



COAST Trust
School Feeding Program

Plan of
OPERATION
For the year of 2018/2019

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1. Introduction:

This is Government school one year project funded by Peoples Republic of Bangladesh. The duration of this project is 1st July - 2018 to 30 June - 2019 project funded by Bangladesh Government and technical supported by world food programme. COAST Trust implementation this project in field level.

2. Project Description:

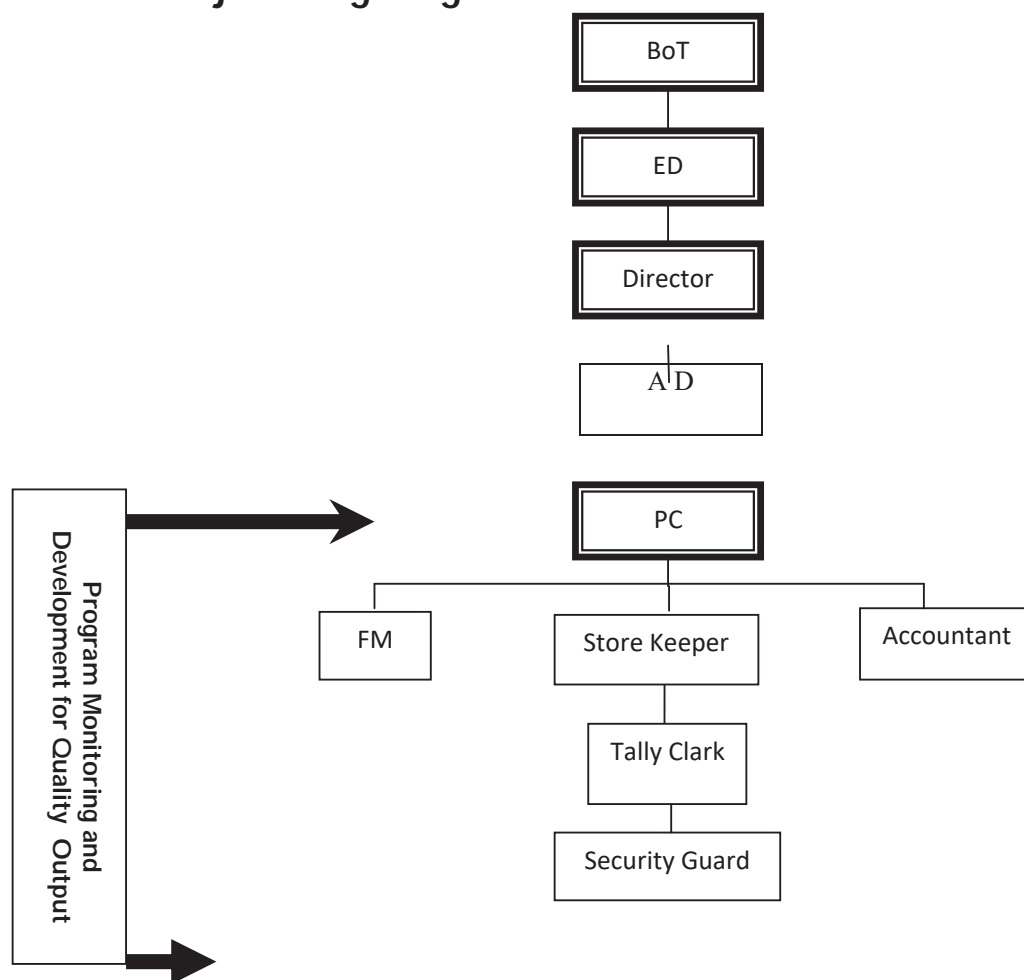
- Title of the Project or Program:-** Distribution of fortified biscuits for the EU & Bangladesh Govt. assisted school feeding programme.
- Project Duration:** Government Primary School & Ebtady madrasha July 2018 to June 2019 & Ebtady madrasha
- Project Budget:** Govt. 96 school & 2 Madrasha 35,12,560/= tk .
- Working Area:** Ramgoti Upazila under laxipur district.
- Number of Schools:** 96 Governmen tprimary school & 2 Ebtaady madrasha under Ramgoti upazila. G.Total number of school 98.
 - We have completed of school feeding program all activities on due time.
 - Daily mid day meal distributing at school level.
 - We have faced EU & Government official monitoring successfully.
 - We have successfully coordination with upazila administration, local civil Society and local political members.
 - SMC & PAT members are motivated from school feeding project staffs.
 - Ware house maintaining and handling successfully as per EU prescribed.
 - Increased enrolment, attendances rate at the primary level.
 - Increased the nutritional status of students of 98 schools under ramgoti upazilla.
 - School class room and bathroom are cleaned now.
 - All students are carrying pure drinking water bottle.
 - Students are aware of personal hygiene.

3. School & Students information:

Government:

Sl no	Upazila		Total School	Pre-Primary		Total	1 st -5 th Class		Total	G. Total
				Boys	Girls		Boys	Girls		
01	Ramgoti	Govt	96	2054	2063	4117	12936	14869	27805	
		Madrasha	02	22	36	58	147	163	310	32301
		Total	98	2087	2099	4186	13083	15032	28115	

4. Project Organogram



Note:
ED= Executive Director
MRO= Monitoring and Reporting Officer -01
FM= Field Monitor - 03
Accountant Cum Store Keeper -01
Tally Clark - 01
Security Guard - 02

Total staff= 08

Total schools: 98
Total students: 32301

5. Monitoring arrangements

To know the progress of the project activities Project Coordinator will arrange monthly meeting at PIU. Here the staff will also be trained on the better implementation of the project activities. The Project Coordinator and Assistant Coordinator-Accounts and Administration will attend the central coordination meeting where they will inform the progress of the project activities and financial status of the project.

Central staff will also help them for the better implementation of the project activities. Program Organizer will visit and monitor 5 schools per day under his/her jurisdiction. Assistant Coordinator will visit all schools by each month and Project Coordinator will visit 20 schools in a month.

6. Reporting system, interval, type and responsible person

Monthly progress/technical report will be produced by Program Organizer at union level to field monitor. After checking the reports they will submit to Project Coordinator. The Project Coordinator will check the report finally and submit to donor agency. Assistant Director will evaluate the report and analyze the performance in monthly coordination meeting. Assistant Coordinator-Accounts and Administration of PIU will prepare the monthly financial report and submit to Project Coordinator. All the reports will be submitted by 10th of next month or on the basis of donor standard.

Program Staff Level	Internal Monitoring Tools		Output/ Performance	Improvisation
	Daily Report	Activities	We can be sure about Staffs movement and field visits	
Weekly Report	Activities	We get the weekly idea on staffs' movement and activities and we can formulate plan and strategies.		

Management & Planning Tools		Output/ Performance	Improvisation
Monthly Staff Meeting		We analyze, assess our current progress, activities revise our strategies and plan and make plan for the future.	
Monthly Branch Level Meeting		We analyze, assess our current progress and activities at the branch level and make plan for the future.	
Monthly Plan of all staff		We make daily and monthly plan to make the program successful	

Impact of those tools:

We have observed some impact of those tools. The impacts are as follows:

1. Field Movement of all staff increased
2. Frequency of School visits increased
3. Food distribution follow up is coming.
4. Quality of SMC & PTA activities started to be improved.

Learning from these Mechanisms:

From the practices we have got some learning. And these learning are as follows:

1. Frequent Field visit can ensure quality
2. School & Food distribution has to be visited once in a week
3. All ways Staffs monitoring.

We believe that, if we can implement these monitoring tools and management/planning tools then we can be able to achieve the desired output and impact of the program.

7. Staff wise Terms & Reference: Major responsibilities of our staffs are mentioned bellow:

Name of the Position	Major Responsibilities
Project Coordinator	<p>At least 20 schools will be follow up per month.</p> <ul style="list-style-type: none"> • At least 10 school food distributions will be followed up per month. • S/he will manage the staff of the program according to the organizational policy and donor’s compliance. • S/he will give assignments to the program staff and will monitor staff activities. • S/he will conduct monthly basis meeting with all the staff of the project where the program target and achievement and necessary technical support will be discussed. • S/he will revisit the project logical frame work and on the basis of the logical frame work s/he will take necessary steps for achieving the activities, results/outputs/objectives/goals. • S/he will approve the bills of the staff under his control. • S/he will be able to approve different cost related to operation. • Field Visit (At least 40% of working hours) • S/he will ensure that routine functions of the section are done properly and timely by the staffs of the section as per ToR.
C-(A& A)	<ul style="list-style-type: none"> • Voucher Check and verification • Food distribution Follow up (At least 5 time in a month) • Ensure necessary voucher preparation and check • Daily cash book and Ledger updating follow up • Daily Transaction follow up • Report Prepare, analysis and submission • Follow up and maintain office management procedures and tools. • Deal staff salary and benefits, appraisal procedures in time. • Field Visit (At least 40% of working hours)

Field monitor-SFP	<ul style="list-style-type: none"> • To be responsible for controlling the distribution of food aid commodities in all schools under his/her working area. • To be responsible to prepare the list of eligible GOB, registered and community schools with location and number of students (Girls/Boys) and Teachers of the school including mapping of the schools. • To prepare monthly distribution plan in his/her working area and accordingly initiate requisition of food aid commodities on monthly basis, which will be sent to Monitoring and Reporting officer regularly. • To collect relevant waybills, signed by the Head Master or his/her delegated person after delivery of biscuits, which will be sent to Monitoring and Reporting officer just after receiving those. • To check or verify the physical attendance of the students check list under his/her reutilized programme at least 4 schools in a day and can be increased if necessary including, previous balance of the commodities, actual utilization, stock register, inventory cards, handling storage etc. and overall management of the commodities within the selected schools. • To organize and attend frequently teachers and SMC meeting or workshop at least 3 (three) in a month at Union level with a view to improve their efficiency and management capacity to operate the Programme effectively. • To keep adequate contact with the stakeholders i.e., pupil, teachers, Upazila Govt. Officials (TEO, ATEO, etc) SMC and community people through regular meeting and field visit to get their feedback on potential problem in operating the programme. • To prepare and send the monthly School verification report, daily class attendance card, monthly utilization report (School wise) and stock position, monthly attendance report and quarterly report, etc. • To fulfill such other function as may be assigned to him/her by the District Coordinator or person designated by him/her.
Taly clark	<ul style="list-style-type: none"> • To be responsible to work in the warehouse directly under the supervision of Storekeeper. • To be responsible for facilitating loading and unloading the vehicles, stack the cartons of the biscuits, ensure cleanliness of the warehouse, supervise disposal of waste materials properly as appropriate. • To manage labourers in the warehouse when the food aid commodities will be stacking/delivering and other related work as assigned by the Project Coordinator/storekeeper. • To design the stack of the cartons as per proper layout with maintaining accurate number of the cartons as well as appropriate stack cards and delivery date of the commodities. • To be responsible for dealing and negotiating with truck labourers in loading/unloading of the food aid commodities. • To maintain record and files, stock registers as appropriate and advised by the storekeeper. To fulfill other functions as may be assigned to him/ her by the authority.

8. Financial Project year Budget: (Excel file)

9. Stakeholder Opinion

1. Group member

Positive	Negative	Recommendations
Increase daily Student attendance	Class Accommodation Problem	Manage Class Accommodation & Teacher increase

2. Local people/ Government official.

Positive	Negative	Recommendations
<ul style="list-style-type: none"> ○ They are satisfied to continue food distribution activities. ○ SMC & PAT members are aware of their position and responsibilities. 	<ul style="list-style-type: none"> ○ Do not acceptable to gap in the biscuit delivery from government. 	<ul style="list-style-type: none"> ○ Project staffs will strongly coordination with PD office.

3. Non-group member:

Positive	Negative	Recommendations
dropout rate has increased	Primary level student increasing but not quality of education.	Qualified teachers increased

4. Staff: (Program)

Positive	Negative	Recommendations
<ul style="list-style-type: none"> ○ They are satisfied their position and responsibility. ○ They are enjoying their project activities. ○ All staffs are take challenge to established vegetable gardening at school level. 	<ul style="list-style-type: none"> ○ Increasing student but School class room not increasing. 	<ul style="list-style-type: none"> ○ Class room increasing

5. Staff (Management)

Positive	Negative	Recommendations
<ul style="list-style-type: none"> ○ They are received all rules and discipline and satisfied to implements too. 	<ul style="list-style-type: none"> ○ No more branch office at union level under ramgoti upazila for the reason staffs living accommodation is a problem. 	<ul style="list-style-type: none"> ○ Trained and experienced staff should be recruited for smoothly functioning of the program

10. Objectives for 2018:

This year we have challenges to biscuit delivery everyday at school. Last year we have gap to biscuit delivery. It has been PD office gap. They are committed to biscuit delivery will be continue. Thus we will complete last year lacking of activities. Now we build up our capacity on short time.

- To increase enrollment, improve attendance and reduce dropout rates in rural schools.

- To improve concentration span and learning capacity of students by alleviating short-term hunger and by contributing to the alleviation of micronutrient deficiency
- To build capacity of communities through mobilization and awareness raising about the responsibilities to develop education
- To facilitate mothers to make contribute to education of their children, while the stress will be given for increasing female member in school management committees (SMCs)
- To create awareness on Systematic De-worming and information dissemination, Primary Health Hygiene and sanitation through Community Mobilization workshop with special attention to awareness campaign on HIV/AIDS
- Motivating Teachers and Students for School vegetable gardening.
- To break down of the activities for making a standard plan of operation.
- To set monitoring strategy for keeping quality of the program activity To ensure responsibility of the staffs to act smoothly to the program activity

11. Month wise project activities plan 2018/2019 :

SL no	Activities	Quantity	Time Line
01	Government School SMC & PTA Coordination Meeting (half yearly 2 time)	98 meeting (each meeting participants 15 person)	Sep-2018 & Mar - 2019
02	Government school SMC & PTA 1 day Orientation	Per school 2 SMC & 2 PTA = 4 member *6 school= 48 person	Jan- 2019
03	Government school Awareness of 7 issues (Health, Education, Sanitation, Personal Hygiene, Nutrition, Gender, Risk Disaster Reduction)	3000 parents (ramgoti)	July-2018 to June - 2019
04	Government school Vegetable Gardening at School Level	98 garden at 98 school ground.	November- December'2018
05	Government school Di-Warming Tablets	98 school all students	April-July - 2018

12. Annual Gann chat 2018-2019

SL No.	Activities	Year Plan 2018/2019												
		July	Aug	Sep.	Oct.	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	
01.	Last year Garden follow up													
02.	New Student list update													
03.	SMC & PTA half yearly Coordination meeting													
04.	SMC & PTA one (01) day Orientation													
05.	Vegetable Gardening at School level													
06.	Distribution of Di-warming tablets													
07.	Parents Awareness of 7 issues													
08.	Biscuit Distribution													
09.	Monthly Coordination meeting													
10.	Monthly Reporting													
11.	Donner Report submit													

13. Month wise annual Plan

Government:

SL no	Activities	Time Line	Expenditure	Responsible person
01	SMC & PTA 1 day Orientation	Jan-2019	Non Budgetary activates	Project Coordinator
02	School SMC & PTA Coordination Meeting (half yearly 2 time)	Sep-2018 & Mar-2019	Non Budgetary activates	Project Coordinator
03	Awareness of 7 issues (Health, Education, Sanitation, Personal Hygiene, Nutrition, Gender, Risk Disaster Reduction)	July-2018 to June - 2019	Non Budgetary activates	Field monitor
04	Vegetable Gardening at School Level	November-December'2018	Non Budgetary activates	Field monitor
05	Di-Warming Tablets	November-December'2014	Non Budgetary activates	Field monitor

14. Statutory requirement and reporting schedule of Govt and COAST under School Feeding Program.

1. Basic data:

Project Title: Distribution of fortified biscuits for the Govt assisted school feeding programme.

- Donor: Peoples Republic of Bangladesh.
- Address: School Feeding Component, Room-112, Directorate of Primary Education, Section 2-Mirpur, Dhaka -1216
- Contact Person: Project Director
- Contract period: Govt. School 1st July 2018 to 30 June 2019.
- Total Amount: Govt School BDT =3512560/=

2. Reports to be submitted.

SL	Title	Last date of submission	Date wise movement				Remarks
			Prepared by/ Field Source/ Position	Checked by	Verify by and Approved by	Submission to	
01	Trg. Implementation plan	Each month	PC	AD	Director and ED	DPEO, WPEO, DC, UNO & EU bangladesh office.	
02	Biscuit distribution report	Each month	PC	PC by 4 th of the following month and submit to AD	Director and ED	By 05 of the following month and submit to Project Director-SFP	

03	Upazila wise Quarterly Project Implementation Report	By 5 th of the following month of quarter	PC	PC by 4 th of the following month and submit to AD	Director and ED	By 05 of the following month and submit to Project Director-SFP	
04	Quarterly Financial Progress Report including the bank statement.	By 5 th of the following month of quarter	Coordinator - Accounts and Admin (C-AA) by 03 of the following month and submit to PC	PC by 4 th and AC –AM 3 th of the following month and submit to AD	Director and signed by ED	Do	

- In addition, have to submit qualitative reports explaining the impact of the services provided during the reporting period and also be given suggestion and comments. (Descriptive report format will be provided by PD office).

15. Identify and Branding Guideline:

Population

- a. Beneficiaries (Direct 32301 and Indirect 161505)
- b. Target groups (Poor and ultra poor students of 98 schools under ramgoti upazila).
- c. Final beneficiaries (Poor and ultra poor students 32955).

Expected results of the Action : Under this project there are expected results of the actions. The actions are as follows:

- i. Staff recruited, trained and placed in the position for their better performance for the implementation of the actions.
- ii. The stakeholders received the information of the project activities and they participated in the process of implementation of project activities.
- iii. The status of the targeted students and their families assessed so that they addressed authentically.
- iv. Total no, of 98 schools selected for the deliberation of the project activities.
- v. Through the orientation and coordination meeting with school management committee (SMC) and parents teachers association (PTA) the members of the committee became aware about their rules and responsibilities towards the school discipline and students care.
- vi. The good condition food stored in the warehouse and from those houses the food distributed easily to the targeted schools.
- vii. The food distributed to the students and as a result the rate of attendance of the students increased up to satisfactory levels.
- viii. The progress of the project activities and financial status of the project assessed and staff developed up to optimum level through staff meeting.
- ix. The nutritional status of the project beneficiaries increased in comparison with the sanitation, nutrition, gender issues and disaster risk reduction.

- x. The community people became aware about the education, health, hygiene, sanitation, nutrition, gender issues and disaster risk reduction.
- xi. The student's parents and teachers united and their bondage increased with each other through observation of the national days.
- xii. The agriculture technology disseminated to the students and their families.
- xiii. The targeted students supplied de-warming tablets.
- xiv. Key staffs list for the project;

SL	Name	Position	Cell Phone No	Total No.	Work station
1.	Md.Masum	Project Coordinator (PC)	01713-144196	01	RG
2.	Subal Das	Accounts and Admin	01716-822929	01	Do

16. Conclusion:

Plan is always tentative. Even then plan can guide us to reach our destiny in right time and in a right way. The School feeding project of COAST trust is mainly a creative development project. To implement this project we have to be creative too. We believe that, this plan will help us to go creative and it will also help us to monitor ourselves whether we are on the right track or not.

Prepared by: **Md. Masum, PC, SFP.**

Copy:

- Executive Director
- Director
- Deputy Director
- AD-R&D
- AD-CP
- Office Copy

