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Gender and Coastal Aquaculture Project

Funded by Swedbio and Partnership with SDF.

Plan of January to December 2020



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

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Initiatives Brief:

1. Title of the Initiatives:

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

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

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

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

5. Overall Aim:

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

6. Specific Objectives:

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

7. Expected Outcomes and Indicative Activities:

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

2.1 Increased capacity for gender mainstreaming amongst local communities	<p>2.1.1 Awareness raising for local communities by various participatory working method and process such as community dialogues, court yard meeting, tea stall meeting</p> <p>2.1.2 Leadership training for local women with mentoring</p>
2.2 Increased capacity for gender mainstreaming amongst local authorities and government agencies	<p>2.2.1 Development of frameworks and materials to suit different national contexts.</p> <p>2.2.2 Local level participatory workshops in which ensure cover local authorities and relevant government agencies.</p>
<i>Under specific objective 3:</i>	
3.1 Advocacy campaigns for gender mainstreaming and gender justice at national level	<p>3.1.1 Establishment of coordinating bodies to facilitate networking at national level</p> <p>3.1.2 Development of policy recommendations</p> <p>3.1.3 Dissemination of policy recommendations</p> <p>3.1.4 Constructive engagement with policy makers</p> <p>at different levels, attendees including local community representatives, national government officials, non-governmental organizations and academic experts.</p>
3.2 Establishment of Regional Small-scale Fisher Women's Coalition	<p>3.2.1 Establishment of secretariat for regional coalition in which duties to be distributed amongst national partners.</p> <p>3.2.2 Development of policy recommendations and advocacy materials reflect an integration and consolidation of national level perspectives</p> <p>3.2.3 Dissemination of policy recommendations and advocacy materials: policy briefs, press releases, social media campaigns.</p> <p>3.2.4 Formal launch of regional coalition level participatory workshop, attendees including local community representatives, national government officials, non-governmental organizations and intergovernmental organizations.</p>

8. Project strategies and Approaches

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

that capacity building and learning is a collective, political action of all the actors involved. Researchers from partners' organizations solidarity with participants are ensured.

- **Meaningful Participatory action:** The participants are not objects on whom research/study is conducted but rather the subjects of the inquiry who set the agenda, lead in the data collection and analysis, and control the use of the outcomes, including deciding what future actions to take or directions to go in. SDF, COAST and LAW TRUST research coordinator of each country will play role as mentors to field researcher and local community SSF men and women leaders' fishers to participate in national and regional convening and provide advocacy/network opportunities. This project will lay down foundation and facilitate opportunity ensuring women fishers identify as critical to their enjoyment of human rights Amplifies Small scale fisher's voices. It will also be leading to establish and strengthen networking among Small scale fishers to identify collective actions to bring about structural changes
- **Gender mainstreaming and Build capacity of all:** the project will provide capacity building trainings in Human Rights-based approach and gender on their area of research. Through a combination of face-to-face meeting and online modules, learn practical research skills, and by the almost the end of 2020 will consolidate research finding and will together have developed and commenced a community evidence-based action plan as well as national and regional advocacy campaign.
- **Owned by the community:** research decisions are conducted by working group comprise of project partner organization researchers, local community leaders men and women of small scale fishers (SSF) who are main stakeholders of the research project.
- **Intersectional:** the research will take intersectional approach to identify experiences of discrimination, exclusion and marginalization; recognizing the diversity of women's experiences, identities and power. It aims to shift power, seeks to reconstruct traditional power imbalances such as researchers / subject, and also aims to challenge and shift gendered source of personal, political and structural power.
- **Fosters movement building / collective action:** the research process itself is a collective process that strengthens solidarity and empowers women and men of SSF to work collectively for long term structural changes.

১. প্রকল্পের নাম :

দক্ষিণ ও পূর্ব এশিয়ার ক্ষুদ্র মৎস্যজীবী এবং উপকূলীয় মৎস্য চাষে জেডার সমতা ও নায্যতার জন্য প্রমাণ ভিত্তিক এ্যাডভোকেসি জোরদার করণ

২. প্রকল্পের মেয়াদ : জানুয়ারি থেকে ডিসেম্বর ২০২০

৩. প্রকল্প এলাকা :

ক্রমিক নং	জেলা	উপজেলা/থানা
1	K. evRvi	K. evRvi m`i
2	†fij v	†fij v m`i
3	ev†Mi nvU	ev†Mi nvU m`i

৪. মূল লক্ষ্যঃ

স্থানীয় অভিনেতার সক্ষমতা বাড়াতে এবং ব্লু ইকোনমি বুন্ডের পরিপ্রেক্ষিতে ছোট-বড় মৎস্যজীবী এবং উপকূলীয় জলজ চাষে জেডার মূলধারার ও লিঙ্গ ন্যায্যবিচারের পক্ষে প্রমাণ ভিত্তিক এ্যাডভোকেসি জোরদার করা।

৫. বাজেট : 50 j`y টাকা মাত্র।

৬. বিস্তারিত :

৭. উদ্দেশ্যসমূহ :

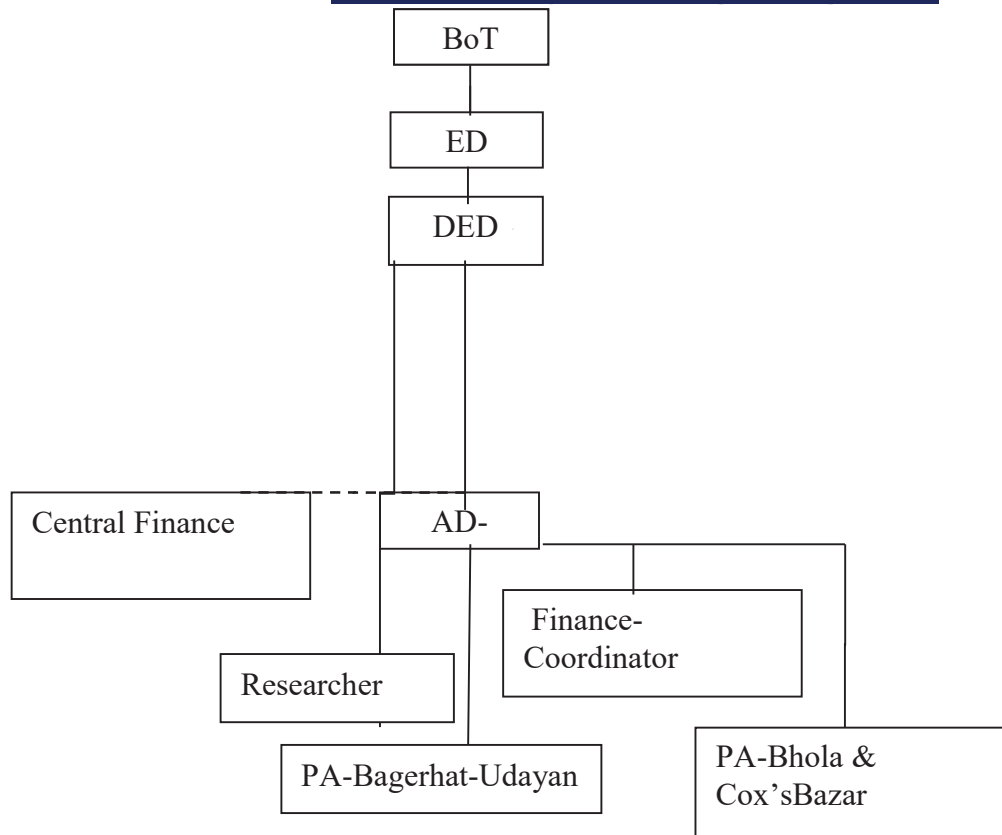
- ছোট আকারের জেলে সম্প্রদায়, উপকূলীয় ফিশারি এবং উপকূলীয় বাস্তুতন্ত্রের উপর উপকূলীয় জেলে কাজের প্রচার ও নীল অর্থনীতি উদ্যোগের প্রভাব সম্পর্কে জেডার আর্থ-সামাজিক ও পরিবেশগত স্ট্যাডি পরিচালনা করা।
- স্থানীয় জনগোষ্ঠী, স্থানীয় কর্তৃপক্ষ এবং সরকারী সংস্থাসহ বিভিন্ন সম্পর্কিত অভিনেতাদের মধ্যে ছোট-বড় মৎস্যজীবী এবং উপকূলীয় মৎস্য চাষে জেডার মূলধারার সক্ষমতা বৃদ্ধি করা।
- জাতীয় ও আঞ্চলিক উভয় স্তরে ক্ষুদ্র-মৎস্য ফিশারি এবং উপকূলীয় জলজগতে জেডার মূলধারার ও জেডার ন্যায্যবিচারের পক্ষে এনভোকেসি জোরদার করা।

লক্ষ্যমাত্রা (সুনির্দিষ্ট, পরিমাপযোগ্য, অর্জনযোগ্য যথার্থতা ও সময় (SMART) নির্ধারণ করুন। পরিবীক্ষনের জন্য টার্গেট SMART করা অত্যন্ত জরুরি) :

ক্রম নং	কার্যক্রমসমূহ	পরিমাণ	অর্জনযোগ্য যথার্থতা
জাতীয় পর্যায়ে স্বতন্ত্র লিখিত আর্থ-সামাজিক এবং পরিবেশগত মূল্যায়ন প্রতিবেদন			
০১	ডেস্ক ভিত্তিক গবেষণা (সাহিত্য পর্যালোচনা)	৩টি জেলায়	কোস্টাল ক্ষুদ্র মৎস্যচারী ও জেডার মূলধারা ও ন্যায্যবিচা বিষয়ক সরকারী ও বেসরকারী বিভিন্ন পলিসি, স্ট্যাডি, প্রতিবেদন পর্যালোচনা করে জ্ঞান অর্জন করা।
০২	মাঠ ভিত্তিক গবেষণা (সরাসরি সুবিধাভোগীদের সাথে)	৩টি জেলায়	সরাসরি মাঠ পর্যায়ে গিয়ে তথ্যবহুল স্বাক্ষাতকার, ফোকাস গ্রুপ আলোচনা, স্থানীয় সম্প্রদায়ের সাথে কথপোকথন করে বিষয়বস্তু তুলে আনা।
০৩	পরিমাপনা ও পর্যালোচনা সভা	৩টি	গবেষণা কিভাবে হবে কাজটি কিভাবে বাস্তবায়িত হবে সে বিষয় একটি সভা অনুষ্ঠিত করা।
০৪	গবেষণা সম্মানী	১জন	একজন দক্ষ গবেষকের সাথে সমঝোতা স্মারক স্বাক্ষরিত হবে যিনি মাৎস্য বিষয় অভিজ্ঞ তার সম্মানী প্রদান করা হবে।
বিশ্লেষণ এবং যাচাইকরণ (স্থানীয় সম্প্রদায় এবং অন্যান্য অভিনেতাদের সাথে অংশগ্রহণমূলক কর্মশালা)			
০৫	তথ্য একত্রিকরণ ও যাচাইবাছাই	১জন	সকল তথ্য উপাত্ত সংশ্লিষ্টদের সামনে উপস্থাপন করে তা এনালাইসিস করতে হবে।

০৬	জেলা পর্যায়ে কর্মশালা	৩টি	তিনটি জেলায় জেলা প্রশাসকদের সম্মতিক্রমে তিনটি কর্মশালা অনুষ্ঠিত হবে।
০৭	আইইসি উপকরণ তৈরী	৩জেলার জন্য	কমিউনিটির সাধারণ, সুবিধাভূগী, স্টেকহোল্ডারদের জন্য সচেতন শিক্ষা উপকরণ তৈরী করে উপস্থাপন করা।
০৮	প্রতিবেদন প্রচার ও সংবেদনশীলতা	১টি	গবেষণার মাধ্যমে যে প্রতিবেদন তৈরী হবে তা সবার মধ্যে প্রচার প্রচারণা করা
০৯	স্থানীয় ও জাতীয় পর্যায়ে এ্যাডভোকেসি	৩টি	গবেষণার মাধ্যমে কেফটাল ক্ষুদ্র মৎস্যচাষীদের বিষয় যে সকল সুপারিশ পাওয়া যাবে তা বাস্তবায়ন করার জন্য স্থানীয় ও জাতীয় পর্যায়ে এ্যাডভোকেসি
আঞ্চলিক স্তরে একীভূত জেডার আর্থ-সামাজিক এবং পরিবেশগত মূল্যায়ন প্রতিবেদন			
১০	জেলা পর্যায়ে ওয়ার্ক গ্রুপ প্রতিষ্ঠা করা	৩টি জেলায়	গবেষণার মাধ্যমে কেফটাল ক্ষুদ্র মৎস্যচাষীদের বিষয় যে সকল সুপারিশ পাওয়া যাবে তা বাস্তবায়ন জেলা পর্যায়ে ওয়ার্ক গ্রুপ প্রতিষ্ঠা করা।
১১	গবেষণার প্রতিবেদন নিয়ে জাতীয় পর্যায়ে সংবাদ সম্মেলন করা	১টি	গবেষণার মাধ্যমে কেফটাল ক্ষুদ্র মৎস্যচাষীদের গবেষণার প্রতিবেদন নিয়ে জাতীয় পর্যায়ে সংবাদ সম্মেলন করা
স্থানীয় RbM#bi gta" gj-avivi Rb" mygZv e#x Kiv			
১২	কমিউনিটিতে সংলাপের মাধ্যমে সচেতনতা বৃদ্ধি	১২টি	নিজেদের মধ্যে সংলাপ অনুষ্ঠিত করে কমিউনিটিতে সংলাপের মাধ্যমে সচেতনতা বৃদ্ধি
১৩	পরামর্শ দাতাদের সাথে স্থানীয় নারীদের নেতৃত্ব প্রশিক্ষণ	৬টি ইউনিয়নে	স্থানীয় নারীদেরকে ক্ষমতায়িত করার জন্য ও তাদের সক্ষমতাবৃদ্ধিও জন্য পরামর্শ দাতাদের সাথে স্থানীয় নারীদের নেতৃত্ব প্রশিক্ষণ
স্থানীয় কতৃপক্ষ এবং mi Kvi x ms" v, #j i gta" #j ½ gj-avivi Dcti সক্ষমতা বৃদ্ধি করাঃ			
১৪	ভিভিনু জাতীয় আলোকে উপযুক্ত কাঠামো ও উপকরণ তৈরী	১টি	কোফটাল ক্ষুদ্র মৎস্যচাষীদের পরিবারে জেডার মূলশ্রতধারা ও নায্যতার জন্য জাতীয়ভাবে যে সকল বিষয়/দিবস পালন করা হবে সে বিষয় উপযুক্ত কাঠামো ও উপকরণ তৈরী করা।
১৫	স্থানীয় পর্যায়ে জগৎগ্রহনমূলক কর্মশালা	১টি	প্রথমিক তথ্য সংগ্রহের পরে সকল বিষয় নিয়ে স্থানীয় পর্যায়ে সচেতনমূলক কর্মশালা
জাতীয় পর্যায়ে জেডার মূলধারার এবং জেডার ন্যায়বিচারের জন্য এ্যাডভোকেসি প্রচারণা			
১৬	জাতীয় পর্যায়ে জেডার বিষয় সমন্বয়কারী সংস্থা প্রতিষ্ঠা।	১টি	জাতীয় পর্যায়ে সকল সংস্থা জেডার মূলশ্রতধারা ও জেডার ন্যায় বিচার নিয়ে কাজ করে তাদের নিয়ে একটি সমন্বয় সংস্থা তৈরী করা।
১৭	আঞ্চলিক জোটের কর্মশালায় অংশগ্রহন (থাইল্যান্ড - ঢাকা যাতায়াত খরচ)	১টি	প্রকল্পটি বাংলাদেশ, ভারত ও থাইল্যান্ডে বাস্তবায়িত হচ্ছে এই ৩টি দেশের প্রকল্প বাস্তবায়নে সমন্বয় সাধনে আনুষ্ঠানিক সভায় অংশগ্রহন

GCA Project Organogram



BoT-Board of Trustee
ED-Executive Director
DED- Deputy Executive Director
AD-Assistant Director
GCA-Gender and Coastal Aquaculture
PA-Project Assistant
PIU-Project Implementing Unit

Subject: Terms of Reference

Initiatives: Gender and Coastal Aquaculture

A. Position Title: Assistant Director

B. Position Objectives:

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

C. Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Program Implementation	<ol style="list-style-type: none">1. S/he will prepare the action plan for the effective implementation of the program activities.2. S/he will ensure the desired quality in all the program activities and will be responsible for implementation of all the program components of the project.
2	Reporting and Documentation	<ol style="list-style-type: none">1. S/he will prepare quarterly /monthly program reports both for the donor(s) and the organization by 10th of each month.2. S/he will prepare and maintain program related documentations and two case studies in a month.3. S/he will publish monthly desktop newsletter named as “Coastal Aquaculture” and distribute to the respective stakeholders.4. S/he will prepare a monthly progress report mentioning the target and achievement of the program;5. S/he will send the report to the program focal person and DED.
3	Staff and Researches follow-up	<ol style="list-style-type: none">1. S/he will follow up tasks and assignments of staff.2. S/he will ensure the staff discipline in the field level. S/he can take disciplinary action against the staff who will violate any rules and regulations of the organization.3. S/he will Researches activities and provide support to researcher
4	Management and Staff discipline	<ol style="list-style-type: none">1. S/he will manage the staff of the program according to the organizational policy and donor’s compliance.2. S/he will attend in the Project Performance Monitoring Meeting (PPMM) in COAST Principal Office, Dhaka.3. S/he will give assignments to the program staff and will monitor staff activities.4. S/he will conduct monthly basis meeting with all the staff of the project where the program target and achievement and necessary technical support will be discussed.5. S/he will revisit the project milestones and on the basis of the milestones s/he will take necessary actions.6. S/he will sit with the staff weekly basis and assess the performance of the staff as per their ToRs.

SL	Task	Standard of Accepted Performance (SOAP)
5	Financial Management	<ol style="list-style-type: none"> 1. S/he will be responsible for all types of expenditures of the project. 2. S/he will follow the COAST Finance Policy as well as donor compliances related to the finance. 3. S/he will approve the bills of the staff under his/her control. 4. S/he will be able to approve different cost related to operation. 5. S/he will analyze the monthly budget variance report submitted by Finance and Admin Officer. 6. S/he will maintain the burn rate more than 95% as per the project budget.
6	Field Visit	<ol style="list-style-type: none"> 1. S/he will regular follow up the activities in the field. By each month s/he will complete the visits of five sites. And then s/he will visit at least two groups of a site in his/her each visit. 2. In a week s/he will perform one night stay in the field offices where the GCA program is being implemented.
7	Stakeholder Liaison	<ol style="list-style-type: none"> 1. S/he will maintain the stakeholder relation specially the LGIs and government officials. 2. S/he will keep a data base of the stakeholder as per prescribed format and s/he will update this regularly when necessary.
8	Disaster related activities	<ol style="list-style-type: none"> 1. S/he will provide support to the groups about the disaster preparedness and also will take part to the relief activities in the group or out of group of the community when necessary. 2. S/he will also be involved with the selection process for any disaster victims. 3. S/he will be involved any kind of disaster related activities if there will be any instruction from the management.
9	Other works	<ol style="list-style-type: none"> 1. S/he will do any other duties and responsibilities when required for the interest of the organization. 2. S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.

D. Planning:

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

E. Reporting:

- S/he will be reportable to DED

F. Appraisal and Review:

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

Thanks and sincerely

Sanat K. Bhowmik

Deputy Executive Director

Copies

Executive Director

Director -HRM&SR

Personnel file

Subject: Terms of Reference (ToR)

A. Position Title: Accounts and Admin Officer

B. Position Objects:

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

C. Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Budget preparation and Budget control	<ol style="list-style-type: none">1. S/he will ensure budget preparation and budget control.2. S/he will prepare report of budget variance and will submit to project coordinator.
2	Cash Transaction	<ol style="list-style-type: none">1. S/he will maintain daily basis cash transaction any of three days of the week.
3	Documentation	<ol style="list-style-type: none">1. S/he will prepare financial documentation after completion of any activity.2. S/he will preserve the MOU performed between COAST and SDF.
4	Maintaining Cash book and ledger	<ol style="list-style-type: none">1. S/he will maintain Cash book and ledger when it is performed cash transaction.
5	Monthly and quarterly financial report	<ol style="list-style-type: none">1. S/he will prepare report related to different types of financial as per management direction and requirement and also according to prescribed formats. This report will be monthly and quarterly basis.2. S/he will prepare reports as per the project statutory requirements.
6	Facing internal and external audit.	<ol style="list-style-type: none">1. S/he will face internal and external audit on any financial matter.2. S/he will bound to show all document to audit and s/he will maintain all document ok for audit process.
7	Checking of bill vouchers	<ol style="list-style-type: none">1. S/he will ensure 100% checking of all bill vouchers and then payment will be made.2. S/he will be ensuring bill quality as per COAST FP for partner Organization.
8	Store Maintenance	<ol style="list-style-type: none">1. S/he will maintain the project store and ensure the required logistics to the staff also in related to training inputs.
9	Spot checking	<ol style="list-style-type: none">1. S/he will ensure the spot checking all the expenditures as per organizational finance manual.
11	Staff follow-up	<ol style="list-style-type: none">1. S/he will follow up tasks and assignments of the service staff.
12	Disaster related activities	<ol style="list-style-type: none">4. S/he will provide support to the groups about the disaster preparedness and also will take part to the relief activities in the group or out of group of the community when necessary.5. S/he will also be involved with the selection process for any disaster victims.6. S/he will be involved any kind of disaster related activities if there will be any instruction from the management.
13	Others assignment	S/he will do others assignment as per management decision

D. Planning:

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

E. Reporting:

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

F. Appraisal and Review:

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

Thanks and sincerely

Sanat K. Bhowmik
Deputy Executive Director

Copies
Executive Director
AD-HRM&SR
PC
Personnel file

Subject: Terms of Reference

A. Position Title: Project Assistant.

B. Position Objectives:

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

C. Specific Responsibilities: movie

Sl.	Task	Standard of Accepted Performance (SOAP)
1	Program implementation	<ol style="list-style-type: none">1. S/he will visit 1 fisher groups daily and by each month s/he will complete visit of all groups from 3/2 sites.2. SS/he will visit the activities of 1 time Cox'sBazar.3. S/he will conduct one group meeting in each day and by each month s/he will complete group meeting of all his/her working areas.4. S/he will ensure the development education in the group in each day.5. S/he will be responsible for implementation of all the program components of the project.6. S/he will form groups with the fishermen as per target.7. S/he will be conduct FGD/KI and others data collection related task.
2	Reporting	<ol style="list-style-type: none">1. S/he will prepare the monthly and quarterly achievement reports and will submit to the AD-GCA.
3	Documentation	<ol style="list-style-type: none">1. S/he will preserve the Group profiles from the five sites.2. S/he will preserve the FGD and Event report as per the prescribed formats.
4	Group Training	<ol style="list-style-type: none">1. S/he will conduct training course for the target group as per the plan of operation.2. S/he will prepare the monthly training reports at household levels.
5	Advocacy	<ol style="list-style-type: none">1. S/he will be conduct District level advocacy.
6	Disaster related activities	<ol style="list-style-type: none">1. S/he will provide support to the groups about the disaster preparedness and also will take part to the relief activities in the group or out of group of the community when necessary.2. S/he will also be involved with the selection process for any disaster victims.3. S/he will be involved any kind of disaster related activities if there will be any instruction from the management.
7	Other works	<ol style="list-style-type: none">1. S/he will do any other duties and responsibilities when required for the interest of the organization.2. S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.

D. Planning:

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

E. Reporting:

- S/he will be reportable to AD-GCA.

F. Appraisal and Review:

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

Thanks and sincerely

Sanat K. Bhowmik
Deputy Executive Director

Copies
Executive Director
AD-HRM&SR
PC/Personnel file

GCA Initiatives Meeting Schedule (January to December 2020)

Our Values:

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

SI	Title of the Meeting	Venue, Month, Date and Time				Frequency	Major ToR	Secretariat	
		Bhola Sadar							
1 4	Project Coordination Meeting (PCM)- Venue: PIU, Bhola Sadar Time: 0930- 1600	2020				Monthl	<ul style="list-style-type: none"> Improvisation of planning and implementation, sharing experience and posing problems and way out of solution. 	Assistant Director GCA	
		Month	Date	Month	Date				Y
		January	01	July	01				
		February	02	August	03				
		March	01	September	01				
		April	01	October	01				
		May	03	November	01				
		June	01	December	01				

Meeting principles:

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

Proposed by:



Sanat K. Bhowmik
Deputy Executive Director

Approved by:



Rezaul Karim Chowdhury
Executive Director

Date: December 22, 2015

Statutory requirements and reporting schedule of GCA Project

1. Basic data

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

2. Report to be submitted

Sl	Title	Last date of submission	Date wise movement		
			Field to PO/source	Checked by Coordinator	Edited by project focal person signed by ED
1	Quarterly Financial Statement	5 th day of next to reporting month	2 nd day of next to reporting month	3 rd day of next to reporting month	4 th day of next to reporting month
2	Quarterly Progress Report	Do	Do	Do	Do
3	Quarterly Progress report	Do	Do	Do	Do

3. Head of the project : Md. Jahirul Islam, Assistant Director-GCA

4. Program Focal Person (Central) : Sanat K. Bhowmik, Deputy Director

5. Finance Focal Person (Central) : Md. Tariqul Islam, Assistant Director - Finance Monitoring

7. Fund allocation:

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

8. Statutory conditions:

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

- xi. In addition, SDF shall furnish SwedBio/SRC with a six-monthly financial report not later than 2020-08-31.
- xii. A final financial report covering the whole project period shall be submitted to SwedBio/SRC by 2020-03-31. It shall cover the total costs and income of the project.
- xiii. The audit shall be carried out by an external, independent and qualified Chartered Accountant in accordance with International Standards of Auditing (ISA) issued by the International Auditing and Assurance Standards Board (IAASB). From SDF. SwedBio/SRC shall approve the selection of auditor and terms of reference of the audit in writing.
- xiv. There are two types of reports from the auditor:
 - a. Audit Report or Audit Certificate,
 - b. Management Letter or Audit memorandum.
- xv. The subsequent audit certificate shall cover 12 months. The audit certificate shall be submitted, together with a management letter (that covers the internal control procedures within the project/programme) to SwedBio/SRC not later than 2020-04-30 and 2021-04-30. A management response letter shall preferably be submitted together with the audit report and management letter, but if not possible, not later than three weeks after submission of the audit report and management letter.
- xvi. SDF shall promptly inform SwedBio/SRC if reports and plans cannot be submitted as agreed. New funds will not be disbursed until the required documents have been received.
- xvii. Irrespective of agreed reporting routines, the parties shall promptly inform each other if a situation arise that makes it likely that the project will not be carried out as agreed.
- xviii. If the conditions set out in Articles 5 and 6 are not fulfilled or fully respected, SwedBio/SRC may reclaim disbursed funds, wholly or in part, from SDF.
- xix. A single arbitrator shall be appointed. The place of arbitration shall be Stockholm and the language used in the proceedings shall be English.

9. Key Staff list:

SL	Name	Position	Work station
1.	Md. Jahirul Islam	Assistant Detector	Bhola
2.	Serajul Islam	Coordinator-Accounts and Admin	Do
3.	Shohel Mahmud	Project Assistant	Do
4.	Udayn Bangladesh	PIP- Project Assistant	Bagerhat

Prepared by,

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