
Access to Justice at Community level

“Justice & Prison Reform for Promoting Human Rights & Preventing Corruption in Bangladesh”

Plan of Operation July 2021 to December 2022

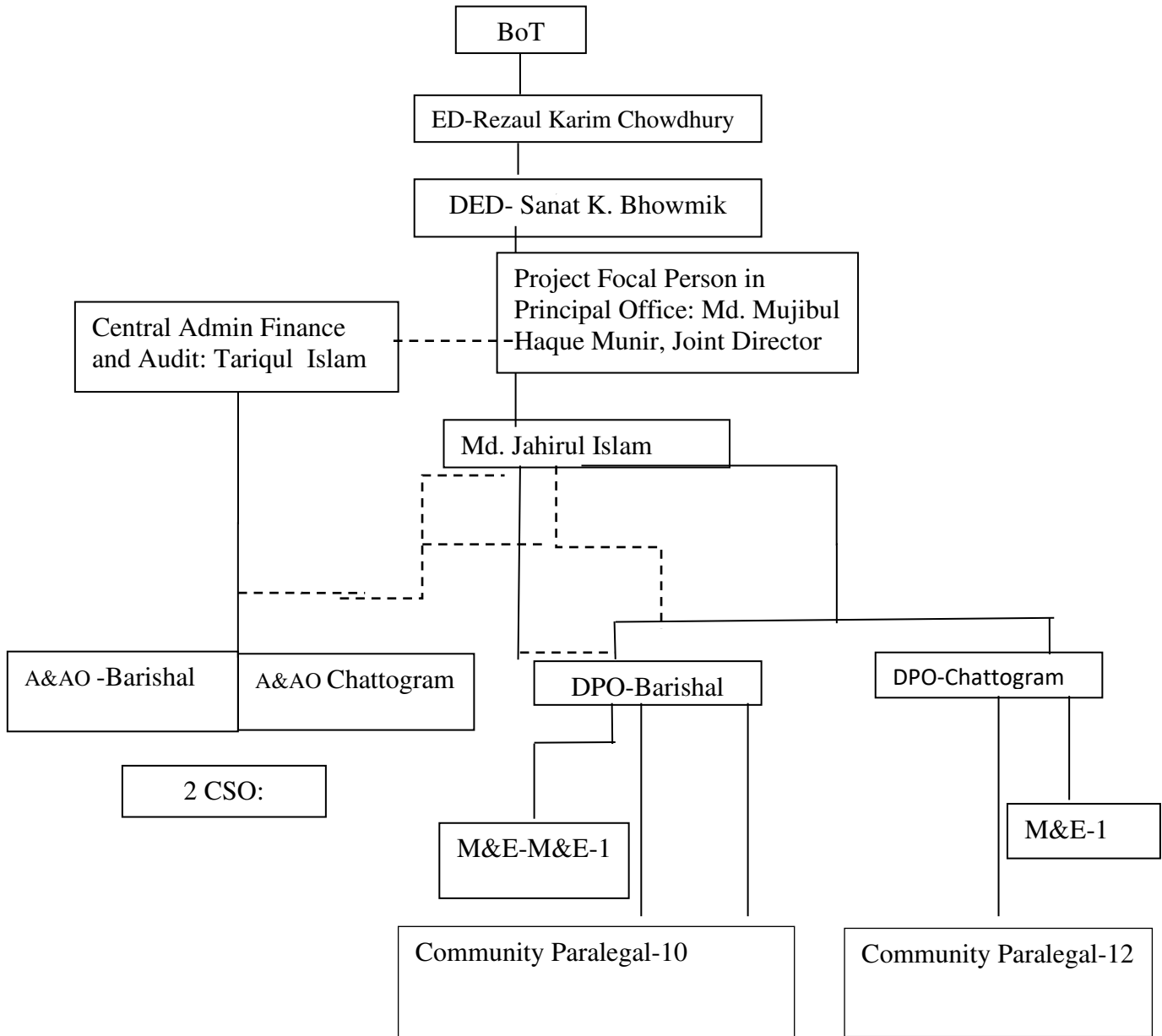


**Project Implementation Units,
COAST Foundation, Barishal and Chottorgam
Website: www.coastbd.net**

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Access to Justice Organogram



Note:

<ol style="list-style-type: none"> 1. BoT-Board of Foundation 2. ED-Executive Director 3. DED-Deputy Executive Director 4. JD-Joint Director 5. DPO- District Project Officer 6. M&E-Monitoring & Evaluation 7. CP-Community Paralegal 	<p>Total Project Staff 26</p>
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Short Brief of the Project:

1. **Project Name** : Access to Justice at Community Level
2. **Project Area** : Barishal and Chottogram
Brishal (Babugonj Upazila (3): Chandpasha, Dehergoti and Madhobpasha. **Bakergonj Upazila (4):** Bhirobpasha, Charamoddi, Choradi and Garururia)
Chattogram (Banshkhali Upazila (4): Pukuria, Sadhanpur, Khankhanabad, Baharchhara.
Anowara Upazila (4) Anowara, Chatari, Paraikora, Haildhar
3. **Project Total Budget** : **30,637,475.00**
4. **Project Duration** : 1 July 2021 to 31 December 2022
5. **Donor** : Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

6. Objectives of the project

The justice sector adopts new reform approaches based on good examples of working practices of institutional cooperation from selected pilot sites.

7. The specific objectives are to:

1. Enable institutions at the national and district level to adopt the tested reform approaches and implement them with their own resources.
2. Improve the basis for evidence-based, gender-sensitive and needs-based policy making.
3. Improve access to justice for people in vulnerable situations and disadvantaged groups

8. Implementation Area:

8.1 Coordination at the community level

Creating Linkages

- Establishment of working relationship and linkages between level legal aid committees on the sub-district and community level for ensuring legal assistance for justice seekers in the community

Organize Coordination Meetings

- Organize monthly coordination meeting at different levels amongst ward, Restorative Justice Facilitators (RJF) and community volunteers, union chairperson, local representatives, relevant persons from case coordination committees (CCC) and District Legal Aid Committee in order to create linkages with Union Legal Aid Committee and to involve all relevant actors on the community level in the district. The coordination meetings on upazila level will be quarterly including the upazila chairperson and relevant members for the identification and recording of latest issues, processes and pending cases.
- Organise monthly coordination meeting among the partner NGOs (district wise community NGOs and others) and internally

8.2 Community-based paralegals

- Recruitment and training of community-based paralegals
- Ensuring of support by paralegals at the community/ward level between institutions and actors
- Direct support or provision of e.g. case filing, treatment cost coverage, shelter support, transportation etc. as per need

8.3 Community-based dispute resolution

- Selection and provision of orientation for Restorative Justice Facilitators (RJF) per union/ward at the community/city level
- Selection of and provision of orientation for community volunteers at the community/city level
- Conduct RJ & Mediation

8.4 Awareness raising

- Organize quarterly legal aid clinic to provide legal information and assistance.
- Organisers will arrange meetings, present the justice seeker's case and assist in a joint solution finding process.
- Organise Day Observance (e.g. Legal Aid Day, International Women's Day, Indigenous People's Day, PwD's Day, etc.) at union, Upazila and district levels
- Organise courtyard meetings for awareness raising on various legal and social issues including dispute resolution and gender issues

8.5 Referral and Diversion

- Support for inclusion of eligible beneficiaries in social safety net programmes
- Support to provide information, advice and referral to victim/accused/any beneficiaries

8.6 Policy Advocacy and Research

- Strengthening of advocacy efforts on relevant issues, such as access to rights, services, resources and community-based dispute resolution
- Support GIZ initiated research activities as and when appropriate

প্রকল্প সংক্ষেপ

- ১। প্রকল্প নাম : কমিউনিটিতে ন্যায়বিচারে প্রবেশাধিকার
- ২। প্রকল্প এলাকা : বরিশাল ও চট্টগ্রাম
বরিশাল (বাবুগঞ্জ উপজেলা ৪টি ইউনিয়ন : চাদপাশা, মাধবপাশা, দেহেরগতি; বাকেরগঞ্জ উপজেলা ৩টি ইউনিয়ন: চরামদি, চরাদি, গারুড়িয়া, ভরপাশা)
চট্টগ্রাম (বাশখালি উপজেলা ৪ ইউনিয়ন : পুকুরিয়া, সাধনপুর, খানখনাবাদ, বাহরচরা; আনোয়ারা উপজেলা ৪ ইউনিয়ন: আনোয়ারা, চাটরি, পাইকরা, হালদর)
- ৩। প্রকল্প মোট বাজেট : ৩০,৬৩৭,৪৭৫.০০
- ৪। প্রকল্প মেয়াদ : ১ জুলাই ২০২১ থেকে ৩১ ডিসেম্বর ২০২২
- ৫। দাতা : Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.
জিআইজেড
- ৬। প্রকল্প উদ্দেশ্য : বিচার খাত নির্বাচিত পাইলট সাইটগুলি থেকে প্রাতিষ্ঠানিক সহযোগিতার কাজের অনুশীলনের ভাল উদাহরণগুলির উপর ভিত্তি করে নতুন সংস্কার পদ্ধতি গ্রহণ করা।
- ৭। নির্দিষ্ট উদ্দেশ্য :

১. জাতীয় ও জেলা পর্যায়ে প্রতিষ্ঠানগুলোকে পরীক্ষিত সংস্কার পদ্ধতি গ্রহণ করতে এবং তাদের নিজস্ব সম্পদ দিয়ে সেগুলো বাস্তবায়ন এবং সক্ষমতা তৈরীতে সহায়তা করা।
২. প্রমান-ভিত্তিক, লিঙ্গ-সংবেদনশীল এবং প্রয়োজন-ভিত্তিক নীতি তৈরীর জন্য ভিত্তি উন্নত করা।
৩. দুর্বল পরিস্থিতিতে এবং সুবিধাবঞ্চিত গোষ্ঠীর লোকদের জন্য ন্যায়বিচারের অ্যাক্সেস উন্নত করা

বাস্তবায়ন এলাকা

৮.১ সম্প্রদায় পর্যায়ে সমন্বয়

সংযোগ তৈরী করা

- সম্প্রদায়ের ন্যায়বিচার প্রার্থীদের আইনি সহায়তা নিশ্চিত করার জন্য উপজেলা এবং সম্প্রদায় স্তরের আইনি সহায়তা কমিটির মধ্যে কাজের সম্পর্ক এবং সংযোগ স্থাপন।

সমন্বয় সভা সংগঠিত করা:

- ইউনিয়ন লিগ্যাল এইডের সাথে যোগসূত্র তৈরি করার জন্য ওয়ার্ড, রেস্টোরেটিভ জাস্টিস ফ্যাসিলিটের এবং কমিউনিটি স্বেচ্ছাসেবক, ইউনিয়ন চেয়ারপারসন, স্থানীয় প্রতিনিধি, কেস কো-অর্ডিনেশন কমিটি এবং জেলা লিগ্যাল এইড কমিটির প্রাসঙ্গিক ব্যক্তিদের মধ্যে মাসিক সমন্বয় সভার আয়োজন। জেলা পর্যায়ে সমস্ত প্রাসঙ্গিক এক্টরদের জড়িত করা। সর্বশেষ সমস্যা, প্রক্রিয়া এবং বিচারাধীন মামলা শনাক্তকরণ ও রেকর্ড করার জন্য উপজেলা চেয়ারম্যান ও সংশ্লিষ্ট সদস্যদের সমন্বয়ে উপজেলা পর্যায়ে ত্রৈমাসিক সমন্বয় সভা আয়োজন করা।
- অংশীদার এনজিও এবং অভ্যন্তরীণভাবে মাসিক সমন্বয় সভা আয়োজন করা (জেলাভিত্তিক সম্প্রদায় এনজিও এবং অন্যান্য)।

৮.২ সম্প্রদায়-ভিত্তিক প্যারালিগ্যাল

- সম্প্রদায় ভিত্তিক প্যারালিগ্যাল নিয়োগ এবং প্রশিক্ষণ।
- সম্প্রদায়/ ওয়ার্ড স্তরের প্রতিষ্ঠান এবং এক্টরদের প্যারালিগ্যালদের মাধ্যমে সহায়তা নিশ্চিত করা।
- সরাসরি সহায়তা বা বিধান যেমন প্রয়োজন অনুযায়ী মামলা দায়ের, চিকিৎসা খরচ প্রদান, আশ্রয় সহায়তা, পরিবহন ইত্যাদি

৮.২ সম্প্রদায় ভিত্তিক বিরোধ নিষ্পত্তি

- কমিউনিটি ইউনিয়ন অথবা শহর পর্যায়ে ওয়ার্ড প্রতি রেস্টোরেটিভ জাস্টিস ফ্যাসিলিটেরদের জন্য অভিযোজন নির্বাচন এবং বিধান।
- কমিউনিটি/শহর পর্যায়ে সম্প্রদায়ের স্বেচ্ছাসেবকদের জন্য অভিযোজন নির্বাচন এবং বিধান।
- আরজে এবং মধ্যস্থতা পরিচালনা করা।

৮.৩ সচেতনতা বৃদ্ধি

- আইনি তথ্য এবং সহায়তা প্রদানের জন্য ত্রৈমাসিক আইনি সহায়তা ক্লিনিক সংগঠিত করা।
- আয়োজকরা মিটিংয়ের ব্যবস্থা করবেন, বিচার প্রার্থীর মামলা উপস্থাপন করবেন এবং একটি যৌথ সমাধান খোজার প্রক্রিয়ায় সহায়তা করা।
- ইউনিয়ন, উপজেলা এবং জেলা পর্যায়ে দিবস পালন (যেমন, আইনি সহায়তা দিবস, আন্তর্জাতিক নারী দিবস, আদিবাসী দিবস, পিডব্লিউডি দিবস ইত্যাদি) আয়োজন করা।
- বিরোধ নিষ্পত্তি এবং লিঙ্গ সংক্রান্ত সমস্যা সহ বিভিন্ন আইনি এবং সামাজিক বিষয়ে সচেতনতা বৃদ্ধির জন্য উঠান বৈঠকের আয়োজন করা।

৮.৪ রেফারেল এবং ডাইভারশন

- সামাজিক নিরাপত্তা বেটনী কর্মসূচিতে যোগ্য সুবিধাভোগীদের অন্তর্ভুক্ত করার জন্য সহায়তা করা।
- ভিকটিম/অভিযুক্ত/যেকোন সুবিধাভোগীকে তথ্য, পরামর্শ এবং রেফারেল প্রদানে সহায়তা করা।

৮.৬ পলিসি এডভোকেসি এবং রিসার্চ

- প্রাসঙ্গিক বিষয়গুলিতে পলিসি এডভোকেসি এবং রিসার্চ করা। এডভোকেসি প্রচেষ্টাকে শক্তিশালী করা, যেমন (অধিকার, পরিষেবা, সংস্থান এবং সম্প্রদায়-ভিত্তিক বিরোধ নিষ্পত্তির অ্যাক্সেস)
- জিআইজেডের গবেষণা কার্যক্রমকে উপযুক্ত সহযোগিতা করা।

COAST Foundation

Project Area: Barisal-7 Union and Chattogram-8 Union; (Total Union: 15)

A. Activities and Targets

Year 2021																		
Activities	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Yearly	Remarks
Orientation	Day long project orientation (non-residential) for project staff, (Facilitated by Coast Foundation& GIZ)									2		2					2	Number of Participants-CP:22, DPO:2, MEO:2, Others:8, Total=34
	Project orientation for different stakeholders (Barisal-2Chattogram -3)										5	5					5	Coast Foundation will organize 5 events (in Barisal&Chattogram . (per batch:20 participants)
Capacity Building	Training (8 days long residential): 1. Foundation Training (4 days long): <ul style="list-style-type: none">▪ Basic law, legal rights, gender, and government services related with the project goal																	Batch & participants: 1. Barisal: CP:10, DPO:1, MEO:1, Others:2, RP:3 =17 participants 2. Chattogram: CP:12, DPO:1, MEO:1, Others:2, RP:3= 19 participants
	<ul style="list-style-type: none">▪ Training on basic communication skills 2. ToT(4 days long): <ul style="list-style-type: none">▪ Restorative Justice▪ Gender sensitivity in RJ▪ Training facilitation skills (Facilitated by									2		2				2		

Year 2021																		
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q 4	Yearly	Remarks
Coast Foundation, GIZ & Resource Persons)																		
Identify & finalize RJFs for Barishal (18 RJFx7 union=126) & Chattogram (18 RJFx8union=144)										270		270					270	No cost (Male:135, Female:135)
Training (3 days long non-residential) for RJF on: a) Project orientation b) Training on Restorative Justice & mediation. c) Training on access to resources and services											15	15					15	Batch & participants: 1. Barishal: 7 batches; per batch- RJF:18, Facilitator:2=20 participants Total participants:20 x 7= 140 2. Chattogram: 8 batches; per batch- RJF:18, Facilitator:2 =20 participants Total participants:20 x 8= 160
Identify & finalize CVs for Barishal (36 CVsx7 union=252) & Chattogram (36CVsx 8 union=288)										540		540					540	No cost 4 persons (2 male, 2-female)in each ward (rural)or area (city)
Union/ward based Orientation(4 hours long) forCommunity Volunteers on: a) Project orientation, roles, and											30	30					30	Batch & participants: 1. Barishal: 14 batches; per batch- CV:18, CP:2=20 participants Total participants:20 x 14=280 2. Chattogram: 16 batches; per batch-CV:18,

Year 2021																		
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q 4	Yearly	Remarks
responsibilities b) Principles of Restorative Justice & mediation. c) Access to resources and services																		CP:2=20 participants Total participants:20 x 16= 320
Training (3 days longresidential) on M&E										1		1					1	GIZ will bear the cost and organise in collaboration with Coast Foundation
Training (1 day longresidential) on GIZ Financial Procedure										1		1					1	GIZ will bear the cost and organise in collaboration with Coast Foundation
Mentoring to CP & RJF																	2	Hire Resource Person
Coordination at the community level	Union/ ward based Monthly Coordination Meeting among union/ward level stakeholders at UP office/ward councillor office										15	15	15	15	15	45	60	Barishal: 28 meetings Chattogram: 32 meetings; Per meeting:20 participants
	Upazila based quarterly coordination meeting among stakeholders (UNO, Upazila Legal Aid Committee, Police station, Directorate for Women's Affairs, Department of Social Service etc.)												4			4	4	Barishal: 2 meetings Chattogram: 2 meetings; Per meeting:20 participants
	Support in monthly DLAC												1	1	1	3	3	Coast Foundation& BLAST will facilitate& CDD will participate

Year 2021																		
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q 4	Yearly	Remarks
meeting (court premises) in Chattogram																		in Chattogram. Total participants:30 participants (DLAC members:24, PNGOs:6) In BarishalNagorikUddyogwill organise &Coast Foundation will participate (No cost for Barishal)
Short Meeting and discussion with relevant government stakeholders (meeting with single institution as per requirement)																	9	As per need. Number of meetings per meeting 5/6 participants
Monthly coordination and progress review meeting among all project staff of Coast Foundation										2	2	4	2	2	2	6	10	Participants per meeting:16 in Barishal, 18 in Chattogram
Monthly coordination meeting among PNGOs (CBW & PAS) at district level (Chattogram)													1	1	1	3	3	Coast Foundation will organize and CDD & BLAST will participate in Chattogram. (Per batch:15 participants)
Monthly coordination meeting between Restorative Justice Facilitators and CP at union level													15	15		30	30	Per batch:20 participants (RJF:18, CP:2)
Ward level quarterly mixed group meeting with restorative justice facilitators & community volunteers (this meeting will be held together with RJF's meeting)															60	60	60	4 meetings per union/ward; per meeting:15 participants

Year 2021																			
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q 4	Yearly	Remarks	
Awareness Raising	Organise courtyard meetings												30	30	30	90	90	No cost, 2 courtyard meetings per union/ward. per meeting:10 participants;	
	Community legal aid clinic quarterly organise at ward and union level														15	15	15	1 clinic per union/ward; per clinic:40 participants	
	Organise Day Observance (e.g. Legal Aid Day, International Women's Day, Indigenous People's Day, Persons with disability's Day, etc.) at union/ward, Upazila and district levels																	5	2 events in Barishal, 3 events in Chattogram
Policy Advocacy and Research	Meetings with key stakeholders at district and national level to strengthen advocacy efforts on relevant issues, such as access to resources and community-based dispute resolution																	1	As per requirement
	Support GIZ initiated research activities as and when appropriate																		As per requirement
Direct Support	Direct support or provision of e.g. case filing, treatment cost coverage, shelter support, transportation etc. as per need																		Need based
and Document	Provide monthly quantitative, qualitative and event								1	1	1	3	1	1	1	3	6	2 case studies in English per district	

Year 2021																		
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q 4	Yearly	Remarks
reports along with case studies in English.																		
Provide quarterly financial & narrative reports.											1	1			1	1	2	
Provide yearly compiled report															1	1	1	
Ensure that all back up information and forms are properly maintained to confirm and verify the number of persons reached under each type of activity and make these available as and when required by GIZ.																		Continuous

Year 2022																		
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q 3	Oct	Nov	Dec	Q 4	Yearly	Remarks
Capacity Building Refresher training (3 days long) for project staff			1	1													1	GIZ will bear the cost and organise in collaboration with Coast Foundation
Coordination at the community level Union/ ward based Monthly Coordination Meeting among union/ward level stakeholders at UP office/ward councillor office	15	15	15	45	15	15	15	45	15	15	15	45	15	15		30	165	Barishal: 77 meetings Chattogram: 88 meetings. Per meeting:20 participants
Coordination at the community level Upazila/ward based quarterly coordination meeting		4		4		4		4		4		4		4		4	16	Barishal: 8 meetings Chattogram: 8 meetings. Per meeting:20 participants

Year 2022																		
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q 3	Oct	Nov	Dec	Q 4	Yearly	Remarks
among stakeholders (UNO, Upazila Legal Aid Committee, Police station, Directorate for Women's Affairs, Department of Social Service etc.)																		
Support in monthly DLAC meeting (court premises) in Chattogram	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	Coast Foundation & BLAST will facilitate & CDD will participate in Chattogram. Total participants:30 participants (DLAC members: 24, PNGOs:6) In Barishal Nagorik Uddyog will organise & Coast Foundation will participate (No cost for Barishal)
Short Meeting and discussion with relevant government stakeholders (meeting with single institution in its office as per requirement)																	20	As per need. Number of meetings per meeting 5/6 participants
Monthly coordination and progress review meeting among all project staff of Coast Foundation	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	Participants per meeting:16 in Barishal, 18 in Chattogram
Monthly coordination meeting among PNGOs (CBW & PAS) at district level (Chattogram)	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	Coast Foundation will organize and CDD & BLAST will participate in Chattogram. (Per batch:15 participants)
Monthly	1	15		3	15	15		3	1	15		3	1	15		3	120	Per batch:20

Year 2022																			
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q 3	Oct	Nov	Dec	Q 4	Yearly	Remarks	
Chattogram & Barishal																			
Learning sharing with different stakeholders in Chattogram with CDD and in Barishal																	2		
Policy Advocacy and Research	Meetings with key stakeholders at district and national level to strengthen advocacy efforts on relevant issues, such as access to resources and community-based dispute resolution																2	As per requirement	
	Support GIZ initiated research activities as and when appropriate																	As per requirement	
Direct Support	Direct support or provision of e.g. case filing, treatment cost coverage, shelter support, transportation etc. as per need																	Need based	
Reporting and Documentation	Provide monthly quantitative, qualitative and event reports along with case studies in English..	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	2 case studies in English per district
	Provide quarterly financial & narrative reports.			1	1		1	1			1	1			1	1	4		
	Provide yearly compiled report														1	1	1		
	Submit Project Completion Report														1	1	1	Have to be submitted by 15th January, 2023	

Year 2022																		
Activities	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q 3	Oct	Nov	Dec	Q 4	Yearly	Remarks
Ensure that all back up information and forms are properly maintained to confirm and verify the number of persons reached under each type of activity and make these available as and when required by GIZ.																		Continuous

B. Results and Targets

Year 2021																		
Results	Jan	Feb	Mar	Q 1	Apr	May	Jun	Q 2	Jul	Aug	Sep	Q 3	Oct	Nov	Dec	Q4	Yearly	Remarks
Key Results	Number of grievances/disputes resolved through RJ and mediation			0				0				0	33	66	66	165	165	Number of cases solved
	Number of cases diverted from formal justice system			0				0				0	15	15	15	45	45	Number of cases diverted & solved
	Number of cases referred for resolve disputes, legal assistance or service/social safety net programme			0				0				0	32	32	48	112	112	Number of cases/issues referred & solved
	Number of people reached on awareness for community justice services, legal and other rights, services, etc. (through courtyard meeting & legal aid clinic)													300	300	900	1500	1500

Year 2022																			
Results		Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Yearly	Remarks
Key Results	Number of grievances/disputes resolved through RJ and mediation	105	105	105	315	105	105	105	315	105	105	105	315	120	120	75	315	1260	Number of cases solved
	Number of cases diverted from formal justice system	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	Number of cases diverted & solved
	Number of cases referred for resolve disputes, legal assistance, or service/social safety net programme	97	97	97	291	97	97	97	291	97	97	97	291	97	97	32	226	1099	Number of cases/issues referred & solved
	Number of people reached on awareness for community justice services, legal and other rights, services, etc. (through courtyard meeting & legal aid clinic)	300	900	300	1500	300	900	300	1500	300	900	300	1500	300	300		600	5100	Per month courtyard meeting: 10 persons x 2 meetings x 15 unions/wards=300. Quarterly legal aid clinic: 40 persons x 1 clinic x 15 unions/wards=600

Statutory requirements and reporting schedule of Access to Justice

1. Basic data

- a) Project Title : Justice and Prison Reform for Promoting Human Rights and Preventing Corruption in Bangladesh
- b) Donor : Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
- c) Address : Ananda Bhaban, Road 83, HouseNEK 3/B, Gulshan-2, Dhaka-1212 (House 10 Rd 90, Gulshan-2, Dhaka 1212)
- d) Phone/Fax : [+880 1762692404](tel:+8801762692404)
- e) Email : rita.roy@giz.de
- f) Contact person : **Rita Das Roy** Technical Advisor- Community Intervention Rule of Law Programme
- g) Contact period : 1 July 2021 to 31 December 2022

2. Report to be submitted

SI	Title	Last date of submission	Date wise movement				Remarks
			Field to PO/source	Checked by Coordinator	Edited by project focal and signed by ED	Submission	
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	5 th day of next to reporting month	
2	Quarterly Progress Report	Do	Do	Do	Do	Do	
3	Monthly Progress report	Do	Do	Do	Do	Do	

3. Head of the project : Didarul Islam Dilder-DPO and Md. Jahirul Islam-DPO

4. Program Focal Person (Central) : Md. Mujibul Huque Munir, Joint Director

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

6. Fund allocation : 30,637,475.00

30.09.2021	31.12.2021	31.03.2022	30.06.2022	30.09.2022	Final Payment After final invoice 31.01.2023
3,063,747.50	6,127,495.00	2,127,395.00	4,595,621.25	3,063,747.50	1,531,873.75

7. Statutory conditions :

- Provide monthly quantitative and qualitative reports along with case studies in English
- Provide quarterly financial & narrative reports in English.
- Submit Project Completion Report by 20 January, 2023
- Ensure that all back up information and forms are properly maintained to confirm and verify the number of persons reached under each type of activity and make these available as and when required by GIZ.
- COAST will be responsible for implementing the project activities and achieving targets of the project.
- Arrange joint field visits with GIZ, government stakeholders and development partners as required.

- Periodic meetings to enhance effective flow of information between project staff and Management for full guidance during implementation.
- Enhance coordination between and among the Management Team and project staff to ensure quality services and results.
- Support to arrange and conduct orientation and training on new project approaches for all staff members relevant to the project.
- Maintain coordination and collaboration with other activities for implementing new project approaches at community level.
- COAST will also publish a monthly desktop newsletter highlighting the monthly activities. It will help promote stakeholder relationships as stakeholders will be regularly updated about the project progress.
- For every development effort, for every development project and program COAST is always keen to ensure the sustainability of the results, outcome, and impact achieved by the respective program and project. For this particular project, COAST believes in some factors that can ensure the sustainability of project achievements, these are:
- Community Paralegal (CPL) will be one of the vital tools to ensure the sustainability of the project. CPL will be one of the best achievements of the project. CPLs will go through different legal pieces of training which will enhance their capacities to serve the communities. It is expected that after the phase-out of the project these CPL will remain in the community to carry on providing the services. It is also financially feasible for them to sustain without the project if they can take this as their profession in the future.
- Community people will be provided intensive awareness of their legal rights and essential laws like family law, land law, etc. This knowledge will help the project for ensuring its sustainability. As COAST will organize some, Restorative Justice Facilitators and Community Volunteers, they will be able to continue the awareness program, in other words, the sustainability of the projects.
- People's Organization (PO) of COAST will play a vital role in ensuring the sustainability of the project learning. PO is a community-based local institution in the coastal area of Bangladesh. POs are formed and run fully by the participation and leadership of the coastal poor people. POs are working directly with community people, they have some regular meetings and discussions on various development issues. They engage with various social movements; they are also working as the demand mediation actor. COAST will involve POs in the project management cycle, and will also ensure their participation in monitoring and evaluation. After the phase-out of PO can be a vital tool to carry out the achievements of the project.
- The Project Implementation Unit will focus on enriching the relationship among the targeted stakeholders during the project period. At the latter part of the project, a five-year action plan will be prepared by COAST and it will identify the local resources to implement the actions.

8. Key Staff list

SL	Name	Position	Work station
1.	Didarul Islam Dilder	District Project Officer	Chottogram
2.	Md. Jahirul Islam	District Project Officer	Barishal
3.	Shamima Akter	Monitoring and Evaluation officer	Barishal
4.			
5.			
6.			

Job Description of Community Paralegal (CP)

A. Overall Responsibilities

Provide support to project team and community actors to implement planned activities to achieve the intended project results

B. Specific tasks include:

- Identify and select Restorative Justice Facilitators(RJF) and Community Volunteers (CV) from the community
- Organise and facilitate orientation and training courses to develop capacity of RJF, CV and local level actors
- Introduce Restorative Justice (RJ) mechanisms at the community level through RJ facilitators with support of CV
- Regularly communicate, guide & mentoring to RJF to select appropriate cases and observe RJ meeting to provide feedback to RJF
- Implement and deliver the project activities coordinating with RJF and CV at ward/union level as per workplan
- Organise monthly & bi-monthly coordination meeting between RJF and CV as well as quarterly mixed group meeting between RJF & CV
- Organise monthly, bi-monthly coordination meeting with different stakeholders at ward/ union and upazila level
- Maintain liaison with local actors and institutions to create scope for diversion, referral, dispute resolution through RJ mechanism and inclusion in social safety net programme
- Organise and facilitate courtyard meeting at union/ ward level
- Coordinate to organise legal aid clinic for providing legal information and legal assistance among the justice seekers and others
- Organise and support to different day observance
- Prepare monthly work plan along with progress report and present in coordination meeting
- Provide support to District Project Officer (DPO) and Monitoring and Evaluation Officer (MEO) as required
- Perform additional tasks as and when assigned by the project

C. Qualifications:

- Higher Secondary
- Familiarity with community work will be an advantage
- Appropriate interpersonal skill
- Good mobilizer
- Self-starter, proactive, team player

D. Report to :

District Project Officer (DPO)

Job Description of Monitoring and Evaluation Officer (MEO)

A. Overall Responsibilities:

- Responsible for planning, managing, monitoring and evaluation of the activities of the project
- Tracking and documenting the progress and results of the project

- Identifying the challenges and opportunities of the project and ensure appropriate measures to minimize challenges and maximise opportunities

B. Specific tasks include:

- Support to set baselines in the project districts in collaboration GIZ
- Assist in capacity building and provide guidance to the Community Paralegals (CPs) and Restorative Justice Facilitators (RJFs) in the areas of M&E
- Collate, organize, analyse and manage the data gathered from the fields
- Analyse the reports in terms of problems and actions needed
- Monitor media and other information sources for data collection
- Support to prepare consolidated monthly reports measuring progress against expected results, to inform project planning and development
- Inform and facilitate information collation for reviews and evaluations
- Generally, support to ensure a good communication flow among the field level project staff & actors, central office management and GIZ Programme -Performance Unit
- Undertake regular visits at union/wards to follow up and monitor activities & outputs as per monthly plan and suggest changes deemed necessary
- Assist to prepare and conduct M&E and other trainings, workshops, meetings and different events on subjects that are related to the project
- Develop and organize quality assurance and propose necessary changes, improvements, and initiatives
- Compile information through data management and ensure knowledge transfer
- Prepare reports and presentation materials if and when required
- Support research and study activities on policy topics
- Produce, circulate and disseminates relevant information to respective stakeholders, in the form of written notes and reports based on the information and data gathered by the project
- Support to team and perform any other additional tasks as and when required

D. Qualifications:

- Minimum bachelor's degree in the related field
- 2-3 years of working exposure in management of project information and data, including experience in participatory monitoring tools
- Familiarity with donor programs will be an advantage
- Sound knowledge in Microsoft Office specially MS Word, MS Excel and MS Power Point
- Appropriate interpersonal skill
- Good organizational and analytical skills
- Self-starter, Proactive, team player

E. Report to:

District Project Officer (DPO)

Job Description of District Project Officer (DPO)

A. Overall Responsibilities:

- Establish coordination, communication & partnership with local and district actors- institutions to create scope to resolve disputes through Restorative Justice (RJ) and refer and divert disputes/ cases to relevant actors and institutions for legal assistance and services as per project target
- Provide support to vulnerable people to access government services, resources, and social safety net programme as per project target
- Supervise, support, and monitor the project activities at community and district level
- Act as mentor for project staff and Restorative Justice Facilitators (RJF) and Community Volunteers (CV)
- Assist in coordination between programme implementation and budget expenditure
- Ensure to deliver timely different reports and maintain documentation

B. Specific tasks include:

- Lead to prepare workplan, guidelines and other documents for effective implementation of the project activities to achieve the intended results
- Monitor and supervise project activities and take necessary corrective measure in collaboration with project staff
- Coordinate, communicate and maintain close relationship among community level actors, govt institutions, relevant stakeholders, and NGOs
- Coordinate and facilitate monthly coordination, progress review meeting and others periodic meeting with project staff and respective PNGOs of the project
- Assists to organize and facilitate different training, workshop, seminar, meeting with relevant institutions
- Monitor and follow up RJ meeting (pre, ongoing & post) and provide constructive feedback to RJFs for strengthening their capacity
- Coordinate and communicate to organize monthly meetings with DLAC in collaboration with Paralegal Advisory Service and other respective PNGOs
- Participate and share information in different meetings including CCC, workshops and other events where necessary
- Support to jointly organise legal aid clinic with DLAC and mobilize resource persons for providing legal information and legal assistance among the justice seekers and others
- Support to organise and different day observance at Union, Upazila and District level in collaboration with other PNGOs
- Provide guidance and others support to organise courtyard meetings
- Support to undertake research and advocacy in collaboration with GIZ as and when required
- Ensure direct support e.g. case filing, treatment cost coverage, shelter support, transportation etc. as per need
- Visit the project working area as per monthly plan and emergency need
- Assist to arrange joint field visits with GIZ, government stakeholders and development partners as required
- Ensuring safeguarding issues at community level and take appropriate measures
- Prepare contingency plan according to the situation and assumption to mitigate the risk
- Perform any other additional tasks as and when required

C. Qualifications:

- Minimum bachelor's degree in any discipline

- 3-5 years' experience to work on human rights and governance, legal aid service, gender, conflict transformation etc.
- Experience to work with community actors, local and district institutions will be added advantage
- Prior experience in conducting and facilitating training and workshop
- Knowledge and experience on supervision, monitoring and reporting
- Sound knowledge in Microsoft Office specially MS Word, MS Excel and MS Power Point
- Good communication skills
- Strong ability to work in a team and lead the team
- Self-starter and supportive to others' efforts and work

D. Report to :

Programme Focal Person of the organization

2021																		
Monthly coordination meeting among RJFs at union (rural)/ward-area (city) level (2021)	30	20	600	1	100	60000	0	0	150	90000	0	0	0	0	0	150000	Only RJF will get transport fee	
Quarterly meeting among RJFs and CVs at union (rural)/ward-area (city) level (2021)	60	15	900	1	100	90000	0	0	150	135000	0	0	0	0	0	225000	Only RJF & CV will get transport fee	
Legal aid clinic at union (rural)/ward (city) level (2021)	15			1	0	0	0	0	0	0	0	0	0	0	90000	90000	Per event 6000; no food and transport cost for participants	
Organisation of Observance Days (2021)	5			1	0	0	0	0	0	0	0	0	0	0	35000	35000	Per event 7000	
Meeting for Advocacy at district or national level (2021)	1			1	0	0	0	0	0	0	0	0	0	0	50000	50000	Jointly decide	
Direct support to victim (2021)				1		0	0	0	0	0	0	0	0	0	20000	20000	Need based	
Mentoring to CP & RJF (2021)	2														50000	100000	RP fee in other cost	
Monthly coordination meeting at UP office/Ward-area level (city) (2022)	165	20	3300	1	100	330000	0	0	0	0	0	0	20	66000		396000	No transport cost	
Quarterly meeting at Upazilla/City level (2022)	16	20	320	1	150	48000	0	0	0	0	0	0	0	0	4000	52000	No transport cost	
Monthly DLAC meeting at Court premises in Chattogram (2022)	12	30	360	1	150	54000	0	0	0	0	0	0	0	0	18000	72000		
Short meeting (2022)	20	6	120			0	0	0	0	0	0	0	0	0	20000	20000	lump sum	
Monthly coordination meeting among project staff of COAST (2022)	24	17	408	1	200	81600	0	0	0	0	0	0	0	0		81600	No transport cost	
Monthly coordination meeting among PNGOs in Chattogram (CBW & PAS) - 2022	12	15	180	1	200	36000	0	0	0	0	0	0	0	0		36000		
Monthly coordination meeting among RJF at union (rural)/ward-area (city) level (2022)	120	20	2400	1	100	240000	0	0	150	360000	0	0		0		600000	Transport cost only for RJF	
Quarterly meeting among RJFs and CVs at union (rural)/ward-area (city) level (2022)	240	15	3600	1	100	360000	0	0	150	540000	0	0	0	0		900000	Transport cost only for RJF & CV	

Legal aid clinic at union (rural)/ Ward-area (city) level (2022)	45	0	0	0	0	0	0	0	0	0	0	0	0	0	270000	270000	Per event 6000; no food and transport cost for participants
Organisation of Observance Days (2022)	16	0	0	0	0	0	0	0	0	0	0	0	0	0	112000	112000	Per event 7000
Meeting for Advocacy at district or national level (2022)	2	0	0	0	0	0	0	0	0	0	0	0	0	0	100000	100000	Jointly decide
Direct support to victim (2022)		0	0	0	0	0	0	0	0	0	0	0	0	0	40000	40000	
Exchange visit/ Experience sharing in Chattogram & Barishal (2022)	2		0			0		0		0				0	160000	160000	
Learning sharing with different stakeholders in Chattogram with CDD	1		0			0		0		0				0	140000	140000	
Learning sharing with different stakeholders in Barishal	1		0			0		0		0				0	80000	80000	
Awareness on protection from sexual harassment & RJ principles for school students/adolescents	8	25	200	1	300	60000	0	0	200	40000		0	200	40000	8000	148000	
Other activities-subject to approval		0	0	0	0	0	0	0	0	0	0	0	0	0	50000	50000	

Meeting Schedule 1 July 2021 to December 2022

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	Budget	Venue			Participants	Deadline	Responsible
			Access to Justice at Community (A2JaC) Barishal & Chattogram	Outreach Region	Cox's Bazar/ Noakhali/Chittagong Regions			
1	Project Coordination Meeting (PCM)- Venue: COAST Barisha Centre Barishal & COAST Chattogram Centre-Chattogram Time: 0930-1600	1,15,600	September-2 October-2 November-1 December- 1 January-2 February-1 March-1 April-3 May-2 June-1 July-3 August-1 September-1 October-2 November-2 December-1		Chattogram & Barishal	Project staff	Monthly	DPO
2	Union/City ward based monthly coordination meeting among union/ward level stakeholders at UP	5,40,000			Chattogram & Barishal	Union stakeholders	Monthly	CP/M&EO/DPO
3	Ward quarterly mixed group meeting with RJFs & CV at union level	1125000			Chattogram & Barishal	RJFs & CV	Quarterly	CP

SI	Title of the Meeting	Budget	Venue			Participants	Deadline	Responsible
			Access to Justice at Community (A2JaC) Barishal & Chattogram	Outreach Region	Cox's Bazar/ Noakhali/Chittagong Regions			
4	4 Hours long orientation for Community Volunteers -CV	600000				Community Volunteers	One day	CP
5	Monthly coordination meeting among PNGOs (A2J Community & A2J PAS) at district level	45000			Chattogram & Barishal	COAST Staff, BLAST Staff & CDD Staff	Monthly	DPO/M&EO
6	Upazila or City based quarterly coordination meeting among stakeholders	68000			Chattogram & Barishal	Upazila Stake holders	Quarterly	CP/M&EO/DPO
7	Support in monthly DLAC Meeting (Court Premises)	90000			Chattogram & Barishal	DLAC & COAST-DPO & M&EO, BLAST-DPO & M&EO, CDD-DPO & M&EO	Monthly	DPO/M&EO
8	Courtyard meeting on Government Legal Aid Union/ward level	-			Chattogram & Barishal	Community people, RJF & CV	Monthly	CP

SI	Title of the Meeting	Budget	Venue			Participants	Deadline	Responsible
			Access to Justice at Community (A2JaC) Barishal & Chattogram	Outreach Region	Cox's Bazar/ Noakhali/Chittagong Regions			
9	Short Meeting and discussion with relevant Government stakeholders	29000			Chattogram & Barishal	Govt.Stakeholders	Monthly	DPO/M&EO/CP
10	Monthly coordination meeting between Restorative Justice Facilitators and CP at Union level	75000			Chattogram & Barishal	RJFs & CVs & CP	Monthly	CP/M&EO/DPO
11	Community Legal aid clinic at union/city or ward level	27900			Chattogram & Barishal	Community people,CP,DPO, M&EO	Monthly	CP/M&EO/DPO
12	Organisation of Observance Days	14700			Chattogram & Barishal	Community people & Govt. Stakeholders		CP/M&EO/DPO

Meeting principles:

1. Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach an agreement.
2. Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary, this is an open document.
3. Copies of all minutes to be sent to Monitoring and Evaluation Section and keeping another one in departmental file.
4. Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.

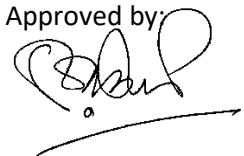
5. The selection of the participants and information will have to be sent to the participants by at least one month before of the meeting date and it will be done by respective secretariat.
6. Meeting preparation must be accomplished at least one day before of meeting.
7. Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
8. Meeting secretariat must maintain dignity of individual participant, so no negative criticism of individual in front of all. If it is done, then be considered as offence.
9. All donors/project focal persons in principal office must participate in respective project coordination meeting in PIU. They should be in project area at least 2 days before for field review and feedback to the meeting.
10. Apart from this every week in each Branch/Section/PIU/MTCs will conduct a meeting and keep minutes.

Proposed by:



Sanat K. Bhowmik
Deputy Executive Director

Approved by:



Rezaul Karim Chowdhury
Executive Director