
Climate Finance Transparency mechanism

Project Plan of Operation: Year-01 (2018)



Coastal Association for Social Transformation Trust- COAST Trust

1) Title of the project: Climate Finance Transparency Mechanism Project (CFTM)

2) Duration of the Project: 10th May 2018 to 30th September 2019.

3) Total budget: BDT-18,200,200

4) Funded by: BRITISH COUNCIL

5) Working area: 12 Upazillas under 3 districts-

A) Bhola: Bhola sador, Burhanuddin, Tazumuddin & Charfasion Upazilla.

B) Patuakhali: Patuakhali Sador, Baufall, Golachipa & Doshmina Upazilla.

C) Cox's bazar: Cox's bazar Sador, Teknuff, Chokoria & Kutubdia Upazilla.

6) Introduction

Bangladesh is one of the most climate vulnerable countries in the world and will become even more so as a result of climate change. As a result of climate change, floods, tropical cyclones and associated storm surges, riverbank erosion, landslides, drainage congestion in urban areas, and drought-like conditions are likely to become more frequent and severe in coming years.

The Government of Bangladesh (GoB) is aware of the threat posed by climate change, and has been preparing to face the challenge. Given the country's vulnerability to climate change, climate financing is a high priority. The GoB as well as the international community have and are expected to continue to invest in climate sensitive activities, both for mitigation and adaptation. Increasing the efficacy of climate change funds both from government and donors in tackling the impacts of climate change in Bangladesh, hence, is very crucial. . From 2007 the govt. implemented various development activities from the Trust fund and in 2016-2017 about T.K. 3000 crore was allotted from this fund. But from the observation of donors & government it is seen the projects are not implemented properly from this fund.

The GoB encourages greater transparency and information sharing. In 2009, it passed the Right-to-Information (RTI) Act and set up mechanisms to facilitate public disclosure of information. The current government actively supports these initiatives. An initiative to promote transparency on climate change is, therefore, in line with the current political climate. Besides, GOB has also proposed a Climate Fiscal Framework (CFF) to track climate sensitive public expenditures and help the government to better predict the future resource demand to fulfill the BCCSAP. One of the important components of the CFF is a web system that tracks climate expenditure in concerned sectors. This initiative is in line with the provisions of the RTI Act that mandates the government to set up mechanisms facilitate public disclosure of information.

An issue-based project (IBP) Climate Finance Transparency Mechanism (CFTM) has been initiated in January 2017. The CFTM project is being implemented by a consortium partners among the International Centre for Climate Change and Development (ICCCAD), the Centre for Climate Change and Environmental Research (C3ER), BRAC University and the Bangladesh Centre for Advanced Studies (BCAS), Coastal Association for Social Transformation Trust (COAST), Campaign for Sustainable Rural livelihood (CSRL) in association with the British Council.

The CFTM project is an innovative project that would not only enable the funding for climate change in Bangladesh to be more effective in helping the most vulnerable communities become better adapted to climate change impacts, but would also help improve the overall levels of transparency in governance from grass roots level to central level. The goal of this project is to increase the efficacy of climate change funds both from government and donors in tackling the impacts of climate change in grass root level to central level. The CFTM project is an IBP and is funded by PROKAS (Promoting Knowledge for Accountable Society), an initiative of British Council funded by DFID.

The activities of this project is divided into two parts. In the central level ICCAD, BCAS, C3ER & BRAC University are working and in the root level COAST & CSRL are working. In this pilot project the six districts are selected primarily among them COAST is working in three districts & CSRL is working in three districts.

7) Goal & Objectives of CFTM Project:

Goal: To increase the efficacy of climate change funds both from government and donors in tackling the impacts of climate change.

Objectives:

- To build up and enhance of self-capacity of CSOs. So that they will be able to involve with self-planning, identify and analysis the information of govt. development initiatives through climate finance activities and raise voice at local, national and international level.
- To sensitize govt. officials on climate governance issues. So that practice change on climate governance issues will be expedite and accountability level increased.

8) Major Activities to be implemented by the CFTM Project:

- CSO Monitoring (Climate Forum) Group Formation at Upazilla level.
- Assessment on Climate Finance requirement in local areas (Dialogue with selected/vulnerable UP bodies in 12 Upazila)
- Bi-Monthly meeting with District CSO Monitoring Group. Total 24 meeting (3 dist x 8 times, Total 24 meeting).
- Bi-Monthly meeting with Local (sub-district) Monitoring Group. Total 96 meeting (12upz x 8 times, Total 96 meeting).
- Investigate and Social Audit on climate financed projects at local areas
- Cost for Audio Visual Campaign at community level
- Preparatory Meeting to establish local level network/CFTM monitoring group (09 members group) at district level [03 meeting]
- Training for Local Networks/Monitoring Groups (On CF, MRV/SA Advocacy Tools for new members of Climate Forum, 06 batch x 25p =150p, in 03 dist]
- Developed audio visual documentary for community sensitization on CC and CF governance issues.
- Printing & Publication (Campaign Post Card & Briefing Paper)

- National consultation on pre-CoP positioning and global climate governance issues in context of climate vulnerability of Bangladesh.
- CSOs Consultation on Pre-budget demanding allocation in climate finance activities at National level
- Pre budget seminar at district level on people's demand to CFTM activities [03 district consultation]
- Day observation DRR, National Disaster Preparedness, RTI focusing climate justice.
- Participate in Govt. Development fair, Digital fair etc for campaign and awareness on climate governance issues.
- Orientation/Multi stakeholder meeting climate governance issues.

9) Project Activities at a Glance by year

The following table presents at a glance in CFTM Project activity line and budget.

Sn.	Activities	Quantity	Year wise Activities		Budget
			1 st year	2 nd year	
01	CSO Monitoring (Climate Forum) Group Formation at Upazilla level.	12	12	0	None cost activity.
02	Assessment on Climate Finance requirement in local areas (Dialogue with selected/vulnerable UP bodies in 12 Upazila)	12	12	0	180000/-
03	Bi-Monthly meeting with District CSO Monitoring Group. Total 24 meeting (3 dist x 8 times, Total 24 meeting).	24	9	15	160800/-
04	Bi-Monthly meeting with Local (sub-district) Monitoring Group. Total 96 meeting (12upz x 8 times, Total 96 meeting).	96	48	48	988800/-
05	Investigate and Social Audit on climate financed projects at local areas	60	24	36	270000/-
06	Cost for Audio Visual Campaign at community level	60	24	36	180000/-
07	Preparatory Meeting to establish local level network/CFTM monitoring group (09 members group) at district level [03 meeting]	3	3	0	16650/-
08	Training for Local Networks/Monitoring Groups (On CF, MRV/SA Advocacy Tools for new members of Climate Forum, 06 batch x 25p =150p, in 03 dist]	6	6	0	506100/-
09	Developed audio visual documentary for community sensitization on CC and CF governance issues.	1	1	0	10,00,000/-
10	Printing & Publication (Campaign Post Card & Briefing Paper)	1	1	0	50000/-

Sn.	Activities	Quantity	Year wise Activities		Budget
			1 st year	2 nd year	
11	National consultation on pre-CoP positioning and global climate governance issues in context of climate vulnerability of Bangladesh.	1	1	0	89500/-
12	CSOs Consultation on Pre-budget demanding allocation in climate finance activities at National level	1	0	0	137500/-
13	Pre budget seminar at district level on people's demand to CFTM activities [03 district consultation]	3	3	0	249000/-
14	Day observation DRR, National Disaster Preparedness, RTI focusing climate justice.		24	12	252000/-
15	Participate in Govt. Development fair, Digital fair etc for campaign and awareness on climate governance issues.		0	12	120000/-
16	Orientation/Multi stakeholder meeting climate governance issues.	3		3	150000/-
Forty Eight Lacs Three hundred Fifty taka only					4800350/-

10) Activity Implementation Plan of CFTM Patuakhali:

Sn	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget
			July	Aug	Sep	Oct	Nov	De	Jan	Feb	Mar	Apr	May	Jun		
1	CSO Monitoring (Climate Forum) Group Formation at Upazilla level.	4	4												4-Upz at Ptk.	None cost
2	Assessment on Climate Finance requirement in local areas (Dialogue with selected/vulnerable UP bodies in 4 Upazila)	4		1	2	1									4-Upz at Ptk.	60000/-
3	Bi-Monthly meeting with District CSO Monitoring Group.	6	1		1		1		1		1		1		Patuakhali dist.	40200/-
4	Bi-Monthly meeting with Local (sub-district)	24		4		4		4		4		4		4	4-Upz at Ptk.	247200/-
5	Investigate and Social Audit on climate financed projects at local	16		2	2	1	1	2	1	1	2	1	2	1	4-Upz at Ptk.	45000/-

Sn	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget
			July	Aug	Sep	Oct	Nov	De	Jan	Feb	Mar	Apr	May	Jun		
	areas															
6	Cost for Audio Visual Campaign at community level	16		2	2	1	2	1	2	1	1	2	1	1	-Upz at Ptk.	48000/-
7	Preparatory Meeting to establish local level network/CFTM monitoring group	1	1												Patuak hali dist.	5550/-
8	Training for Local Networks/Monitoring Groups (On CF, MRV/SA Advocacy Tools for new members of Climate Forum.)	2			1		1								Patuak hali dist.	168700/-
9	Developed audio visual documentary for community sensitization on CC and CF governance issues.	1		1											One program for 3 dist:	Bhola CFTM will pay this expense
10	Printing & Publication (Campaign Post Card & Briefing Paper)	1					1								One program for 3 dist	Cox's bazar CFTM will pay this expense
11	National consultation on pre-CoP positioning and global climate governance issues in context of climate vulnerability of Bangladesh.	1					1								Dhaka	89500/-
12	CSOs Consultation on Pre-budget demanding allocation in climate finance activities at National level	1											1		Dhaka	137500/-
13	Pre budget seminar at district level on people's demand to CFTM activities	1									1				PTK dist:	83000/-
14	Day observation DRR, National	12			4			4			4				4Upz at PTK	84000/-

Sn .	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget
			July	Aug	Sep	Oct	Nov	De	Jan	Feb	Mar	Apr	May	Jun		
	Disaster Preparedness, RTI focusing climate justice.														dist:	
15	Participate in Govt. Development fair, Digital fair etc for campaign and awareness on climate governance issues.	4							4						4 Upz at PTK dist:	40000/-
16	Orientation/Multi stakeholder meeting climate governance issues.	1								1					PTK dist:	50000
Total			Ten lac Ninety Eight thousand Six hundred Fifty taka only													1098650

11) Activity Implementation Plan of CFTM Bhola:

Sn .	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget
			Jul y	Au g	Se p	Oct	No v	De	Jan	Fe b	Mar	Ap r	May	Jun		
1	CSO Monitoring (Climate Forum) Group Formation at Upazilla level.	4	4												4Upz at Bhola	None cost
2	Assessment on Climate Finance requirement in local areas (Dialogue with selected/vulnerable UP bodies in 4 Upazila)	4		1	2	1									4Upz at Bhola	60000/-
3	Bi-Monthly meeting with District CSO Monitoring Group.	6	1		1		1		1		1		1		Bhola dist.	40200/-
4	Bi-Monthly meeting with Local (sub-district)	24		4		4		4		4		4		4	4-Upz at Bhola	247200/-
5	Investigate and Social Audit on climate financed	16		2	2	1	1	2	1	1	2	1	2	1	4-Upz at Bhola	45000/-

Sn	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	projects at local areas															
6	Cost for Audio Visual Campaign at community level	16		2	2	1	2	1	2	1	1	2	1	1	4-Upz at Bhola	48000/-
7	Preparatory Meeting to establish local level network/CFTM monitoring group	1	1												Bhola dist.	5550/-
8	Training for Local Networks/Monitoring Groups (On CF, MRV/SA Advocacy Tools for new members of Climate Forum.)	2		1		1									Bhola dist.	168700/-
9	Developed audio visual documentary for community sensitization on CC and CF governance issues.	1		1											One program for 3 dist:	10,00,000/-
10	Printing & Publication (Campaign Post Card & Briefing Paper)	1					1								One program for 3 dist	Cox's bazar CFTM will pay this expense
11	National consultation on pre-CoP positioning and global climate governance issues in context of climate vulnerability of Bangladesh.	1					1								Dhaka	Patuakahli CFTM will pay this expense
12	CSOs Consultation on Pre-budget demanding allocation in climate finance activities at National level	1											1		Dhaka	Patuakahli CFTM will pay this expense

Sn .	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget
			Jul y	Au g	Se p	Oct	No v	De	Jan	Fe b	Mar	Ap r	May	Jun		
13	Pre budget seminar at district level on people's demand to CFTM activities	1									1				Bhola dist:	83000/-
14	Day observation DRR, National Disaster Preparedness, RTI focusing climate justice.	12			4			4			4				4-Upz at Bhola	84000/-
15	Participate in Govt. Development fair, Digital fair etc for campaign and awareness on climate governance issues.	4							4						4-Upz at Bhola	40000/-
16	Orientation/Multi stakeholder meeting climate governance issues.	1								1					Bhola Dist:	50000
Total			Eighteen lac Seventy One thousand Six hundred Fifty taka only													1871650

12) Activity Implementation Plan of CFTM Cox's bazar:

Sn .	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget
			Jul y	Au g	Se p	Oct	No v	De	Jan	Fe b	Mar	Ap r	May	Jun		
1	CSO Monitoring (Climate Forum) Group Formation at Upazilla level.	4	4												4Upz at Cox's bazar	None cost
2	Assessment on Climate Finance requirement in local areas (Dialogue with selected/vulnerable UP bodies in 4 Upazila)	4		1	2	1									4Upz at Cox's bazar	60000/-
3	Bi-Monthly meeting	6	1		1		1		1		1		1		Cox's	40200/-

Sn	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	with District CSO Monitoring Group.														bazar dist.	
4	Bi-Monthly meeting with Local (sub-district)	24		4		4		4		4		4		4	4-Upz at Cox's bazar	247200/-
5	Investigate and Social Audit on climate financed projects at local areas	16		2	2	1	1	2	1	1	2	1	2	1	4-Upz at Cox's bazar	45000/-
6	Cost for Audio Visual Campaign at community level	16		2	2	1	2	1	2	1	1	2	1	1	4-Upz at Cox's bazar	48000/-
7	Preparatory Meeting to establish local level network/CFTM monitoring group	1	1												Cox's bazar dist.	5550/-
8	Training for Local Networks/Monitoring Groups (On CF, MRV/SA Advocacy Tools for new members of Climate Forum.)	2			1	1									Cox's bazar dist.	168700/-
9	Developed audio visual documentary for community sensitization on CC and CF governance issues.	1		1											One program for 3 dist.:	Bhola CFTM will pay this expense
10	Printing & Publication (Campaign Post Card & Briefing Paper)	1					1								One program for 3 dist	500000
11	National consultation on pre-CoP positioning and global climate governance issues in	1					1								Dhaka	Patuakahli CFTM will pay this expense

Sn	Name of Activities	Total	Time (July-2018 to Jun-2019)												Place	Budget	
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
	context of climate vulnerability of Bangladesh.																
12	CSOs Consultation on Pre-budget demanding allocation in climate finance activities at National level	1											1			Dhaka	Patuakahli CFTM will pay this expense
13	Pre budget seminar at district level on people's demand to CFTM activities	1									1					Cox's bazar dist:	83000/-
14	Day observation DRR, National Disaster Preparedness, RTI focusing climate justice.	12			4			4			4					4-Upz at Cox's bazar	84000/-
15	Participate in Govt. Development fair, Digital fair etc for campaign and awareness on climate governance issues.	4							4							4-Upz at Cox's bazar	40000/-
16	Orientation/Multi stakeholder meeting climate governance issues.	1								1						Cox's bazar Dist:	50000
	Total		Thirteen lac Eleven thousand Six hundred Fifty taka only														1311650

Subject: Terms of Reference

Program: Climate Finance Transparency Mechanism (CFTM) Program.

A. Position Title: District Team Leader

B. Position Objectives:

- District Team Leader is responsible mainly for the operation of Climate Finance Transparency Mechanism (CFTM) PROKAS Program, funded by DFID.
- S/He will coordinate with the district and Upazilla level service providers & different types of stakeholders to make them efficient about policy advocacy.
- S/He will carry out the overall responsibilities of the implementation process of the program i.e. management of program activities and staff, monitoring and supervision, preparing different types of reports.

C. Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Program Implementation	<ul style="list-style-type: none">• Training to Local Networks/Monitoring Groups• Vulnerability Assessment and need of Climate Finance in local level• Conduct district and Upazila level meeting and workshop.• Facilitate monthly meeting at every month at PIU.• Ensure necessary materials for the project.
2	Follow-up and activities implement	<ul style="list-style-type: none">• S/he will follow up tasks and assignments of staff.• S/he will ensure the staff discipline in the field level.• S/he can take disciplinary action against the staff who will violate any rules and regulations.
3	Staff management manual of COAST	<ul style="list-style-type: none">• S/He will verify the monthly plan of the staffs.• S/He will ensure the manual of the organization at all sectors of the project.• S/He will verify the movement of the staffs.
4	Reporting and Documentation	<ul style="list-style-type: none">• S/he will prepare program reports both for the donor(s) and the organization.• S/he will prepare and maintain program related documentations.• S/he will prepare a monthly progress report mentioning the target and achievement of the program;• S/he will send the report to the Program focal person and Director.
4	Financial Management	<ul style="list-style-type: none">• S/he will approve the bills of the staff under his control.• S/he will be able to approve different cost related to operation.
5	Routine Work	<ul style="list-style-type: none">• S/he will ensure that routine functions of the section are done properly and timely by the staffs of the section as per ToR.• S/he will conduct the District level Seminars.
6	Field work	<ul style="list-style-type: none">• S/he will regular follow up the activities in the field.• S/he will attend monthly district coordination meeting in a month.• S/He will work as per the decision of the management.
7	Disaster related Activities	She/ He will ensure help of Disaster related Activities.

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

E. Reporting:

- S/he will be reportable to CFTM Project Focal Person.
- S/he will be 1st supervisor of Monitoring officer.

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

Subject: Terms of Reference

Position Title: Monitoring Officer, Climate Finance Transparency Mechanism (CFTM) Program.

Position Objectives:

- To Project monitoring, documentation for properly Project implement Climate Finance Transparency Mechanism (CFTM) Program.
- S/He will coordinate with the district and Upazilla level service providers & different types of stakeholders to make them efficient about policy advocacy.
- Help DTL to achieve the goals & objectives of the project.

C. Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1.	Field work	<ul style="list-style-type: none"> • Regular Data collection on Climate finance projects • Training to Local Networks/Monitoring Groups • Vulnerability Assessment and need of Climate Finance in local level • Conduct district and Upazila level meeting and workshop. • Conduct CSO & different types of meeting of the project
2.	Visit the activities of Social Audit team	<ul style="list-style-type: none"> • S/He will regularly visit the activities of social audit team and give the reports to the district team leader.
3.	Monitoring the change of the project	<ul style="list-style-type: none"> • S/He will communicate relationship with the various government department, activities of the civil society organization and discussed with the district team leader to achieve the goals and objective of the project.
4.	Research & Documentation	<ul style="list-style-type: none"> • S/He will research about the future of the project very carefully. • To preserve every activities documents as a sign of finalized activities strictly. • H/She will prepare and maintain program related documentations. • H/She will prepare different types of format for collect data and monitor the program activities.
5.	Communicate with Stakeholders	<ul style="list-style-type: none"> • S/He will communicate continuously with the different types of stakeholders to achieve the goals & objectives
6.	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Social audit report will have to prepare with necessary analysis and recommendation just after field visit and submit to management. • Monthly activity & progress report will have to prepare component wise with analysis and recommendations that will support to management for further decision making.
7	Review and develop monitoring tools and techniques	<ul style="list-style-type: none"> • Regular and periodical performance assessment will be done on justification and effectiveness of existing monitoring tools and reporting system • Targeting the organizational need and requirements new monitoring tools and methodologies will have to recommend for management • Design plan of actions for smooth implementation of new tools.
8	Disaster related Activities	<ul style="list-style-type: none"> • She/ He will ensure help of Disaster related Activities. • S/He will work as per the decision of the management.

D. Planning: To complete the activities by maintaining the date line and some plan such as daily fortnightly, monthly, quarterly, movement monitoring, etc.

E. **Reporting:** District Team Leader will be his/her First Supervisor.

F. **Appraisal and Review:** After 6 month

Subject: Terms of Reference (ToR)

A. Position Title: Finance & Admin Officer, CFTM

B. Objectives:

- This position is basically responsible to maintain the overall financial management and its discipline support to management for smooth implementation of organizational financial procedures and documentation.
- S/He will contribute to both organization and donor's objectives.

C. Specific Responsibilities

SL	Task	Standard of Accepted Performance (SOAP)
1	Field Visit	<ul style="list-style-type: none">▪ S/he will invest at least 50% (weekly 3 days or monthly 15 days) of total working hour through making necessary field visit/Support.
2	Voucher Check and verification	<ul style="list-style-type: none">▪ S/he will ensure 100% physical verification before giving any vendors payment and also staff payment.▪ S/he will ensure follow up of quotation collection procedures and its justification.▪ S/he will ensure cross checking and follow up of the justification of pricing of purchased materials.
3	Books of accounts maintain	<ul style="list-style-type: none">▪ S/he will maintain cash book, ledger & related books of accounts when it is performed any transaction and s/he will transect the accounts three days in a week.▪ S/he will check all books of accounts.
4	Ensure necessary voucher preparation and check	<ul style="list-style-type: none">▪ S/he will ensure voucher preparation and cross checking according to organization or donor policy before making any payment.▪ S/he will ensure all sort of signature (paid by, checked by and approved by sign).▪ S/he will check the budgetary allocation and budget limit before payment of any voucher.▪ S/he will ensure that the vouchers preparation, checking and approving procedures are maintained with error free standard.
5	Reporting	<ul style="list-style-type: none">▪ S/he will prepare/check different types of financial reports as per management direction & requirement. This report will be monthly, quarterly & when deemed to be necessary for management & donor.
6	Budget control.	<ul style="list-style-type: none">▪ S/he will control budget as per guideline and approved budget.▪ S/he will check monthly budget variance report and submitted to the DTL /COAST Management/donor by every reporting month.▪ S/he will analyze the financial report based on the target and objectives of the project which will commensurate future directions.
7	Keeping assets in good Quality.	<ul style="list-style-type: none">▪ S/he will maintain the assets of the project in good quality and will ensure the optimum maintenance and use of assets for the project.▪ S/he will be the custodian of all the assets of the project.▪ S/he will maintain and preserve all accounts related documents and circulars as per organizational and donor guidelines.
8	Internal & External Audit.	<ul style="list-style-type: none">▪ S/he will meet internal & external audit on any financial matter.▪ S/he will be ready to show all the documents to any kinds of audit.▪ S/he will keep updates all audit findings.

9	Store Maintenance	<ul style="list-style-type: none"> ▪ S/he will maintain the project store & ensure the required logistic of the staff including training materials.
10	Administrative Support	<ul style="list-style-type: none"> ▪ S/he will follow up and maintain office management procedures and tools. ▪ S/he will deal staff salary and benefits, appraisal procedures in time. ▪ S/he will provide administrative support to the PIU. ▪ Keep informs all the circulars from management to the staffs in time and will preserve properly.
11	Banking	<ul style="list-style-type: none"> ▪ S/he will maintain coordination with bank for project bank account.
12	Disaster Related activities	<ul style="list-style-type: none"> ▪ S/he will monitor the relief activities in the group or out of group of the community when necessary. ▪ S/he will also check the selection process for any disaster victims.
13	Other responsibilities	<ul style="list-style-type: none"> ▪ S/he will have to do official assignments when instructed by the supervisor or management.

D. Planning: S/he will prepare advance plan of the daily, weekly, fortnightly, monthly and three-months and submit to his/her 1st supervisor.

E. Reporting: S/he will be reportable to Head-Finance Monitoring.

F. Appraisal and Review

- Every six month this ToR will be reviewed after conducting the appraisal process.