144.23	144.23
5.7.2	Travel, per diem, food, transport and accommodation for attending training on Environmental issue at Dhaka, Tk. 12000 x 2 Person	Per person		12,000	2.00	24,000	12,000	12,000	288.46	144.23	144.23
5.7.3	Travel, per diem, food, transport and accommodation for attending training on Grants Orientation at Dhaka, Tk. 12000 x 2 Person	Per person		12,000	2.00	24,000	12,000	12,000	288.46	144.23	144.23
5.7.4	Travel, per diem, food, transport and accommodation for attending training on Gender and Development at Dhaka, Tk. 12000 x 2 Person	Per person		12,000	2.00	24,000	12,000	12,000	288.46	144.23	144.23

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
	<b>Subtotal</b>					<b>96,000</b>	<b>48,000</b>	<b>48,000</b>	<b>1,153.84</b>	<b>576.92</b>	<b>576.92</b>
<b>5.8</b>	<b>Information dissemination and awareness building</b>								-	-	-
<b>5.8.1</b>	Information, education and communication materials								-	-	-
<b>5.8.2</b>	Leaflet, Banner, Festoon, Book printing for component 1, Dry Fish	Lump Sum		100,000	1.00	100,000	100,000		1,201.92	1,201.92	-
<b>5.8.3</b>	Leaflet, Banner, Festoon, Book printing for component 2, Aquaculture	Lump Sum		100,000	1.00	100,000	100,000		1,201.92	1,201.92	-
	<b>Subtotal</b>					<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>2,403.84</b>	<b>2,403.84</b>	<b>-</b>
<b>5.9</b>	<b>Information dissemination and awareness building through signboards and display boards</b>								-	-	-
<b>5.9.1</b>	Small signboard for Fish drier and Macha, Component 1 Dry fish (500 BDT a piece)	Nos		500	50.00	25,000	25,000		300.48	300.48	-
<b>5.9.2</b>	Display board to aware mass people on different issues, Component 1 Dry Fish	Nos		20,000	2.00	40,000	40,000		480.77	480.77	-
<b>5.9.3</b>	Small signboard for ponds Component 2 Aquaculture (In 50 of 1300 ponds)	Nos		500	50.00	25,000	25,000		300.48	300.48	-
<b>5.9.4</b>	Display board to aware mass people on different issues, Component 2 Aquaculture	Nos		20,000	2.00	40,000	40,000		480.77	480.77	-
	<b>Subtotal</b>					<b>130,000</b>	<b>130,000</b>	<b>-</b>	<b>1,562.50</b>	<b>1,562.50</b>	<b>-</b>
	<b>Subtotal</b>					<b>1,095,490</b>	<b>986,490</b>	<b>109,000</b>	<b>13,166.93</b>	<b>11,856.84</b>	<b>1,310.09</b>
<b>6</b>	<b>Component 1 Dry Fish</b>								-	-	-
<b>6.1</b>	Court yard meeting (500 entrepreneur in 25 batches, 20 person per batch)								-	-	-
<b>6.1.1</b>	Venue rent for one day at Upazila level (court yard )	Day		-		-	-	-	-	-	-
<b>6.1.2</b>	Snacks	Per person		60	500.00	30,000	30,000	-	360.58	360.58	-
<b>6.1.3</b>	Sitting mat for each group 800	Nos		800	25.00	20,000	20,000		240.38	240.38	-
<b>6.1.4</b>	Logistic (Banner-Tk. 800, Marker and paper-Tk. 400) (for each UNF with dry fish)	Lump Sum		1,200	7.00	8,400	8,400	-	100.96	100.96	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
	<b>Subtotal</b>					<b>58,400</b>	<b>58,400</b>	<b>-</b>	<b>701.92</b>	<b>701.92</b>	<b>-</b>
6.2	Input support for Dry fish (Fish drier and Macha setup )								-	-	-
6.2.1	Fish drier to 25 entrepreneurs for dry fish production	Nos		100,000	25.00	2,500,000	2,500,000		30,048.08	30,048.08	-
6.2.2	Macha to 25 small entrepreneurs for dry fish production	Nos		9,000	25.00	225,000	225,000		2,704.33	2,704.33	-
	<b>Subtotal (Input support)</b>					<b>2,725,000</b>	<b>2,725,000</b>	<b>-</b>	<b>32,752.41</b>	<b>32,752.41</b>	<b>-</b>
6.3	Skill development training for safe dry fish production along with hygiene and nutrition (for Drier and Macha users , 2 batch, 25 person per batch)								-	-	-
6.3.1	Venue rent for one day at Upazila level	Day		1,000	2.00	2,000	2,000		24.04	24.04	-
6.3.2	Lunch-160 BDT and snacks 2 times (50+50 BDT) for 20 entrepreneurs, 2 staff, 1 resource person (25 person), 2 Batches	Per person		210	50.00	10,500	10,500		126.20	126.20	-
6.3.3	Transportation cost	Per person		300	50.00	15,000	15,000		180.29	180.29	-
6.3.4	Logistic (Banner-800, Marker and poster paper-200)	Lump Sum		1,000	2.00	2,000	2,000		24.04	24.04	-
	<b>Subtotal</b>					<b>29,500</b>	<b>29,500</b>	<b>-</b>	<b>354.57</b>	<b>354.57</b>	<b>-</b>
6.4	Hand washing station and awareness campaign for dry fish entrepreneur and workers								-	-	-
6.4.1	Snacks for hygiene awareness session, 500 dry fish entrepreneur x 1 Person (linked with courtyard session of 6.1)	Per person		70	1,000.00	70,000	70,000		841.35	841.35	-
6.4.2	Hand washing station installment for 500 dry fish entrepreneurs (Tippy tap support with soap)	Nos		30	500.00	15,000	15,000		180.29	180.29	-
	<b>Subtotal</b>					<b>85,000</b>	<b>85,000</b>	<b>-</b>	<b>1,021.64</b>	<b>1,021.64</b>	<b>-</b>
6.5	Support on child care unit (hand washing, safe drinking water, toilet)								-	-	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
6.5.1	Renovation cost for child care unit	Lump Sum		180,000	1.00	180,000	180,000	-	2,163.46	2,163.46	-
6.5.2	1 deep Tube well set up	Lump Sum		25,000	1.00	25,000	-	25,000	300.48	-	300.48
6.5.3	Toilet setup in child care unit	Lump Sum		30,000	1.00	30,000	-	30,000	360.58	-	360.58
6.5.4	Hand washing kits (Soap for first six months) & Tissue	Per month		200	6.00	1,200	1,200	-	14.42	14.42	-
6.5.5	Child toys/sports materials	Lump Sum		25,000	1.00	25,000	25,000	-	300.48	300.48	-
	<b>Sub Total</b>					<b>261,200</b>	<b>206,200</b>	<b>55,000</b>	<b>3,139.42</b>	<b>2,478.36</b>	<b>661.06</b>
6.6	Training on fish waste management and processing (1 Batch for entrepreneurs, 5 batch for dry fish worker, 25 participant per batch )								-	-	-
6.6.1	Venue rent for one day at Upazila level	Per day		1,000	6.00	6,000	6,000	-	72.12	72.12	-
6.6.2	Lunch and snack 1 time	Per person		200	150.00	30,000	30,000	-	360.58	360.58	-
6.6.3	Transportation cost	Per person		250	150.00	37,500	37,500	-	450.72	450.72	-
6.6.4	Logistic (Banner-800, Marker and poster paper-200)	Lump Sum		1,000	6.00	6,000	6,000	-	72.12	72.12	-
	<b>Subtotal (Fish waste management)</b>					<b>79,500</b>	<b>79,500</b>	<b>-</b>	<b>955.54</b>	<b>955.54</b>	<b>-</b>
6.7	Seminar/Workshop with dealers, input retailer, distributor and traders								-	-	-
6.7.1	Venue rent for one day in Upazila level	Day		1,500	2.00	3,000	3,000		36.06	36.06	-
6.7.2	Lunch and snack 2 times for 30 participants, 4 staff	Per person		200	68.00	13,600	13,600		163.46	163.46	-
6.7.3	Transportation for 30 participants	Per person		200	60.00	12,000	12,000		144.23	144.23	-
6.7.4	Logistic (Banner-800, Marker and others-1000	Lump Sum		1,800	2.00	3,600	3,600		43.27	43.27	-
	<b>Sub total</b>					<b>32,200</b>	<b>32,200</b>	<b>-</b>	<b>387.02</b>	<b>387.02</b>	<b>-</b>
6.8	Webpage design								-	-	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
6.8.1	Webpage design and maintenance for online marketing (maintenance for 12 months)	Lump Sum		250,000	1.00	250,000	50,000	200,000	3,004.81	600.96	2,403.85
	<b>Sub total</b>					<b>250,000</b>	<b>50,000</b>	<b>200,000</b>	<b>3,004.81</b>	<b>600.96</b>	<b>2,403.85</b>
7	Market promotional activities								-	-	-
7.1	Branding and Packaging of dry fish	Lump Sum		200,000	1.00	200,000	150,000	50,000	2,403.84	1,802.88	600.96
7.2	Exhibition 1 nos in Upazila level	Nos		40,000	1.00	40,000	40,000	-	480.77	480.77	-
	<b>Sub total</b>					<b>240,000</b>	<b>190,000</b>	<b>50,000</b>	<b>2,884.61</b>	<b>2,283.65</b>	<b>600.96</b>
	<b>Subtotal Component 1 Dry Fish</b>					<b>3,760,800</b>	<b>3,455,800</b>	<b>305,000</b>	<b>45,201.94</b>	<b>41,536.07</b>	<b>3,665.87</b>
	<b>Component 2 Aquaculture</b>								-	-	-
8	Capacity development of fish farmer								-	-	-
8.1	Training of farmer on poly-culture (mola-carp, vegetables), basic nutrition and gender (1300 farmers in 65 batches, 20 per batch, 2.5 hour sessions)								-	-	-
8.1.1	Snacks	Per person		60	10,400.00	624,000	624,000		7,500.00	7,500.00	-
8.1.2	Sitting mat for each group (800BDT per mat)	Nos		800	65.00	52,000	52,000		625.00	625.00	-
8.1.3	Logistic (Banner-Tk. 600, Marker and paper-Tk. 400)	Lump Sum		1,000	65.00	65,000	65,000	-	781.25	781.25	-
	<b>Subtotal</b>					<b>741,000</b>	<b>741,000</b>	<b>-</b>	<b>8,906.25</b>	<b>8,906.25</b>	<b>-</b>
9	Social behavior change communication (SBCC) Program								-	-	-
9.1	Hand washing station and awareness campaign								-	-	-
9.1.1	Snacks for hygiene awareness session, 1300 farmer/entrepreneurs x 2 Person (Linked with farmer's hand washing training)	Per person		70	2,600.00	182,000	182,000		2,187.50	2,187.50	-



Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
9.1.2	Hand washing station installment for 1300 farmers /entrepreneurs (Tippy tap support with soap)	Nos		30	1,300.00	39,000	39,000		468.75	468.75	-
	<b>Subtotal</b>					<b>221,000</b>	<b>221,000</b>	<b>-</b>	<b>2,656.25</b>	<b>2,656.25</b>	<b>-</b>
9.2	Courtyard meeting with local people (specially pregnant and lactating mother) for community awareness on nutrition								-	-	-
9.2.1	Courtyard meeting (65 group x 100 person x 1 time=6500)	person		20	6,500.00	130,000	130,000	-	1,562.50	1,562.50	-
	<b>Sub Total</b>					<b>130,000</b>	<b>130,000</b>	<b>-</b>	<b>1,562.50</b>	<b>1,562.50</b>	<b>-</b>
9.3	School sessions for adolescent/children e.g. Debate, quiz etc. (14 sessions, 2 session per UNF)								-	-	-
9.3.1	Snacks (Per event 120 person x 14 = 1680 Person)	Per Person		20	1,680.00	33,600	33,600	-	403.85	403.85	-
9.3.2	Prize for students	Per event		1,500	14.00	21,000	21,000		252.40	252.40	-
9.3.3	Banner-600	Per event		600	14.00	8,400	8,400	-	100.96	100.96	-
9.3.4	Budget for special program /event (extra support for 4 of the existing 14 programs targeting international women's day/ national nutrition week/ hand washing day/National fish week etc.)	Per event		5,000	4.00	20,000	20,000	-	240.38	240.38	-
	<b>Sub Total</b>					<b>83,000</b>	<b>83,000</b>	<b>-</b>	<b>997.59</b>	<b>997.59</b>	<b>-</b>
9.4	Meeting with Department of Fisheries, Agriculture, Health, Women affairs officer for networking opportunities and advisory services								-	-	-
9.4.1	Venue (Field level Upz 3 times per Upz x 3 Upz=9)	Days		1,000	9.00	9,000	9,000	-	108.17	108.17	-
9.4.2	Snacks (3 times per 3 Upz x 12 Person=108 person)	person		50	108.00	5,400	5,400	-	64.90	64.90	-
9.4.3	Conveyance (Govt. official 9 Meetings x 4 Person =36)	person		600	36.00	21,600	21,600	-	259.62	259.62	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
9.4.4	Conveyance for district level officer (Civil Surgeon, DFO, DD-DAE (extra support for 3 meeting which will be held at Cox's Bazar Sadar)	person		1,000	9.00	9,000	9,000	-	108.17	108.17	-
	<b>Subtotal</b>					<b>45,000</b>	<b>45,000</b>	<b>-</b>	<b>540.86</b>	<b>540.86</b>	<b>-</b>
9.5	Day observation 5 days (National nutrition week, National Fish week, Global Hand washing week, World Rural Women's Day and Environment day)								-	-	-
9.5.1	Upazila level (Snacks-50, Banner-800, Festoon-3000, Communication e.g. Miking etc-1000 BDT), 100 person per program	Per day		9,800	15.00	147,000	147,000		1,766.83	1,766.83	-
	<b>Subtotal</b>					<b>147,000</b>	<b>147,000</b>	<b>-</b>	<b>1,766.83</b>	<b>1,766.83</b>	<b>-</b>
11	Cost sharing Basis Input Support for demonstration								-	-	-
11.1	Fish Seed (300 carp/tilapia/both fingerling x 3 BDT) + Mola (1 kg per household)	Per household		1,400	1,300.00	1,820,000	1,820,000	-	21,875.00	21,875.00	-
11.2	Vegetables seed (1 lemon seedling, Orange Sweet potato, other vegetables seeds)	Per household		200	1,300.00	260,000	260,000	-	3,125.00	3,125.00	-
	<b>Subtotal</b>					<b>2,080,000</b>	<b>2,080,000</b>	<b>-</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>-</b>
	<b>Subtotal Component 2 Aquaculture</b>					<b>3,447,000</b>	<b>3,447,000</b>	<b>-</b>	<b>41,430.28</b>	<b>41,430.28</b>	<b>-</b>
12	<b>Reporting and monitoring, Program review and Study</b>								-	-	-
12.1	Monthly/Quarterly reporting			-					-	-	-
12.1	Yearly/Project endline reporting			-					-	-	-
12.1	MEL (training monitoring/data entry etc.)	Lump Sum		300,000	1.00	300,000	300,000	-	3,605.77	3,605.77	-
12.1	Supervision and internal coordination			-					-	-	-
12.1	Midterm evaluation (Evaluation of the running activities under the project)								-	-	-

Code	Category	UNIT	LOE	UNIT COST	UNITs /QTY	Total cost BDT	FtF BANA Contribution in BDT	Grantee Contribution in BDT	Total cost USD	FtF BANA Contribution in USD	Grantee Contribution in USD
12.1	Gender study (will be done by WorldFish BANA gender team)								-	-	-
12.1	Case Study			-					-	-	-
	<b>Sub-total</b>			-		300,000	300,000	-	3,605.77	3,605.77	-
	<b>Sub-total of program</b>					8,603,290	8,189,290	414,000	103,404.92	98,428.96	4,975.96
	<b>Grand total</b>					22,468,384	20,123,648	2,344,737	270,052.62	241,870.70	28,181.92

Currency conversion rate: USD 1 = BDT 83.20

Included herewith is an amount of co-funded by **Coast Trust**. Partner will report to WorldFish as part of the regular financial reports, the actual amount of co-funding contribution for that period.

The following modifications to the budget require written approval from WorldFish:

To change the required funding amounts necessary to fulfill the stated project objectives.

- To change or temporarily replace key project staff.
- To reallocate between budget lines items an amount greater than 10% percent of the main budget line.
- To add a line item to the budget.
- To sub-grant or subcontract any portion of this budget to a third party.

### 12.3 Payment Schedule:

WorldFish, subject to funds received from the donors and accordance with payment terms as per table below, will pay the partner a total of not more than **USD 241,870.70** towards the expected outputs / deliverables.

Fund Transfers may be executed in **Bangladesh Taka** but in all instances will be limited to the cumulative contractual maximum of **USD. 241,870.70**. Transfers made in **Bangladesh Taka** will be converted by specified exchange rate of WorldFish.

The Payment schedule for the deliverables required to meet these objectives, and as indicated in the Activities Plan and budget is:

Deliverable	Due date	WorldFish payable on acceptance (USD)
-Upon acceptance of expected outputs, budget for sub-grant agreement period from April 2019 to March 2020 as agreed in the sub-grant agreement between the parties and on submission of a fund request.	03 April 2019	14,460.00
-Upon acceptance of April 2019 financial report and -Upon acceptance of April 2019 technical progress report	02 May 2019	24,515.00
-Upon acceptance of May 2019 financial report -Upon acceptance of May 2019 technical progress report	03 June 2019	26,668.00
-Upon acceptance of June 2019 financial report -Upon acceptance of proposed deliverable (specified in Annex-2), June 2019 technical progress report and quarterly technical progress report	03 July 2019	43,798.00
-Upon acceptance of July 2019 financial report -Upon acceptance of July 2019 technical progress report	04 August 2019	46,148.00
-Upon acceptance of August 2019 financial report -Upon acceptance of August 2019 technical progress report	03 September 2019	13,725.00
-Upon acceptance of September 2019 financial report -Upon acceptance of proposed deliverable (specified in Annex-2), September 2019 technical progress report & quarterly technical progress report	03 October 2019	15,116.00
-Upon acceptance of October 2019 financial report -Upon acceptance of October 2019 technical progress report	03 November 2019	12,475.00
-Upon acceptance of November 2019 financial report - Upon acceptance of November 2019 technical progress report	03 December 2019	12,301.00
-Upon acceptance of December 2019 financial report	02 January 2020	11,605.00

Deliverable	Due date	WorldFish payable on acceptance (USD)
-Upon acceptance of proposed deliverable (specified in Annex-2), December 2019 technical progress report & quarterly technical progress report		
- Upon acceptance of January 2020 financial report -Upon acceptance of January 2020 technical progress report	02 February 2020	10,062.00
-Upon acceptance of February 2020 financial report - Upon acceptance of February 2020 technical progress report	02 March 2020	5,000.00
-Upon acceptance of April 2019 to March 2020 final financial & technical report specified in the proposed deliverable (Annex-2), expected outputs and required activities.	10 April 2020	5,997.70

Note: If sub-grantee is unable to complete any activity, the payments will be made proportionately as per their partial completion and each unit cost will count as per agreed budget.

With the exception of the first payment of **USD. 14,460.00**, subsequent releases of funds to Sub-grantee are subject to following conditions:

1. Technical and financial reports that are due are received and accepted by WorldFish.
2. Sub-grantee's approved expenditure reports cover at least 75% of the previous cash transfers from WorldFish

Payment should be made to the below account number:-

**Bank Account Holder Name : COAST Trust**  
**Bank Name : Bangladesh Krishi Bank**  
**Bank Account Currency : BDT**  
**SWIFT Code : BKBABDDH**  
**Branch Address : House 4, Road-2, Shyamoli, Dkhaka-1207**  
**Bank Account Number : 4104-0320000376**

### 3. REPORTS

#### Financial Reporting

Sub-grantee shall submit the following reports to WorldFish according to the timetable below:

Report Description	Period Covered	Due Date to WorldFish
April 2019 financial report	01 April to 30 April 2019	02 May 2019

Report Description	Period Covered	Due Date to WorldFish
May 2019 financial report	01 May to 31 May 2019	03 June 2019
June 2019 financial report	01 June to 30 June 2019	03 July 2019
July 2019 financial report	01 July to 31 July 2019	04 August 2019
August 2019 financial report	01 August to 30 August 2019	03 September 2019
September 2019 financial report	01 September to 30 September 2019	03 October 2019
October 2019 financial report	01 October to 31 October 2019	03 November 2019
November 2019 financial report	01 November to 30 November 2019	03 December 2019
December 2019 financial report	01 December to 31 December 2019	02 January 2020
January 2020 financial report	01 January to 31 January 2020	02 February 2020
February 2020 financial report	01 February to 29 February 2020	02 March 2020
March 2020 financial report	01 March to 31 March 2020	10 April 2020

Financial reporting template is provided for in Annex 3 (MS Excel file).

Reports shall be submitted in the currency set out in the Signature Page, i.e., in USD. Conversion to USD shall be made using the actual exchange rate when funds were transferred to the Sub-grantee. First-in, First-out method shall be applied for multiple fund transfers. If there is a carry-over balance from a prior transfer, the expenditure is first converted into USD using the exchange rate used when this prior transfer was received by Sub-grantee, until exhaustion of this balance. Then, the exchange rate of the following instalment will be used. The Sub-grantee shall submit proof by the bank of the amount that has been credited in the currency of account for the funds disbursed by WorldFish.

**Financial reports shall include at a minimum the following information:**

- Budget versus actual expenses, with current reporting period data and grant to date data.
- Detailed list of expenses that include description, transaction date, amount, expense category, exchange rates used to convert to reporting currency.
- Cost Share or matching progress report for period. (if necessary)
- Supporting documentation, as necessary.
- Fund balance status – cash received from WorldFish versus expenditures reported to WorldFish

**Technical Reports**

Sub-grantee shall submit the following reports to WorldFish according to the timetable below:



Report Description	Period Covered	Due Date to WorldFish
Monthly Progress Report	01 April to 30 April 2019	02 May 2019
Monthly Progress Report	01 May to 31 May 2019	03 June 2019
Monthly Progress Report	01 June to 30 June 2019	03 July 2019
Monthly Progress Report	01 July to 31 July 2019	04 August 2019
Monthly Progress Report	01 August to 30 August 2019	03 September 2019
Monthly Progress Report	01 September to 30 September 2019	03 October 2019
Monthly Progress Report	01 October to 31 October 2019	03 November 2019
Monthly Progress Report	01 November to 30 November 2019	03 December 2019
Monthly Progress Report	01 December to 31 December 2019	02 January 2020
Monthly Progress Report	01 January to 31 January 2020	02 February 2020
Monthly Progress Report	01 February to 29 February 2020	02 March 2020
Final Technical report	01 April 2019 to 31 March 2020	10 April 2020

Technical reporting template is provided for in Annex 3 (MS Word file)

### Other Reports

WorldFish may, at its discretion, require other necessary reports (supporting documents) from Sub-grantee.

## **ANNEX 3: REPORTING TEMPLATE**

### **Financial reporting template-**



Financial Reporting  
for Sub-grants.xlsx

### **Technical reporting template-**



Technical reporting  
Template.docx

#### **Annex 4: *Mandatory Provisions that can contain flow down clauses from prime agreement***

##### **USAID MANDATORY PROVISIONS – *applicable to both private and non-profit sub-grantees.***

###### **1) PROJECT OBJECTIVES, ACTIVITIES, EXPECTED RESULTS, AND OUTPUTS**

The objectives, activities, expected results, and outputs of the project funded under this sub-grant are described in full in the Approved Sub-Grantee Activity Work Plan present in the Business proposal which is incorporated into this agreement as ***Annex 2: Project Description/Business Proposal***.

In case of conflict between the Sub-Grantee's Application and the Sub-Grantee's Approved Business Proposal, the Sub-Grantee's Approved Business proposal shall prevail. Any and all uncertainties regarding whether activities are approved shall be submitted to the Finance and Grants Manager in writing.

###### **2) BUDGET**

Funds provided under this sub-grant must be utilized to pay the costs identified in the Approved Project Budget, which is incorporated into this agreement by reference, and is included in the approved Business Proposal in ***Annex 2: Project Description/Business Proposal***

###### **3) PAYMENTS**

In accordance with U.S. Government regulations, initial allocation of funds will be disbursed to selected grantees, while subsequent funding will be disbursed after achievement of specified project milestones and on receipt of progress and financial reports as evidence of this achievement. **In exceptional cases, under Standard Grant Format agreements, advance payments may be made; however, advances will be limited to the amounts required to meet planned project implementation expenses in a given time period (usually one month), with balance of funds taken into account while determining advance totals.**

**Fixed obligation grants** enable a predetermined payment for a set objective or milestone. The Activity Finance and Grants Team will coordinate with Technical Advisors to monitor utilization of sub-grant funds. Funds will be disbursed as objectives or milestones are met or on a quarterly basis based on submission of quarterly technical progress reports. Continuing disbursements will be conditional on proper retirement of previous installments and achievement of activity milestones specified in the sub-grant agreement.

This type of agreement will be used when a sub- grant supports a very specific project with clearly defined objectives and milestones. Objectives and milestones need to be readily discernable and costs should be predictable and manageable. Cost projections will be based on 'cost history', that is prior experience of producing the same or very similar deliverables that can be applied to planned activities and budget. The Finance and Grants Team will determine, during the application review process and continued performance monitoring, that a prospective sub-grantee has the capacity to manage costs, e.g., its accounting is compliant with standards and regulations, and auditing records do not reveal persistent irregularities.

**Cost-Type Grants** are grants that do not match the foregoing features of the fixed obligation grants. Cost-type grants reimburse allowable costs as they occur and usually involve a tighter cost control than under the fixed obligation grants. Cost reimbursement grants and similar cost-type grants are used to support projects where there is less certainty about the cost, and the accomplishment of the purpose or milestone in the grant project plan is less readily discernable. Payments on cost reimbursement type grants will be made based on reviewed financial reports submitted by the grantee on a monthly or quarterly basis and accompanied by supporting documents including receipts, payment vouchers, quotations, bank statement and reconciliation.

The Technical Reports, Payment Requests and Authorization Forms are reviewed by the Finance and Grants Team as follows:

- The technical and financial reports and the Payment Request and Authorization Form are reviewed by the Grants Specialists. Missing backup documents, copies of invoices, potentially disallowed costs, or other financial reporting compliance issues are noted in writing. The Grants Specialist contact any sub-grantees regarding potential problems or missing documentation for the financial report. Serious delays or incomplete reporting may hold up any further advance payments.
- Upon completion of the review, the Grants Specialist signs the bottom section of the Payment Requests & Authorization Form, indicating his/her review was completed. If there are serious problems with the implementation or reporting the Grants Specialist make note of this on the same form.
- The reports and Payment Request & Authorization Form are given to the Chief of Party or his designee for review and approval.
- The Grants Specialist enter the appropriate financial data in the tracking system.
- The Grants Specialist forwards all documents to the Finance and Grants Manager to review, along with approved Payment Request & Authorization Form.
- The Finance and Grants Manager notifies the Grants Specialist of any insufficiencies in the supporting documents that may need to be corrected prior to release of subsequent advances.

The Grants Specialist instruct grantees to provide missing documents as advised by the Finance and Grants Manager

Serious problems in reporting, either technical or financial, or delays in implementing activities need to be resolved as quickly as possible. In such cases, Finance and Grants Manager and the Chief of Party will assess the situation and decide how best to resolve matters with the sub-grantees.

#### **4. FINANCIAL CONTROL SYSTEMS**

##### *GRANTEE REQUIREMENTS*

All Activity sub- grantees will be required to meet the following:

- Provide evidence of financial accountability and maintain strict and detailed records of all expenses.
- Have designated individual/s responsible for financial management.
- Sub-grantee maintains books, records, program documentation, and other materials related to the sub- grant in accordance with generally accepted accounting principles.
- Sub-grantee accounting records are, at a minimum, adequate to show: all costs incurred under the sub-grant, the receipt and use of goods and services acquired under the sub-grant, and the overall progress of the program.
- Sub-grantee accounting and banking systems shall maintain Activity sub- grants program funds separately from all other grantee funds or other income.

- Sub-grantee systems are adequate to maintain all documentation for after the end of the project.
- Sub-grantees will maintain a stock control register of all the property purchased using sub-grant fund.

Although procurement is not expected under the sub-grants program, if it is planned or occurs, sub-grantees must receive prior approval for any and all procurement; and must be fully compliant with USAID Procurement Regulations specific to the Feed the Future Bangladesh Aquaculture and Nutrition Activity Contract and Authorized Geographic Code restrictions.

### **AUDITS, SURVEYS, AND VOUCHER VERIFICATION**

USAID/Bangladesh and the Feed the Future Bangladesh Aquaculture and Nutrition Activity require all sub-grantees to comply with the following audits, survey, and review actions, as applicable:

1. Prior to awarding a sub-grant, the Activity determines the selected organization's capacity to manage sub-grant funds in accordance with grant award terms and conditions. If the organization has an established relationship with the Activity, or with another USAID-financed project, the determination can take the form of a business idea/concept review. In some cases, an on-site examination of administrative and financial systems and documentation, in conjunction with staff interviews, may be required the Activity may conduct a formal pre-award survey or engage the services of an independent financial services or auditing firm.
2. Periodically, at its discretion, the Activity may request and conduct a voucher examination of all (or a sample) of the transactions related to a grant.
3. A grant award that exceeds \$25,000 per year in USAID funds (including reimbursements) is subject to an award-specific audit. The Feed the Future Bangladesh Aquaculture and Nutrition Activity covers the cost of this type of audit.

### **5. ADVANCES OF FUNDS TO SUB-GRANTEE**

- a) For purposes of ease of accounting and reporting, as well as transparency, the Sub-Grantee is requested to open a separate bank account to be used exclusively for Feed the Future Bangladesh Aquaculture and Nutrition Activity Sub-Grant funds.
- b) The first advance payment will be made upon completion of the condition precedent specified in section 4 herein.
- c) After the first advance payment, subsequent payments will be made to the Sub-grantee after receipt, review, and approval of Sub-Grantee's Monthly/Quarterly Progress Reports.
- d) Payments will be made by the Feed the Future Bangladesh Aquaculture and Nutrition Activity (BANA).

To activate the payment process, the Sub-Grantee must submit an Advance Request & Authorization Form along with the relevant deliverable in the payment schedule.

Payments will be ready approximately one week after receipt of the advance request with all required documentation provided that the request is verified and approved by BANA and that no additional follow-up with the Sub-grantee is needed.

BANA will have zero tolerance on misuse of funds and may deny advances in the absence of documentation of expenditures to reconcile prior advances.

## 6. CONDITION PRECEDENT

This Agreement is subject to and contingent upon the Sub-Grantee complying with registration requirements and providing the Finance and Grants Team with proof thereof as specified in *Eligibility requirement* or as otherwise required by law. If for any reason the Sub-Grantee fails to provide sufficient proof of registration (certificates), then WorldFish may terminate the Agreement, in whole or in part, effective immediately, or on any date specified, upon written notice to the Sub-Grantee. WorldFish shall not be liable to the Sub-Grantee for services performed and invoiced or otherwise charged by the Sub-Grantee under this Agreement.

**The Sub Grantees shall follow the under mentioned conditions:**

1. The number of monthly meetings of Technical and Finance team to be facilitated or monitored and their location may be revised upward in the course of program implementation and in consultation with the BANA team.
2. Compliance with NGOAB and other related local government agencies for private companies, clearance requirements and maintenance of a valid registration in SAM.gov is mandatory in order to receive funding.

## 7. ACCOUNTING AND FINANCIAL MANAGEMENT

a) **Accounting Systems and Procedures:** The Sub-Grantee shall maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, and will provide accurate, current, and complete disclosure of all financial transactions related to the project funded under this Sub-Grant Agreement. The Sub-Grantee also agrees to record and report all disbursements of Sub-Grant Funds under a separate and segregated financial tracking system. For purposes of control and review, this may be a simple dual entry ledger and journal system (manual or computerized) that meets generally accepted accounting standards. The Sub-Grantee must demonstrate effective control over, and accountability for, funds, property, and any other project assets. Such assets must be adequately safeguarded to ensure that they are used solely for authorized purposes. The Sub-Grantee's accounting records shall identify, segregate, accumulate, and record all costs incurred under the sub-grant, and fully disclose: a) the receipt of sub-grant funds; b) the individual transactions (expenditures); c) the amount of the cost of the project supplied by other sources; d) copies of receipts, invoices, travel reports, personnel actions, **time sheets for all project labor**, etc., for all project expenses, and; e) such other records as will facilitate an effective audit.

b) **Compensation for any project labor:** Compensation for Sub-Grantee's employees or any consultants retained for this project must be supported by documentation of days/hours worked per enclosed timesheet sample. Copies of such timesheet documentation must be submitted with the quarterly financial reports to the Finance and Grants Team. The original documents should be retained by the Sub-Grantee for audit purposes. **Feed the Future Bangladesh Aquaculture and Nutrition Activity cannot provide any funding for salaries or honoraria for Bangladeshi government officials or to active duty members of the military or police (this includes salaries, honorariums, transportation, lodging, funds for security service from the police, etc.).** If project labor personnel are not identified in the proposal and budget, no one may be hired or paid before securing BANA's prior approval.

c) **Record Retention Procedures and Requirements:** The Sub-Grantee shall preserve and make available original records for examination by the BANA, USAID, or their representatives. Record retention applies under any or all of the following conditions: a) for a period of five years following submission of the final Progress Report; b) for an extended period, as required, to complete an audit to resolve all questions concerning expenditures (the audit must commence prior to the end of the 5 year period); c) if any litigation, claim, or audit is started before the expiration of the five year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

d) **Refund Procedures and Requirements:** Funds obligated but not disbursed/advanced by BANA at the expiration/termination of the Sub-Grant Period shall revert to the BANA, unless such funds have been encumbered by the Sub-Grantee via a legally binding transaction applicable to the sub-grant. Any funds advanced to, but not expended or encumbered by the Sub-grantee, shall be refunded to the BANA at the expiration/termination of the Sub-grant period.

## 8. REPORTING

The Sub-Grantee is required to provide the following periodic reports, using the templates included in *Annex 3: Reporting Templates*. Failure to submit complete and accurate reports on time will lead to suspension of advances to the Sub-Grantee and other remedial measures as deemed appropriate by the BANA Team.

a) **Financial Reporting:** The Sub-Grantee shall submit monthly financial reports to the BANA's Finance and Grants Team, within two (2) working days of the closing of the reporting period, according to the schedule below.

### Financial Reporting Schedule:

For the Period:	Due No Later Than:
Each month	Two (2) working days after the end of the month

b) **VAT Reporting:** The Sub-Grantee shall submit monthly usage reports of VAT coupon books within two (2) working days of the end of each month. The reports shall be submitted to Sally W. Mallari, Finance and Grants Manager at the Feed the Future Bangladesh Aquaculture and Nutrition Activity Office in Dhaka.

c) **Programmatic Reporting:** The Sub-Grantee shall submit brief monthly activity plans and detailed monthly narrative reports to the BANA's Designated Market Systems Specialist within two (2) working days of the closing of the reporting period, according to the schedule below. All programmatic reports shall include data on workshop and/or training participation for submission into BANA's Data Management system. All programmatic reports must include data from the Sub-Grantee's performance monitoring plan and a summary report of mandatory activities. BANA will provide the Sub-Grantee a special form for provision of this data.

### Narrative Reporting Schedule

<b>Monthly Activity Plans</b>	
For the Period:	Due No Later Than:



Each month	Two (2) working days from the beginning of the month for which the plan is submitted
<b>Monthly Program Reports</b>	
For the Period:	Due No Later Than:
Each month	Two (2) working days after the end of the month for which the report is submitted

- e) **Final Reporting:** The Sub-Grantee agrees to provide the following final reports within **10 calendar** days after the Sub-Grant Completion Date:

**Final Project Report:** The Final Project Report will include, but is not limited to, the following sections:

- Summary of objectives and activities.
- Detailed description of the results, outputs, outcomes of the project.
- Lessons learned and recommendations. This section should include a description of problems encountered and how the sub-grant contributed towards the experience and development of the organization, including staff.

The report should cover the entire sub-grant period. The Sub-Grantee should attach to the report three hard copies of any tangible deliverable products created by the Sub-Grantee pursuant to the sub-grant (reports, publications, videos, CDs, etc.); the Sub-Grantee should also provide one electronic copy of any materials.

**Final Financial Report:** The Final Financial Report will include at least:

- A summary of budgeted line items compared to actual amount spent by line item, and Final Sub-Grant Funds Reconciliation showing funds received compared to total expenses
- Final bank reconciliation plus statements
- Inventory report (if applicable) describing all equipment procured under the Sub-grant. The report should follow the format for the Inventory Tracker.
- Any financial disallowances or circumstances highlighted by auditors requiring the Sub-Grantee to make adjustments in the submission period.
- No costs incurred prior to the beginning of the Sub-Grant or after completion of the Sub-Grant may be included in the Final Financial Report.

## 9. ALLOWABLE AND UNALLOWABLE COSTS

The Sub-Grantee shall be reimbursed for costs incurred in carrying out the purposes of this Sub-Grant which are determined by the BANA Finance and Grants Team to be reasonable, allocable, and allowable in accordance with the terms of the Sub-Grant, defined as follows:

- Reasonable: Shall mean those costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business.
- Allocable: Shall mean those costs that are incurred specifically for the Sub-grant.

- c. Allowable: Shall mean those costs that conform to any limitations in the Sub-grant.
- d. Unallowable Costs include but are not limited to the following examples: Taxes, Value Added Tax, advertising, bad debts, contingencies, entertainment, fines and penalties, interest expense, fund raising, investment management costs, losses on other Sub-grants or projects, used equipment, and business or first class air
- e. At the request of BANA or USAID, the Sub-Grantee agrees to refund to BANA any costs determined by BANA or USAID not to meet the terms and conditions of this sub-grant, up to a period of five years following the end of the Sub-grant.

Prior to incurring a questionable cost the Sub-Grantee shall obtain the BANA Program's written determination on whether the cost will be allowable.

**Period of allowable costs:** It is agreed that all activities financed with sub-grant funds will not commence prior to, nor cease not later than, the start and end dates specified on page one. No sub-grant funds may be used to pay expenditures incurred prior to the start date. Sub-grant project related costs incurred on or before the sub-grant end date but not paid by the end date are allowable if paid not later than 30 calendar days after the end date. Sub-grant periods will not be extended solely to enable Sub-Grantee to use unexpended Sub-grant funds.

## 10. PROCUREMENT

a) **General:** All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Sub-Grantee should be alert to organizational conflicts of interest or noncompetitive practices among vendors that may restrict or eliminate competition. Awards shall be made to the vendor whose offer is responsive to the solicitation and is most advantageous to the Sub-Grantee, price and other factors considered. All procurement shall be made in accordance with the required as Applicable Standard Provision for Non-U.S. Non-Governmental Awards <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

b) **Use of responsible and reliable vendors:** Contracts shall be made only with responsible vendors who possess the ability to perform successfully under the terms and conditions of the proposed contract. Consideration shall be given to such matters as integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

c) **Multiple offers and analysis:** Some form of price or cost analysis should be made in connection with every procurement action exceeding \$250. Price analysis may be accomplished in various ways, including the comparison of price quotations received with market prices. The price analysis must be in writing and attached to the paid invoice. Multiple verbal or written quotations should be sought for any expenditure over \$250. All procurements exceeding \$500 must have three written quotations and be pre-approved by the BANA Grants and Finance Manager. The quotes must be submitted as supporting documentation with the financial report.

d) **Avoidance of conflict of interest:** The Sub-Grantee shall maintain a code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in purchasing and procurement. Conflicts of interest situations involving employees, officers, or their immediate families shall be avoided. The Sub-Grantee's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or potential vendors.

e) **Equipment purchases:** Title to all property (equipment) paid for with sub-grant funds shall vest in the Sub-grantee subject to the following conditions:

- Equipment shall be defined as any item having a value of \$500 or more and a useful life of more than one year.
- All equipment must be properly maintained and used for purposes consistent with those identified in the proposal.
- All equipment must be managed (tracked) and labeled in such a way that identification and location are kept current.
- At the end of the sub-grant the Sub-Grantee shall retain title if the equipment will be used in a manner consistent with the aims of the BANA.
- All equipment must be labeled with USAID logo.

## 11. COST SHARE FUNDS (SUB-GRANTEE CONTRIBUTION)

The Sub-Grantee agrees to provide an amount as the Sub-Grantee's contribution in the approved project budget in the form of a cost share. Other sources of U.S. government funding cannot be used to satisfy this requirement.

*Cost-Sharing* refers to contributions made from the Sub-Grantee's resources, whether in direct payments for project related expenditures, or in-kind. Examples of in-kind contributions include use of equipment or space, materials, and value of volunteers' services. In-kind contributions shall be valued using fair market value.

*Matching (co-funding)* refers to project costs financed with cash contributed or donated to the Sub-Grantee by other international organizations, foreign governments, the Government of Bangladesh, private organizations, or individuals.

All contributions, both cash and in-kind, shall be accepted as part of the Sub-Grantee's share when such contributions meet the following criteria:

- a) Are verifiable from the Sub-Grantee's records;
- b) Are necessary and reasonable for proper and efficient accomplishment of project objectives;
- c) Are provided for in the budget.
- d) Not paid by the U.S. government under another award.

The Sub-Grantee agrees to expend cost share in an amount of **BDTXXX**. All cost share and matching contributions shall be documented and reported in accordance with 2 CFR 200, 22CFR226.23 and Standard Provision on Cost Sharing or Matching and are subject to audit. Cost-share and matching must be reported in each periodic financial report, with all supporting documentation. **A template is included in Annex 3: Reporting Template.**

## 12. BRANDING AND MARKING REQUIREMENTS

All sub-grantees will be required to comply with Feed the Future Bangladesh Aquaculture and Nutrition Activity approved Branding and Marketing Plan, and also need to take branding approval from the activity which will be specified the manner in which publications and related materials must be branded, marked and printed. A copy of this plan will be provided as an annex to all sub-grant agreements.

**Acknowledgement and Disclaimer:** Any materials publicizing or resulting from Sub-Grant Activities shall contain acknowledgement of U.S. Government funding provided by BANA using the following language: "This (publication, video, or other information/media product (specify)) was made possible through support provided by the U.S. Agency for International Development through the Feed the Future Bangladesh Aquaculture and Nutrition activity. The opinions, findings, and conclusions or recommendations expressed herein are those of the author(s) and do not necessarily reflect the view of the U.S. Agency for International Development or the National Center for State Courts."

**Rights in Review:** BANA shall retain the right to review any draft publication (including press releases) to be produced as an output of Sub-grant Activities prior to production. At least two weeks before any publication or other information product is to be delivered for printing/reproduction or any training material is finalized, the Sub-grantee should submit to the BANA Communication Specialist an electronic or hard copy draft product, along with the Publication/Information Product Approval Form. BANA reserves the right to express its opinion on the draft, and if the content differs from the terms of the Sub-Grant Agreement or does not meet acceptable standards for publication, BANA may exclude the material from financing under the Sub-grant. The same applies for the production of video materials and other information products.

**Copies to Feed the Future Bangladesh Aquaculture and Nutrition Activity:** Ten (10) copies of any materials resulting from Sub-Grant Activities should be forwarded to BANA as soon as they are available.

### 13. MONITORING, EVALUATION AND LEARNING

A monitoring, evaluation and learning (MEL) system will be incorporated in sub-grant agreements, which will include:

- 1) Assist in development of monitoring and reporting system in activities to be implemented by sub-grant recipient
- 2) Assist in uploading data and information in the Activity's MEL system quarterly.
- 3) Review of monthly and quarterly reports including achievements against set milestones and indicators. The report must include system change due to interventions.
- 4) Regular monitoring system review visit (including field visit)

Regular monitoring/visits will be geared towards monitoring whether sub-grantees are performing according to the planned milestones and activities, and whether activities are meeting adequate technical standards. The visiting teams will work with sub-grantees to explore their success and lessons and identify areas of improvement. In the event of serious non-performance or suspected misuse of grant funds, the Activity withholds the right to terminate sub-grants, and will ensure that the reasons for termination are adequately documented and agreed on with the Finance and Grants Team, and that USAID is promptly informed.

Activity sub-grant recipients will also assist the project in tracking successes and progress in achieving key objectives and goals, and sharing lessons learned. Identifying and documenting successes will be recorded

within the context of both the regular reporting called for in the sub-grant agreements, as well as through:  
1) formal meetings and discussions; 2) response to occasional surveys or information requests.

#### **14. Environmental Safeguard Compliance**

The sub-grantee should be willing to comply with the regulations, standards, and good practices as required by USAID and the Government of Bangladesh to address the potential environment and social impacts, and associated biosecurity and food-safety issues. WorldFish will assist the Sub-grantee in developing the required protocols (i.e. environmental mitigation and monitoring guideline, standards, monitoring log sheets) in order to facilitate sound environmental safeguard, monitoring and reporting. WorldFish will train relevant personnel.

#### **15. GRANT AMENDMENTS**

Additional funds over the originally obligated sub-grant amount will not be provided to sub-grantees unless the sub-grant agreement is modified, with concurrence from the Finance and Grants Team and Technical Review Committee. Sub-grantees may receive additional funds for approved activities if the Activity and the sub-grantee decide that extra funding is necessary and effective to expand on successful activities and results, within the sub-grant period of performance. Final approval for any amendment to add funds will come from the COP. Additional funds will be provided by formal modification to the sub-grant agreement.

Changes to existing agreements without financial implications will require written consent of both the sub-grantee and the Finance and Grants Team. Such amendments may concern additions to or reduction in the scope of work under the sub-grant, without provision of additional funding or changes to funding

#### **16. CLOSE-OUT PROCEDURES**

Within 30 days following the end date of the Sub-Grant (mentioned on page 1) the Sub-Grantee shall provide to BANA the following:

1. A final progress and financial report.
2. A refund of excess sub-grant funds received if advances received exceed total allowable expenditures.
3. A list of equipment (as per the definition in Section no. 8 above) which includes the value, condition, location, and a brief description of the Sub-Grantee's intended future use of the equipment.

#### **17. EXCLUSION FROM LIABILITY**

Sub-Grantee agrees to exclude the Feed the Future Bangladesh Aquaculture and Nutrition Activity, WorldFish, and USAID from any third party claims resulting from, or associated with, activities related to this Sub-Grant.

#### **18. TERMINATION OF AGREEMENT**

This sub-grant may be terminated prior to the end date mentioned on page 1 in the event that:

- 1) Any of the Terms and Conditions of this Sub-grant Agreement is breached by the Sub-Grantee.
- 2) If it becomes apparent that the Sub-Grantee cannot complete the activities described in the application/proposal and WorldFish decides not to amend the Sub-Grant Agreement.
- 3) In the event that the U.S. Government or the Government of Bangladesh stops or delays this Sub-Grant or stops WorldFish activities in Bangladesh.
- 4) In the event that the Sub-Grantee fails to complete all necessary registrations and clearances, especially clearance from the appropriate government offices for private companies and NGO Affairs Bureau for NGOs.

Sub-grantee may also refer to the WorldFish Standard Terms and Conditions in Annex 1 of this sub-grant agreement.

## 19. APPLICABLE U.S. GOVERNMENT REGULATIONS

The following U.S. Government issued documents shall be referred to for any, questions regarding policies and allowable costs not specifically addressed elsewhere in this Agreement. For purposes of this Agreement, these regulations will be applicable to all Sub-Grantees, regardless of their legal status (i.e., non-governmental organizations, businesses, private companies etc.).

1. Standard and Required as Applicable Provisions for non-U.S. non-governmental recipients as set <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>
2. Office of Management and Budget (OMB) Circular A-122: Cost Principles for Non-Profit Organizations.

## 20. DESIGNATED MARKET SYSTEMS SPECIALIST

The Designated Market Systems Specialist shall be responsible for administrative, technical, and oversight of the sub-grant. He/she shall be the primary point of contact for the Sub-Grantee. All reports shall be submitted to the attention of the Designated Market Systems Specialist. In the absence of the Designated Market Systems Specialist, The Senior Market Systems Specialist shall be responsible support and oversight.

The Designated Market Systems Specialist as the point of contact is also responsible in receiving the financial reports on behalf of the Finance and Grants Team. He/she will send both technical and financial report to designated Grants Specialist with a copy to the Finance and Grants Manager.

## 21. USAID ELIGIBILITY RULES FOR GOODS AND SERVICES

- a. This provision is not applicable to commodities or services that the recipient provides with private funds as part of a cost-sharing requirement, or with Program Income generated under this award.
- b. Ineligible and Restricted Commodities and Services:
  - (1) Ineligible Commodities and Services. The recipient must not, under any circumstances, procure any of the following under this award:
    - (i) Military equipment,

- (ii) Surveillance equipment,
- (iii) Commodities and services for support of police or other law enforcement activities,
- (iv) Abortion equipment and services,
- (v) Luxury goods and gambling equipment, or
- (vi) Weather modification equipment.

(2) Ineligible Suppliers. Any firms or individuals that do not comply with the requirements in Standard Provision “Debarment and Suspension” and Standard Provision “Preventing Terrorist Financing” must not be used to provide any commodities or services funded under this award.

(3) Restricted Commodities. The recipient must obtain prior written approval of the Agreement Officer (AO) or comply with required procedures under an applicable waiver, as provided by the AO when procuring any of the following commodities:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Used equipment,
- (vi) U.S. Government-owned excess property, or
- (vii) Fertilizer.

a. Source and Nationality:

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in this award and must meet the source and nationality requirements set forth in 22 CFR 228. If the geographic code is not specified, the authorized geographic code is 937. When the total value of procurement for commodities and services during the life of this award is valued at \$250,000 or less, the authorized geographic code for procurement of all goods and services to be reimbursed under this award is code 935. For a current list of countries within each geographic code, see:

**<http://www.usaid.gov/policy/ads/300/310.pdf>**.

b. Guidance on the eligibility of specific commodities and services may be obtained from the AO. If USAID determines that the recipient has procured any commodities or services under this award contrary to the requirements of this provision, and has received payment for such purposes, the AO may require the recipient to refund the entire amount of the purchase.

c. This provision must be included in all sub agreements, including sub awards and contracts, which include procurement of commodities or services.

## **22. DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (JUNE 2012)**



The recipient/contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any Federal department or agency.

### **23. PREVENTING TERRORISM FINANCING – IMPLEMENTATION OF E.O. 13224 (AUGUST 2013)**

- a. The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) or the United Nations Security designation list (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_lists.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_lists.shtml)).
- b. This provision must be included in all sub agreements, including contracts and sub awards, issued under this award.

### **24. PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CONFIDENTIALITY AGREEMENTS (April 2015)**

- (a) The recipient must not require employees, subawardees, or contractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractor from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (b) The recipient must notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this provision are no longer in effect. (c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d) (1) In accordance with section 7 43 of Division E, Title VI I, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the recipient is not in compliance with the requirements of this provision.
- (2) The Government may seek any available remedies in the event the recipient fails to comply with the requirements of this provision.

### **25. TRAFFICKING IN PERSONS (April 2016)**

- a. WorldFish is authorized to terminate this sub-grant, without penalty, if the sub-grantee or its employees, or any sub-recipient or its employees, engage in any of the following conduct:

The recipient, subawardee, or contractor, at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:

- (1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;

- (2) Procurement of a commercial sex act during the period of this award;
- (3) Use of forced labor in the performance of this award;
- (4) Acts that directly support or advance trafficking in persons, including the following acts:

## **26. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (JUNE 2012)**

No international travel is authorized under this sub-grant agreement.

## **27. OCEAN SHIPMENT OF GOODS (JUNE 2012)**

- a. Prior to contracting for ocean transportation to ship goods purchased or financed with USAID funds under this award, the Sub-Grantee must contact WorldFish to determine from USAID the flag and class of vessel to be used for shipment. Requests must be submitted to: [s.mallari@cgiar.org](mailto:s.mallari@cgiar.org).
- b. This provision must be included in all sub agreements, including sub wards and contracts.

## **28. PILOT PROGRAM FOR ENHANCEMENT OF GRANTEE EMPLOYEE WHISTLEBLOWER PROTECTIONS (SEPTEMBER 2014)**

The requirement to comply with and inform all employees of the “Pilot Program for Enhancement of Contractor Employee Whistleblower Protections” is retroactively effective for all assistance awards and subawards (including subcontracts) issued beginning July 1, 2013.

The Sub-Grantee must:

1. Inform its employees working under this award (sub-agreement) in the predominant native language of the workforce that they are afforded the employee whistleblower rights and protections provided under 41 U.S.C. para. 4712, and
2. Include such requirement in any subaward or subcontract made under this award.

41 U.S.C. para. 4712 states that an employee of a Grantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for “whistleblowing”. In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.

Whistleblowing is defined as making a disclosure “that the employee reasonably believes” is the evidence of any of the following:

- Gross mismanagement of a Federal contract or grant,
- A gross waste of Federal funds,
- An abuse of authority relating to a Federal contract or grant,
- A substantial and specific danger to public health or safety, or

- A violation of law, rule, or regulation related to a Federal contract or grant (including the competition for, or negotiation of, a contract or grant.)

To qualify under the statute, the employee's disclosure must be made to:

- A member of the U.S. Congress, or a representative of a U.S. Congressional Committee,
- A cognizant U.S. Inspector General,
- The U.S. Government Accountability Office,
- A Federal employee responsible for contract or grant oversight or management at the relevant agency,
- A U.S. court or grand jury, or
- A management official or other employee of the Grantee (e.g., NCSC) who has the responsibility to investigate, discover, or address misconduct.

## **29) USAID Disability Policy and UN Convention on the Rights of Persons with Disabilities Assistance (April 2011)**

- a) The principles of the present UN Convention on the Rights of Persons with Disabilities include promoting: (1) respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons; (2) nondiscrimination; (3) full and effective participation and inclusion in society; (4) respect for difference and acceptance of persons with disabilities as part of human diversity and humanity; (5) equality of opportunity; (6) accessibility; (7) equality between men and women; and (8) respect for the evolving capacities of children with disabilities. The full text of the Convention can be found at the following Web site: <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>.
- b) USAID requires that the recipient not discriminate against persons with disabilities in the implementation of USAID-funded programs and make every effort to respect the principles of the Convention on the Rights of Persons with Disabilities in performing the program under the award. One of the objectives of the USAID's Disability Policy is to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations, and other donors in fostering a climate of nondiscrimination against people with disabilities. To that end, and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

### **30) USAID Certifications, Assurances, Representations, and Other Statements of the Recipient**

#### **Part I - Certification and Assurances**

By signing and submitting this application / document, the prospective recipient provides the certification set out below:

##### **1) Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)**

The recipient must make such reasonable efforts, as are necessary, to ensure that no funds or other support under the award are diverted in support of drug trafficking.

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking. Drug trafficking means “any activity undertaken illicitly to cultivate, produce, manufacture, distribute, sell, finance or transport, or to assist, abet, conspire, or collude with others in illicit activities, including money laundering, relating to narcotic or psychotropic drugs, precursor chemicals, or other controlled substances.”. The undersigned must review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking.

##### **2) Prohibition against Trafficking in Persons**

The recipient, or their employees, labor recruiters, brokers or other agents, must not engage in:

(1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;

(2) Procurement of a commercial sex act during the period of this award;

(3) Use of forced labor in the performance of this award;

(4) Acts that directly support or advance trafficking in persons, including the following acts:

- i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
- ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
  - a) exempted from the requirement to provide or pay for such return transportation by USAID under this award; or
  - b) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

- iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
- iv. Charging employees recruitment fees; or
- v. Providing or arranging housing that fails to meet the host country housing and safety standards.

In the event of a violation of this provision, USAID is authorized to terminate this award, without penalty, and is also authorized to pursue any other remedial actions authorized as stated in section 1704(c) of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013).

### 3) Certification Regarding Terrorist Financing, Implementing Executive Order 13224

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
  - i) Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of **Specially Designated Nationals and Blocked Persons (SDN)**, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf><sup>1</sup>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
  - ii) Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security Council (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list> or <https://scsanctions.un.org/consolidated/>.

Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

- iii) The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

#### 4) For purposes of this Certification-

- i) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal

<sup>1</sup> This list is updated regularly. Therefore, recipient is advised to refer to the most updated list. OFAC also provides a "Sanctions List Search" to facilitate the use of the SDN and sanctions: <https://sanctionssearch.ofac.treas.gov>

substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

- a. “Training” means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.
  - b. “Expert advice or assistance” means advice or assistance derived from scientific, technical, or other specialized knowledge.
- ii) “Terrorist act” means-
- a. an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
  - b. an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
  - c. any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- iii) “Entity” means a partnership, association, corporation, or other organization, group or subgroup.
- iv) References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- v) The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

**Signed:**

\_\_\_\_\_  
(Typed Name and Title)  
(Name of Organization)

\_\_\_\_\_  
Date

### Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
- c. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

#### NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.



## Participant Certification Narcotics Offenses and Drug Trafficking

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

## ANNEX 5: CGIAR AND WORLDFISH POLICIES AND PROCEDURES

The Sub-grantee shall strictly adhere to the guidelines and provisions listed in Annex 4.

The Sub-grantee is required to comply with WorldFish's code of conduct, ethics policy, child protection policy, anti-harassment, discrimination and bullying policy, anti-fraud and anti-corruption policy, and any other organizational policies relating to workplace behaviors and processes. WorldFish may terminate the appointment with immediate effect in the event that the Sub-grantee is in breach of any of the provisions of this letter or if the conduct brings themselves or WorldFish into disrepute.

**CGIAR Policy and Principles on the Management of Intellectual Assets:** All intellectual assets produced or acquired shall be managed in ways that maximize their global accessibility and/or ensure they lead to the broadest possible impact on target beneficiaries in furtherance of the CGIAR vision. WorldFish implement this principle through Article V below.

WorldFish is committed to creating and maintaining positive environments that protect children from all forms of exploitation and abuse. Sub-grantees shall not engage in any form of child exploitation or engage with anyone who poses an unacceptable risk to children, shall work towards reducing the risks to children that may be associated with WorldFish programs, and will report any concern or suspicion of exploitation and abuse of children and abide to WorldFish Child Protection Policy.

**CGIAR Open Access & Data Management Policy:** Open Access is defined by WorldFish as the ownership, preservation, exploitation and publication of research data collected by Sub-grantees and others which should be managed in a way that increases the visibility, accessibility and impact of the research. WorldFish implements this Policy through its Open Access/Open Data Implementation Plan which will be adopted on approval by the WorldFish Board of Trustees.

**WorldFish Policy on Ethics of Research Involving People:** WorldFish staff are held accountable towards people (communities, groups, individuals) involved in or affected by our research, and expects our Sub-grantees to adhere to the same high ethical standards.

**WorldFish Anti-Fraud and Anti-Corruption Policy:** WorldFish will not accept any level of bribery, corruption, money laundering and all types of fraud, whether actual or attempted and will treat any such matter with the utmost of seriousness. This is whether it is committed by trustees, staff, contractors, consultants or Sub-grantees.

**WorldFish Child Protection Policy:** WorldFish is committed to creating and maintaining positive environments that protect children from all forms of exploitation and abuse. Sub-grantees shall not engage in any form of child exploitation or engage with anyone who poses an unacceptable risk to children, shall work towards reducing the risks to children that may be associated with WorldFish programs, and will report any concern or suspicion of exploitation and abuse of children and abide to WorldFish Child Protection Policy.