
COMMUNITY LED INITIATIVES FOR CLIMATE JUSTICE AND RESILIENCE IN THE
ISLANDS AND COASTAL AREAS OF THE BAY OF BENGAL IN BANGLADESH

Project Plan of Operation: January-2020- December 2020 (1 Year)



Coastal Association for Social Transformation Trust- COAST Trust

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1. **Title of the Project :** Community led initiatives for climate justice and resilience in the islands and coastal areas of the Bay of Bengal in Bangladesh.
2. **Project Duration:** December 1, 2017 to November 30, 2020
3. **Funded by:** New Venture Fund (NVF), a 501c(3)
4. **Working area:** COAST working itself in Bhola and Cox's Bazar districts. The operational partners will work in Swandwip under Chittagong district and Hatiya under Noakhali district. The BNNRC, another operational partner will do works for establishment of community radio and amateur radio in the working districts. The advocacy partners will work in 5 coastal districts like- Chittagong, Noakhali, Barisal, Bagerhat, and Khulna.

5. Introduction and Project brief

5.1 Introduction :

Bangladesh is one of the most badly affected countries by climate change. Due to climate it is increasing sea level day by day, intensity of cyclone has increased, by destroy of livelihood options food security has become insecure. One-meter raise in sea level will inundate 17 % of coastal land. It is said that there are only 5 to 10 % of world cyclones happen in this area but cause 80 % of the world cyclone damages. Already severe drinking water crisis has been observed due to salinity intrusion which is more than 7 to 10 ppt (parts per thousand), while tolerance limit is 2 ppt. The agriculture farming is decreasing due to this salinity resulting the increasing of food insecurity. The fishermen cannot complete the fishing cycle as they have to return due to frequent cyclone signals. During the ban period of catching fish (it is six months throughout the year) declared by the government, they are also suffering severely. They have also not alternative income sources during the ban period. The rivers *Ganges* and *Brahmaputra* meet in the Bay of Bengal as the river *Meghna*. Carryover of siltation there is a probability of emergence new lands. But during rainy season it causes high level of river erosion. People are living in all those islands, where is a little presence of government agencies, most of their livelihood depends on sea fishing and agriculture. Due to this vulnerability, a portion of population who want more stable income are migrating to the different city slums where they are losing their livelihoods, education and facing the problems related to the water and sanitation. Women, adolescents and children are the worst sufferers of the situation as most of the men from families either go to the sea for fishing or go to cities for income. COAST is working in this area since its inception and it is committed only to working for coastal community. Apart from education component (comprise of program for pre-school child education, mainstreaming education from religious education, functional education to drop out adolescent girls, strengthening formal mainstream education, giving scholarship to the talent but poor students) COAST has identified and being promoted several technologies in respect of agriculture and livestock development with climate resilience for income generating activities for sustainable livelihood especially for coastal poor families. COAST has already established a community radio namely *Radio Meghna* in Charfassion broadcasting different program packages on CCA, DRR, Sanitation, Social Issues and livelihood options.

5.2 Project brief:

The target group of the project will mainly be disaster and climate vulnerable poor and extreme poor and mostly landless people of coastal areas of Bangladesh. They are living out reach chars (remote small sand bars) and detached from the mainland. The coastal small-scale fishermen who catch fish in the offshore and give labour to fishing boats will also be the target group of the project. The beneficiaries will not be from COAST's micro credit programs.

The beneficiaries who will get the support from the project control will be the direct beneficiaries. And the people who will enjoy the impact of the project interventions through the advocacy programs will be the indirect beneficiaries. The Rohingya people are not the target of the project. Total direct and indirect beneficiaries of the project will be 544,000 and 1,250,000 respectively. They will actively participate in the advocacy process. The policy makers of the governments, politicians are also the target people of the project.

COAST will work itself in Bhola and Cox's Bazar districts. The operational partners will work In Sandwip under Chittagong district and Hatiya under Noakhali district. The BNNRC, another operational partner will do works for establishment of community radio and amateur radio in the working districts. The advocacy partners will work in 5 coastal districts like Chittagong, Noakhali, Barisal, Bagerhat, and Khulna out of 19 coastal districts in Bangladesh. The COAST and operation partners will do service delivery and advocacy works where the advocacy partners only to advocacy for making active the government agencies.

COAST will be accountable and responsible to the donor for all of the project activities and finance issues as per the deed of agreement. On the other hand, the operation partners and advocacy partners will be accountable to the COAST. COAST will select the partners on the basis of micro assessment of the organization. Not only that during the selection, it will also be kept in mind that they are either interested or not to do the advocacy works. The internationally accepted accounting system will be followed for accounts keeping by COAST and also by the partners. COAST will select its partners with a two-part strategy in mind: (i) we would like to cover two more new islands, namely Hatiya and Sandwip, both in service delivery and advocacy, where COAST is not currently working, we want to work on those islands with two appropriate NGOs, so that we can say that we are covering all most all the climate hot spot islands, (ii) we would like cover all most all the crucial district-headquarters for promoting civil society mobilization on advocacy for coastal protection. We hope to select such a two NGO in these two islands on such basis that the NGOs will continue the initiatives even after no external funding. And in respect of advocacy by next three years we hope we will have a coastal civil society network in all these coastal districts with the support of interested NGOs, subject to carry over the advocacy on coastal protection even there are no external funding.

COAST will develop the partner's capacity in respect of finance and management. COAST will arrange sharing meeting with the operation partners thrice in a year and with advocacy partner's half-yearly basis. COAST will provide NVF two interim reports at the end of each year of the grant period (Before January 31, 2019 and January 31 2020). Final report shall be submitted on before January 31 2021.

6. Summary of the Project:

1. Through advocacy and networking with related stakeholders mitigate the climate change impacts on Bangladeshi Coastal population.
2. Aware through information and education to adolescent, youth, women and children by community radio and amateur radio networks.
3. For adaptation to climate change of climate vulnerable coastal people provide climate adaptation-based food, nutrition, sanitation and water technology and inputs.

7. Goal and Objectives of the project:

7.1 Project Goal : Goal: Saving the earth from climate change impact also for protecting vulnerable coastal people in Bangladesh through networking and advocacy in national and international level.

7.2 Objectives:

- To sensitize and influence the different level of stakeholders (policymakers, government officials, media professional social actors etc.) through public events like seminar, press conference etc. and to promote mass opinion in favour of coastal protection issues including embankment construction, protection of

internal displaced people due to climate change, protection of coastal fishermen and preservation of mangrove & forest etc.

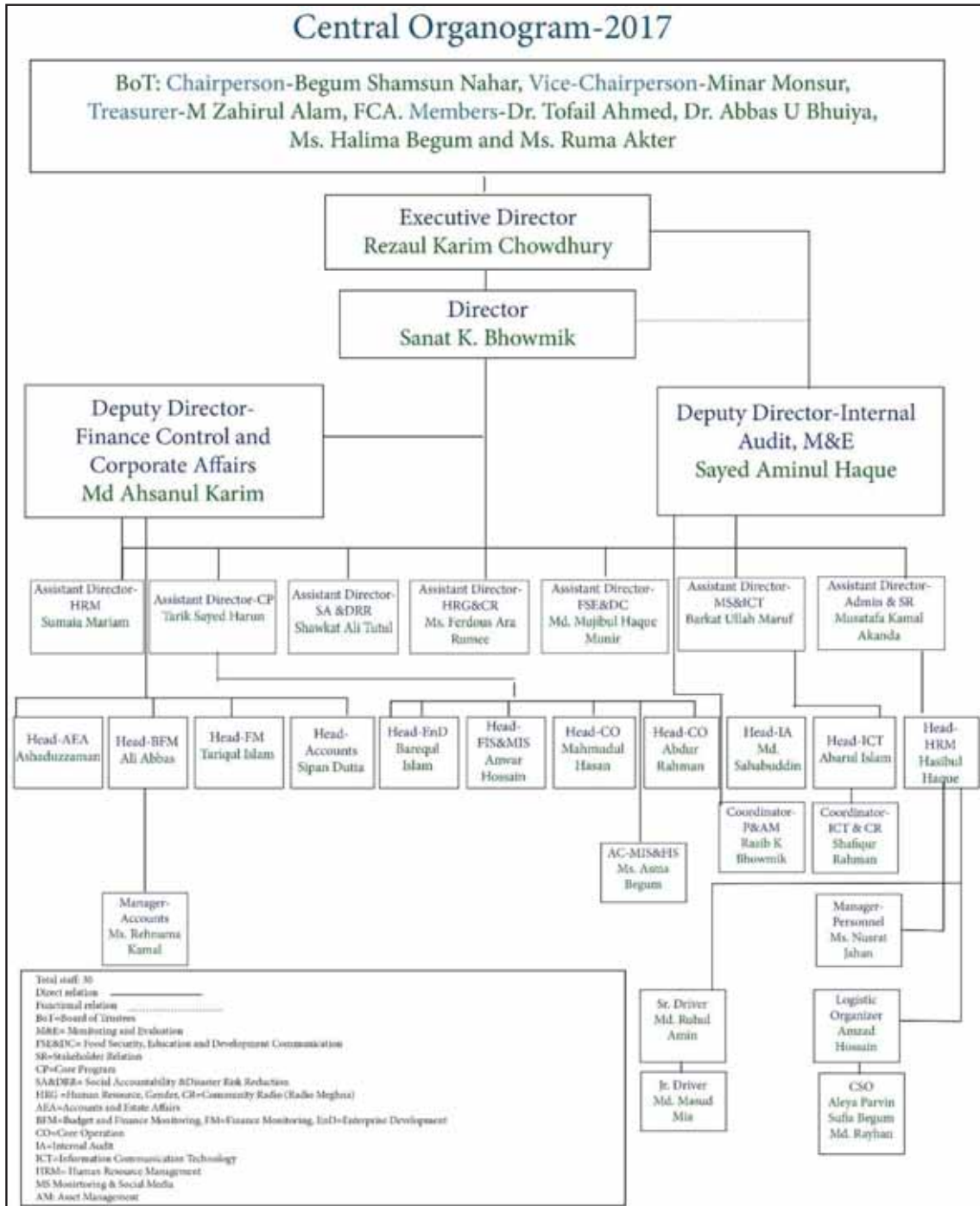
- To facilitate information and education as empowerment through community radio and amateur radio networks especially tailoring the need of adolescents, youths, women and children.
- To provide technical, extension and input supports in respect of climate adaptation based food & nutrition, sanitation and water security especially for hard to reach communities.

8. Major Activities to be implemented by the CJRF Project:

1. Develop advocacy materials on fish resources preservation and protection for the interest of small scale fishermen community, Internally Displaced People (IDP), coastal afforestation and mangrove preservation and awareness making among people through seminar at sub-district, district and national level and participation in CoP, UNFCCC at international level.
2. Build network with Water Development Board (WDB) and Forest Department at district and national level for embankment and reformation of WDB and coastal afforestation and mangrove preservation.
3. Package program for providing information on the need of adolescent, youths, women and children.
4. Establish adolescent centers at Bhola, Kutubdia, Sandwip and Hatiya.
5. Establish pre-primary center for addressing mainstreaming education in Maktab at at Bhola, Kutubdia, Sandwip and Hatiya.
6. Develop publication materials on water, sanitation and CAIGT (Climate Adaptive Income Generating Technology) and raising awareness among people through campaign.
7. Technology dissemination and input supply on water and sanitation at Bhola, Kutubdia, Sandwip and Hatiya.
8. CAIGT dissemination through asset distribution at Bhola, Kutubdia, Sandwip and Hatiya.
9. Know the salinity status of five points of Kutubdia and Bhola region by regular monitoring of ppt.
10. Provide training to Community Extension Worker (CEW).
11. Analyze the progress of operational planning and gather practical experience from Operational and Advocacy partners which will be discussed within meeting.
12. Community meeting with fisherman on social safety net issues.

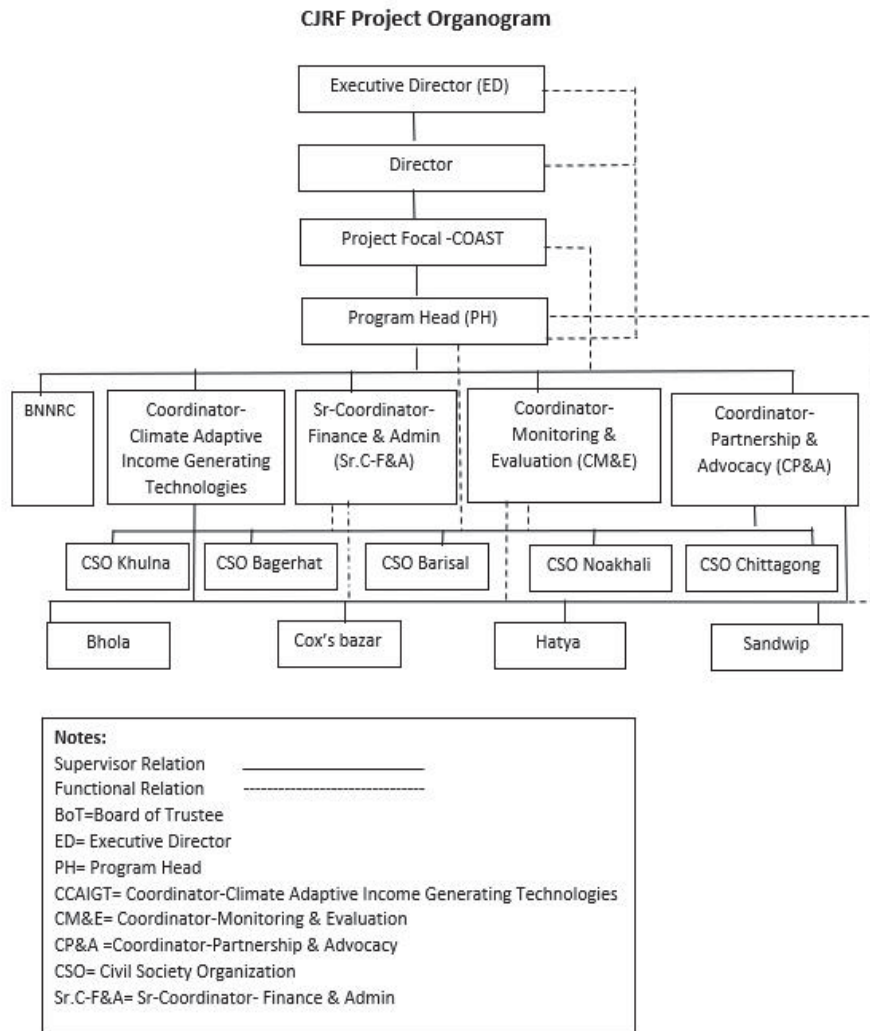
9. Project Implementation Structure:

9.1 COAST Organogram:



9.2 Project Organogram:

The Project Implementation Unit (PIU) will be set in Dhaka with a Program Head as chief of the PIU. The PIU will mainly be responsible for the implementation of all the project activities. Program Head, Coordinator-Accounts and Admin, Coordinator-Monitoring and Evaluation, Coordinator- CAIGT and Coordinator- Partnership and Advocacy will sit at PIU level. COAST focal point will be the 1st supervisor of Program Head while all coordinators will be reportable to Program Head.



10. Job description By Position:

A. Name of the position: Program Head

B. Objective of the position: The position is overall responsible to implement the project activities following organizational policy and standard that support to achieve the project goal and objective.

C. Basic Responsibilities and Standard

SL	Responsibilities	Standard on accepted level of performance
01	Planning and Resource Mobilization	<ul style="list-style-type: none"> a. S/ He will prepare project proposal, project operational and implementation plan in detail in following the strategies of achieving the project goal and objectives. b. S/ He will prepare resource mobilization (human, finance and logistic) plan that will ensure effective utilization of resource following the professional standard.
02	Coordination and Supervision	<ul style="list-style-type: none"> a. S/He will development project meeting schedule conduct meeting regularly for effective coordination, follow up the program and decision making for further improvement. b. S/ He will develop and ensure output reporting/monitoring system/mechanism that will support to visualization of performance of project staff and for off-site monitoring of the project. c. S/ He will ensure necessary logistics following the plan and strategies. d. S/ He will coordinate to organize the different campaign and seminar events in national level following the project activities.
03	Field visit	<ul style="list-style-type: none"> a. S/ He will invest at least 30-40% of total working hour through making necessary field visit.
04	Human Resource Development	<ul style="list-style-type: none"> a. S/ He will assess the staff performance analyzing their output and identify the professional gaps. b. S/ He will provide one to one training to the project staff on necessary output-oriented knowledge and required skill. c. S/ He will prepare a training plan for staff (if needed) and ensure training accordingly.
05	Reporting	<ul style="list-style-type: none"> a. S/ He will prepare monthly, quarterly and annual report (both program and finance) as regular basis with the support of respective project staff with maintaining quality standard and timely. b. S/He will analyze the report and take further strategies that strengthen the achievement of project output. c. S/ He will ensure and maintain the dateline of reporting schedule and submit accordingly.
06	Knowledge Development	<ul style="list-style-type: none"> a. S/ He at least two or three-page policy brief writing skill on respective and assigned campaign issues. So that position of Project Head will need to continue study on respective issues, skill to disseminate knowledge through short discussion among the staff. b. Basic management knowledge that will support to develop human resource, team building and mentoring the staff.
07	Other assignment	<ul style="list-style-type: none"> a. S/He will work on other assignments those are given from management in view of organizational interest.

d. Supervisor and Reporting

- a. 1st Supervisor: Project Focal COAST
- b. 2nd Supervisor Director COAST

e. Professional Planning: At least 3-4-month projection capacity and making plan according following COAST 3-month planning format and submit to 1st supervisor.

10.1. Job description:

A. Name of Position: Sr. Coordinator-Finance & Admin (Sr.C –F & A)

B. Objectives of the position: This position is basically responsible to maintain the overall financial management and its discipline support to management for smooth implementation of organizational financial procedures and documentation which will contribute to both organization and donor’s objectives.

C. Basic Responsibilities and Standard

SN.	Responsibilities	Standard of Accepted Performance (SOAP)
1	Voucher Check and verification	<ul style="list-style-type: none"> a. S/he will ensure 100% physical verification before giving any vendors payment and also staff payment. b. S/he will ensure follow up of quotation collection procedures and its justification. c. S/he will ensure cross checking and follow up of the justification of pricing of purchased materials.
2	Field Visit	<ul style="list-style-type: none"> a. S/he will invest at least 30-40% (weekly 03 days or monthly 10 days) of total working hour through making necessary field visit.
3	Books of accounts maintain	<ul style="list-style-type: none"> a. S/he will maintain cash book, ledger & related books of accounts when it is performed any transaction and s/he will transect the accounts three days in a week. b. S/he will check all books of accounts.
4	Ensure necessary voucher preparation and check	<ul style="list-style-type: none"> a. S/he will ensure voucher preparation and cross checking according to organization or donor policy before making any payment. b. S/he will ensure all sort of signature (paid by, checked by and approved by sign). c. S/he will check the budgetary allocation and budget limit before payment of any voucher. d. S/he will ensure that the vouchers preparation, checking and approving procedures are maintained with error free standard.
5	Reporting	<ul style="list-style-type: none"> a. S/he will prepare/check different types of financial reports as per management direction & requirement. This report will be monthly, quarterly & when deemed to be necessary for management.
6	Budget control.	<ul style="list-style-type: none"> a. S/he will control budget as per guideline and approved budget. b. S/he will check monthly budget variance report and submitted to the Project Coordinator/COAST Management/donor by every reporting month. c. S/he will analyze the financial report based on the target and objectives of the project which will commensurate future directions.
7	Keeping assets in good Quality.	<ul style="list-style-type: none"> a. S/he will maintain the assets of the project in good quality and will ensure the optimum maintenance and use of assets for the project. b. S/he will be the custodian of all the assets of the project. c. S/he will maintain and preserve all accounts related documents and circulars as per organizational and donor guidelines.
8	Internal & External Audit.	<ul style="list-style-type: none"> a. S/he will meet internal & external audit on any financial matter. b. S/he will be ready to show all the documents to any kinds of audit. c. S/he will keep updates all audit findings.
9	Store Maintenance	<ul style="list-style-type: none"> a. S/he will maintain the project store & ensure the required logistic of the staff including training materials.
10	Administrative Support	<ul style="list-style-type: none"> a. S/he will follow up and maintain office management procedures and tools. b. S/he will deal staff salary and benefits, appraisal procedures in time. c. S/he will provide administrative support to the PIU. d. Keep informs all the circulars from management to the staffs in time and will preserve properly.
11	Banking	<ul style="list-style-type: none"> a. S/he will maintain coordination with bank for project bank account.
12	Disaster Related activities	<ul style="list-style-type: none"> a. S/he will monitor the relief activities in the group or out of group of the community when necessary. b. S/he will also check the selection process for any disaster victims.

SN.	Responsibilities	Standard of Accepted Performance (SOAP)
13	Other responsibilities	a. S/he will have to do official assignments when instructed by the supervisor or management.

D. Supervisor and Reporting

- i. 1st Supervisor: Program Head, CJRF project
- ii. 2nd Supervisor: Project Focal, CJRF project

E. Professional Planning: At least 3-4-month projection capacity and making plan following COAST 3-month planning format and submit to 1st supervisor.

10.2 Job description:

A. Name of the position: Coordinator- Monitoring & Evaluation

B. Objective of the position: The position is overall responsible to guiding the overall Monitoring, Evaluation and Reporting of related activities within the project following organizational policy and standard that support to achieve the project goal and objective. Also prepare report required from organization and donor.

C. Basic Responsibilities and Standard

SL	Responsibilities	Standard on accepted level of performance
01	Program monitoring and evaluation activities	<ul style="list-style-type: none"> a. S/he will monitor the program activities whether these are going on right track or not and inform management on whether the program activities are going according to set quality. b. S/he will help to facilitate baseline survey & prepare ToR of baseline survey. c. S/he will act as focal point for all Monitoring and Evaluation program activities and conduct field monitoring visits as appropriate. d. S/he will organize and conduct midterm and post project evaluations and prepares periodic progress reports on projects with the support of relevant stakeholders.
02	Monitoring system development	<ul style="list-style-type: none"> a. S/he will develop and implement M&E systems for programs and projects; identifies obstacles to implementation and recommends appropriate solutions. b. S/he will responsible for develop a logical framework and procedures for the monitoring and evaluation of project activities. c. S/he will define and implementing the <i>key project performance indicators</i> as well as monitoring them throughout the duration of the projects. d. S/he will draft tools for data collection procedures under the supervision of the program head. e. S/he will coordinate the selection/refinement of impact indicators relevant to project monitoring and evaluation.
03	Field Visit	<ul style="list-style-type: none"> a. He will invest at least 30-40% of total working hour through making necessary field visit.
04	Coordination & Supervision	<ul style="list-style-type: none"> a. S/he will develop project meeting schedule & conduct meeting regularly to support project staff to properly document, organize and capture program progress and decision making for further improvement. b. Coordinates data collection of selected indicators under the monitoring and evaluation framework in order to assess progress and areas for improvement; c. S/he will develop and ensure output reporting/monitoring system/mechanism that will support to visualization of performance of project staff and for off-site monitoring of the project.
05	Learning & reporting	<ul style="list-style-type: none"> a. S/he will visit different programs of organization & will identify obstacles to implementation and recommends appropriate solutions and also reporting process learning. b. S/he will identify best practices and prepare success/failure case studies. c. S/he will prepare monthly, quarterly and annual progress report as regular basis with the support of respective project staff with maintaining quality standard and timely. d. S/He will ensure and maintain the dateline of reporting schedule and submit accordingly

SL	Responsibilities	Standard on accepted level of performance
06	Data management and Analysis	a. S/he will identify the ways to facilitate data collection and the flow of data within project team and will perform regular field visits to ensure the quality of data and verify the accuracy of data. b. S/he will identify strengths and weaknesses in existing data collection and management systems and propose solutions along with the Program Head. c. S/he will analyze the report and take further strategies that strengthen the achievement of project output and also analyze data and make report accordingly.
07	Other assignment	a. S/he will work on other assignments those are given from management in view of organizational interest.

d. Supervisor and Reporting

- i. 1st Supervisor: Program Head, CJRF project
- ii. 2nd Supervisor: Project Focal, CJRF project

e. **Professional Planning:** At least 3-4-month projection capacity and making plan following COAST 3-month planning format and submit to 1st supervisor.

10.3 Job description:

A. Name of the position: Coordinator-Climate adaptive Income Generative Technologies

B. Objectives of the position: The position is overall responsible to implement the project activities following organizational policy and standard that support to achieve the project goal and objective.

C. Basic Responsibilities and Standard

SN	Responsibilities	Standard of Accepted Performance (SOAP)
01	Coordination and Supervision	a. S/he will development project meeting schedule conduct meeting regularly for effective coordination, follow up the program and decision making for further improvement. b. S/he will develop and ensure output reporting/monitoring system/mechanism that will support to visualization of performance of project staff and for off-site monitoring of the project. c. S/he will ensure necessary logistics following the plan and strategies. d. S/he will coordinate to organize the different campaign and seminar events in national level following the project activities.
02	System Development	a. S/he will find out suitable Climate Adaptive Income Generating Technology (CAIGT) on working area and prepare a technology profile. b. S/he will revise the CAIGT package time to time.
03	Field Visit	a. He will invest at least 30-40% of total working hour through making necessary field visit.
04	Human Resource Development	b. S/he will assess the staff performance analyzing their output and identify the professional gaps. c. S/he will provide one to one training to the project staff on necessary output-oriented knowledge and required skill. d. S/he will prepare a training plan for staff (if needed) and ensure training accordingly
05	Knowledge Development	a. S/he will assist in at least two or three-page policy brief writing skill on respective and assigned campaign issues. So that position of Coordinator-CCAIGT will need to

SN	Responsibilities	Standard of Accepted Performance (SOAP)
		<p>continue study on respective issues, skill to disseminate knowledge through short discussion among the staff.</p> <p>b. S/he will assist in basic management knowledge that will support to develop human resource, team building and mentoring the staff.</p>
06	Planning	<p>a. S/he will prepare periodical visit plan.</p> <p>b. S/he will plan for the CAIGT dissemination and input supply on water and sanitation</p>
07	Operation	<p>a. S/he will disseminate technology on Climate Adaptive Income Generating Technology (CAIGT)</p> <p>b. S/he will ensure input supply on CAIGT dissemination through asset distribution.</p>
08	Monitoring	<p>a. S/he will monitor Project activities and ensure qualities of assets.</p> <p>b. S/he will monitor and ensure qualities & right person for dissemination of CAIGT assets.</p>
09	Publication	<p>a. S/he will make publication on water, sanitation and CAIGT.</p>
10	Reporting	<p>a. S/he will prepare monthly, quarterly and annual report as regular basis with the support of respective project staff with maintaining quality standard and timely.</p> <p>b. S/he will analyze the report and take further strategies that strengthen the achievement of project output.</p> <p>c. S/he will ensure and maintain the dateline of reporting schedule and submit accordingly.</p>
11	Other responsibilities	<p>a. S/he will have to do official assignments when instructed by the supervisor or management.</p>

D. Reporting Relationship:

- i. First Supervisor: Program Head
- ii. Second Supervisor: Project Focal COAST

E. **Professional Planning:** At least 3-4-month projection capacity and making plan according following COAST quarterly planning format and submit to 1st supervisor.

10.4 Job description:

A. Name of the position: Coordinator-Partnership & Advocacy

B. Position Objectives: CSO selection & Plan Maintenance of advocacy, Project documentation for properly Project implementation. An initiative for Community led initiative for climate justice & resilience project (CJRP).

C. Basic Responsibilities and Standard:

SN.	Responsibilities	Standard of Accepted Performance (SOAP)
01	Planning& Organizing	<p>a. S/ he will develop advocacy plan.</p> <p>b. S/ he will identify priority activities and assignments.</p> <p>c. S/he will monitor and adjusts plans and actions as necessary.</p>
02	CSO selection & Plan Maintenance	<p>a. S/he will prepare standard type of format for CSO selection, organizing program, meeting and the staff activities.</p> <p>b. S/he will select CSO according to standard CSO selection criteria of organization.</p> <p>c. S/he will contribute to complete the activities by maintaining the date line and some plan such as, monthly, quarterly, movement of partners.</p>

SN.	Responsibilities	Standard of Accepted Performance (SOAP)
03	Field Visit	a. He will invest at least 30-40% of total working hour through making necessary field visit.
04	Advocacy	a. S/he will play advocacy on CJRP issue by attending the workshops, seminar, and meetings to the related stakeholders. b. S/he will coordinate meeting and sharing the project goal and activities with the stakeholders. c. S/he will develop Advocacy materials and publications.
05	Supportive Supervision through Capacity building of CSO	a. S/He will contribute in capacity building of CSO & NGO will increase through Policy advocacy & partnership. b. S/he Increase Efficiency of local level policy advocacy & Policy dialogue.
06	Coordination and Supervision	a. S/he will development project meeting schedule conduct meeting regularly for effective coordination, follow up the program and decision making for further improvement. b. S/he will develop and ensure output reporting/monitoring system/mechanism that will support to visualization of performance of project staff and for off-site monitoring of the project. c. S/he will ensure necessary logistics following the plan and strategies. d. S/he will coordinate to organize the different campaign and seminar events in national level following the project activities.
07	Human Resource Development	a. S/he will assess the staff performance analyzing their output and identify the professional gaps. b. S/he will provide one to one training to the project staff on necessary output oriented knowledge and required skill. c. S/he will prepare a training plan for staff (if needed) and ensure training accordingly.
08	Knowledge Development	a. S/he will prepare at least two or three page policy brief writing skill on respective and assigned campaign issues. So that position of Coordinator-Partnership & Advocacy will need to continue study on respective issues, skill to disseminate knowledge through short discussion among the staff. b. S/he must have basic management knowledge that will support to develop human resource, team building and mentoring the staff.
09	Meetings & Workshop	a. S/he will organize the workshops and meetings for sharing climate change related problems of coastal people and identify probable solutions and activities from the GoB officials and related stakeholders. b. S/he will maintain advocacy with the stakeholders to complete the program by maintaining its criteria.
10	Monitoring	a. S/he will monitor the progress of discussed issue (climate change related problems) on seminar with GoB officials and related stakeholders.
11	Documentation of best practices	a. S/he will preserve activities document and identify best practices and document as case studies.
12	Report Prepare, analysis and submission	a. S/he will prepare field visit report with necessary recommendation just after field visit and submit to program head. b. S/he will prepare monthly activities report will have to prepare component wise with analysis and recommendations that will support to management for further decision making.
13	Other assignment	a. S/he will work on other assignments those are given from management in view of organizational interest.

D. Reporting Relationship:

- i. 1st Supervisor: Program Head, CJRF project
- ii. 2nd Supervisor: Project Focal, CJRF project

E. Professional Planning: At least 3-4-month projection capacity and making plan according following COAST 4-month planning format and submit to 1st supervisor.

10.5 Job description:

A. Name of the position: Technical Officer

B. Objectives of the position: The position is overall responsible to implement the project activities following organizational policy and standard that support to achieve the project goal and objective.

C. Basic Responsibilities and Standard:

SN.	Responsibilities	Standard of Accepted Performance (SOAP)
01	Operation	<ul style="list-style-type: none"> a. S/he will select households and beneficiaries for CAIGT dissemination. b. S/he will ensure dissemination of technology on Climate Adaptive c. S/he will ensure dissemination of technology and input supply on water and sanitation. d. S/he will select and admit adolescents for the operation of adolescent center. e. S/he will select maktab center and identify children for preprimary education.
02	IGA training & Human resource development	<ul style="list-style-type: none"> a. S/he will arrange the IGA training for the Community Extension Worker. b. S/he will provide training on selected technologies to the CEW and beneficiaries.
02	Assist to Identify CAIGT	<ul style="list-style-type: none"> a. S/he will assist to find out suitable Climate Adaptive Income Generating Technology (CAIGT) on working area. b. S/he will assist to revise the CAIGT package time to time.
03	Field Visit	<ul style="list-style-type: none"> a. He will invest at least 80-90% of total working hour through making necessary field visit.
05	Planning	<ul style="list-style-type: none"> a. S/he will prepare monthly action plan (MAP) and share it with respective supervisor. b. S/he will plan for the CAIGT dissemination and input supply on water and sanitation.
06	Participation in Visit	<ul style="list-style-type: none"> a. Participate in different visit including donor visit and provides information to donors about when needed;
07	Monitoring/Follow up	<ul style="list-style-type: none"> a. S/he will monitor the activities of adolescent center regularly. b. S/he will monitor the activities of maktab center regularly. c. S/he will monitor and follow up the supported technologies and proper implementation.
09	Reporting	<ul style="list-style-type: none"> a. S/he will prepare weekly, monthly, yearly (DC office clearance report) as regular basis with the support of respective project staff with maintaining quality standard and timely. b. S/he will analyze the report and take further strategies that strengthen the achievement of project output. c. S/he will ensure and maintain the deadline of reporting schedule and submit accordingly.
10	Other responsibilities	<ul style="list-style-type: none"> a. S/he will have to do official assignments when instructed by the supervisor or management.

D. Reporting Relationship:

- i. First Supervisor: Program C-CAIGT
- ii. Second Supervisor: Program Head

E. Professional Planning: At least 3-4-month projection capacity and making plan according following COAST quarterly planning format and submit to 1st supervisor.

10.6 Job description:

A. Name of the position : Asst.Manager-Accounts & Admin.

B. Objectives of the position: This position is basically responsible to maintain the overall financial management and its discipline support to management for smooth implementation of organizational financial procedures and documentation which will contribute to both organization and donor’s objectives.

C. Basic Responsibilities and Standard:

SL	Responsibilities	Standard of Accepted Performance (SOAP)
1	Voucher Check and verification	<ul style="list-style-type: none"> a. S/he will ensure 100% physical verification before giving any vendors payment and also staff payment. b. S/he will ensure follow up of quotation collection procedures and its justification. c. S/he will ensure cross checking and follow up of the justification of pricing of purchased materials.
2	Field Visit	<ul style="list-style-type: none"> a. S/he will invest at least 40% (weekly 03 days or monthly 10 days) of total working hour through making necessary field visit.
3	Books of accounts maintain	<ul style="list-style-type: none"> a. S/he will maintain cash book, ledger & related books of accounts when it is performed any transaction and will transect the accounts three days in a week. b. S/he will check all books of accounts.
4	Ensure necessary voucher preparation and check	<ul style="list-style-type: none"> a. S/he will ensure voucher preparation and cross checking according to organization or donor policy before making any payment. b. S/he will ensure all sort of signature (paid by, checked by and approved by sign). c. S/he will check the budgetary allocation and budget limit before payment of any voucher. d. S/he will ensure that the vouchers preparation, checking and approving procedures are maintained with error free standard.
5	Reporting	<ul style="list-style-type: none"> a. S/he will prepare/check different types of financial reports as per management direction & requirement. This report will be monthly, quarterly & when deemed to be necessary for management.
6	Budget control.	<ul style="list-style-type: none"> a. S/he will control budget as per guideline and approved budget. b. S/he will check monthly budget variance report and submitted to the Sr. Coordinator accounts and admin by every reporting month. c. S/he will analyze the financial report based on the target and objectives of the project which will commensurate future directions.
7	Keeping assets in good Quality.	<ul style="list-style-type: none"> a. S/he will maintain the assets of the project in good quality and will ensure the optimum maintenance and use of assets for the project. b. S/he will be the custodian of all the assets of the project. c. S/he will maintain and preserve all accounts related documents and circulars as per organizational and donor guidelines.
8	Internal & External Audit.	<ul style="list-style-type: none"> a. S/he will meet internal & external audit on any financial matter. b. S/he will be ready to show all the documents to any kinds of audit. c. S/he will keep updates all audit findings.

9	Store Maintenance	a. S/he will maintain the project store & ensure the required logistic of the staff including training materials.
10	Administrative Support	a. S/he will follow up and maintain office management procedures and tools. b. S/he will deal staff salary and benefits, appraisal procedures in time. c. S/he will provide administrative support to the PIU. d. Keep informs all the circulars from management to the staffs in time and will preserve properly.
11	Banking	a. S/he will maintain coordination with bank for project bank account.
12	Disaster Related activities	a. S/he will monitor the relief activities in the group or out of group of the community when necessary. b. S/he will also check the selection process for any disaster victims.
13	Other responsibilities	a. S/he will have to do official assignments when instructed by the supervisor or management.

D. Reporting relationship:

- i. **First Supervisor:** Sr. Coordinator Finance & Admin CJRF Project, COAST Trust.
- ii. **Second Supervisor:** Program Head CJRF Project.

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

11. Project Activities at a Glance by year:

**Detail implementation plan (Activity Gantt Chart, budget and responsibilities) unit wise
Activities Implementation Plan of COAST CJRF project-2020**

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
1	Update Policy Brief write up	-	-	04			2	2									PH, C-PA&C, C-P&A	
2	Agreement with partners (renew)	-	-	07			07										PH	
3	Meeting on improvisation of operational planning and experience sharing (Project and Operation partners) 3times in year	80750	62420	2			1						1				PH	
4	Meeting on improvisation of operational planning and experience sharing (Advocacy partners)	169961	73800	1			1										PH	
5	Establishment of Maktab centers	2734756	1554100	22			22										C-P&A	
6	Establishment of Adolescent centers	3887851	2120000	20					20								C-P&A	
7	Technology dissemination on Water and Sanitation	616991	285000	19					7	6	6						TO,CEW	

Implementation Plan Year-3:

SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
5	Establishment of Maktab centers	1567590	851600	12			12										PH	
6	Establishment of Adolescent centers	1976028	1012000	10			10										PH	
7	Technology dissemination on Water and Sanitation	302030	150000	10					3	3	4						TO,CEW	
8	CAIGT dissemination through Asset distribution	654940	325000	56					10	10	16	10	10				TO,CEW	
9	Campaign and awareness on Water Sanitation and CAIGT	155110	106200	100			10	10	15	10	15	10	10	10	10		TO,CEW	
10	Community meetings with fishermen will be held on 3 issues.	60375	60375	21				4	4	4	4	5					TO	
11	Monitoring of ppt. for measured salinity and sharing meeting among community people.	76700	68700	36				6	6	6				6	6	6	TO	
12	Radio package program for online radio (covering outreach people at cox's bazar)	824000	824000	82					10	10	10	12	10	10	10	10	C-P&A	
13	National level issue based event/	685387	600000	01					1								C-PA&C	

Implementation Plan Year-3:

SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
	seminar/caucus with parliamentarian on WDB																	
14	National level Seminar on small scale fishermen	200000	200000	1									1				PH	
15	Seminar on WDB (District level)	133799	55000	1				1 Co x's Baz ar									C-PA&C	
16	Seminar on Small scale fisherman (District level)	156887	55000	1								1 Bh ola					PH	
18	Seminar on IDP (District/ sub district level)	165667	55000	1				1 Bh ola									C-P&A	
19	Pre-CoP CSO meeting and Alliance building for positioning in UNFCCC	223067	100000	1										1			D-M&E, PH, C-PA&C, C- P&A	
20	Participation to CoP in abroad: Event and exhibition and press conference	1401457	900000												1		D-M&E	
21	Pre-CoP press conference and seminar and Post CoP press conference for positioning in UNFCCC.	155402	60000	1											1		D-M&E, PH, C-PA&C, C- P&A	

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
22	Annual Report Submit	0	0													1	PH	
23	Impact study on project activities	400000	400000													1	PH	
24	Publication and workshop on best practices	547308	547308											1			PH	
Total		9936458	6506403															

A. Dwip Unnayan Songshta (DUS):

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
1	Establishment of Maktab centers	600582	351250	5			05										DUS/PH	
2	Establishment of Adolescent centers	973131	554000	5			05										DUS/PH	
3	Technology dissemination on Water and Sanitation	175004	75000	5					1	2	2						TO,CEW	
4	CAIGT dissemination through Asset distribution	245460	135000	23					5	5	5	5	3				TO,CEW	
5	Campaign and awareness on Water Sanitation and CAIGT	83175	53100	50			6	6	6	6	6	5	5	5	5		TO,CEW	

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
6	Community meetings with fishermen will be held on 3 issues.	16875	16875	9				3	3	3							TO	
7	Seminar on coastal afforestation & mangrove (Sub district level)	76335	32000	1								1					DUS/PA&C	C-
8	Seminar on Small scale fisherman (Sub district level)	77837	32000	1							1						DUS/PH	
9	Seminar on IDP (Sub district level)	74990	32000							1							DUS/C-P&A	
Total		2323389	1281225															

B. Sandwip: Society for Development Initiatives (SDI):

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
1	Establishment of Maktab centers	566584	351250	5			5										C-P&A/SDI	
2	Establishment of Adolescent centers	938692	554000	5			5										C-P&A/SDI	
3	Technology dissemination on Water and Sanitation	139957	60000	4					1	1	1	1					TO,CEW	

Implementation Plan Year-3:

SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
4	CAIGT dissemination through Asset distribution	202782	114000	19					4	4	4	4	3				TO,CEW	
5	Campaign and awareness on Water Sanitation and CAIGT	61939	42600	40			5	5	5	5	4	4	4	4	4		TO,CEW	
6	Community meetings with fishermen will be held on 3 issues.	16875	16875	9				3	3	3							TO	
7	Issue based seminar on WDB (District/ sub district level)	77380	32000	1						1							C-PA&C/SDI	
8	Issue based seminar on Small scale fisherman (District/ sub district level)	76993	32000	1										1			PH/SDI	
9	Issue based seminar on IDP (District/ sub district level)	77000	32000	1											1		C-P&A/SDI	
Total		2158202	1234725															

12.2 Activities Implementation Plan of Advocacy Partners:

A. ICDA

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
1	Seminar on WDB (District level)	127000	55000	1								1					ICDA	
2	Seminar on Small scale fisherman (District level)	127000	55000	1					1								ICDA	
3	Issue based seminar on IDP (District level)	97000	55000	1						1							ICDA	
4	Regular monitoring (As a part of advocacy regular communication with gov't officials)	9000	9000	16				2	2	2	2	2	2	2	2		ICDA	
Total		360000	174000															

B. Advocacy partner: NRDS

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
1	Issue based seminar on WDB/ Forestation (District level)	127000	55000	1										1			NRDS	

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
2	Issue based seminar on Small scale fisherman (District level)	97000	55000	1				1									NRDS	
3	Issue based seminar on IDP (District level)	97000	55000	1					1								NRDS	
4	Regular monitoring (As a part of advocacy regular communication with gov't officials)	9000	9000	16				2	2	2	2	2	2	2	2		NRDS	
Total		330000	174000															

C. YPSHA

Implementation Plan Year-3:																		
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
1	Issue based seminar on WDB/Forestation (District level)	127000	55000	1											1		YPSHA	
2	Issue based seminar on Small scale fisherman (District level)	127000	55000	1					1								YPSHA	
3	Issue based seminar on IDP (District level)	127000	55000	1							1						YPSHA	
4	Regular monitoring (As a part of advocacy regular communication with gov't officials)	9000	9000	16				2	2	2	2	2	2	2	2		YPSHA	

Total	390000	174000																		
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D. UDAYAN Bangladesh

Implementation Plan Year-3:																				
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks		
1	Issue based seminar on WDB/Forestation (District level)	127000	55000	1						1							UDAYON			
2	Issue based seminar on Small scale fisherman (District level)	127000	55000	1											1		UDAYON			
3	Issue based seminar on IDP (District level)	127000	55000	1									1				UDAYON			
4	Regular monitoring (As a part of advocacy regular communication with gov't officials)	9000	9000	16				2	2	2	2	2	2	2	2		UDAYON			
Total		390000	174000																	

E. AOSED

Implementation Plan Year-3:																				
SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks		
1	Issue based seminar on WDB/Forestation (District level)	55000	55000	1							1						AOSED			

Implementation Plan Year-3:

SN	Activities	Total Budget	Budget for Y-3	Y-3 Events	Jan	Feb	Ma	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible	Remarks
2	Issue based seminar on Small scale fisherman (District level)	72000	55000	1				1									AOSED	
3	Issue based seminar on IDP (District level)	97000	55000	1										1			AOSED	
4	Regular monitoring (As a part of advocacy regular communication with gov't officials)	9000	9000	16				2	2	2	2	2	2	2	2		AOSED	
Total		233000	174000															

13. Statutory requirement and compliance indicator; one page (To be hanged on display board in front of PH)

1. Project title:	Community led initiatives for climate justice and resilience in the islands and coastal areas of the Bay of Bengal in Bangladesh. (Climate Justice Resilience Project)
2. Donor name and address:	New Venture Fund, 1201 Connecticut Ave NW Suite 300, Washington, DC 20036 T: (202) 595-1061, F: (202) 833-5540, E: info@newventurefund.org , W: www.newventurefund.org
3. Project duration:	January 01, 2018 to December 31, 2020
4. Total budget:	\$721,750.00
5. FD-7/ FD-6 reference and date;	03.07.2666.663.68.004.18-297 Date:08/03/2018
6. MoU reference and date:	NVF-CUI-COAST-GA01012018 Date:13/12/2017
7. Donor focal person and contact:	Krista Batey, E: krista.batey@arabellaadvisors.com , 1201 Connecticut Ave. NW, Suite 300, Washington, D.C. 20036
8. COAST focal person; and contact:	Syed Aminul Hoque, E: aminul@coastbd.net , House 13, Road 2, Shamoli, Dhaka zila
9. PC/PM and contact:	Md. Abul Hasan, E: hasan@coastbd.net , House 13, Road 2, Shamoli, Dhaka zila
10. Donor Finance Focal contact;	
11. Project Finance Officer and contact:	Razib Bhowmik, E: razib@coastbd.net , House 13, Road 2, Shamoli, Dhaka zila
12. Project Area:	Cox's Bazar (Kutubdia & Sadar), Chottogram (Swandip & Sadar), Noakhali (Hatiya & Sadar), Bhola (Monpura, Tozumuddin, Char fashion & Sadar), Barishal (Sadar), Khulina (Sadar) and Bagerhat (Sadar).

13. Types and number of target people:	Disaster and climate vulnerable poor and extreme poor and mostly landless people of coastal areas of Bangladesh. Total direct and indirect beneficiaries will be 544,000 and 1,250,000 respectively.			
14. Project Bank Account details:	COAST Community led initiatives for climate justice and resilience project, A/C No SND-105			
15. Statutory documents preserved:	FD 6/FD 7, Donor MoU, Project Proposal, Approved Budget, COAST Policies and reports			
16. FD 6/ FD 7 Compliance:	Reporting dates	Prepared by	Reviewed By	Submission by
	FD 4:			Yes
	DC office clearance report: June, 2019, June 2020	Technical Officer	Coordinator-M & E	Program Head
17. Periodic program report to donor:	Narrative: 31 January, 2019 & 31 January, 2020 Case study: 31 January, 2019 & 31 January, 2020	Coordinator-M & E Coordinator-M & E	Program Head Program Head	Executive Director Executive Director
18. Periodic finance report to donor:	Budget Variance: 31 January, 2019 & 31 January, 2020 R/P, Balance sheet: 31 January, 2019 & 31 January, 2020	Coordinator-Finance & Accounts Coordinator-Finance & Accounts	Program Head Program Head	Executive Director Executive Director
19. Monitoring and Evaluation report for COAST:	Monitoring: Monthly/Quarterly Evaluation:	Coordinator-M & E	Program Head	Program Head
20. Midterm review:	31 March 2019, 30 September 2019 & 30 June 2020	External individual/Institution	External individual/Institution	External individual/Institution
21. Final review and documentation of institutional learning:	31 January 2021	Coordinator-M & E	Program Head	Executive Director
22. Fund requisition to donor:	1 st installment: 2 nd installment:			
23. Final reports to donor: Program and finance	31 January 2021	Coordinator-M & E & Coordinator-Finance & Accounts	Program Head	Executive Director
24. Key conditionality as per donor MoU (Major points additional to COAST policies; finance and HR): (Use separate sheet for details)	<ul style="list-style-type: none"> ▪ Record Keeping: <ol style="list-style-type: none"> a. Organizations shall maintain complete and accurate separate accounting for grant. b. Retain this record at least four years after receipt and acceptance of the final report. ▪ International Representations and Warranties: Grant funds will be used in compliance with all applicable anti-terrorist financing and asset control laws. 			

	<ul style="list-style-type: none"> ▪ Monitoring and Evaluation: NVF may, at its expense and on responsible notice to organization, monitor and evaluate operations under this grants. Such monitoring and evaluation may include on-site visits and /ordiscussion with organization’s personnel. ▪ Budget Revisions: <ul style="list-style-type: none"> a. For Grants of less than three hundred thousand dollars budget should be revision for the variance of 25% or more of any line item. b. For Grant three hundred thousand dollars or more budget should be revision for the variance of 10% or more of any line item. ▪ Human Subject Research: If the grant is to be used in whole or part for research involving human subject hereby certified that conducted research in compliance with the ethical standard. ▪ Notice: All notices and other communications under this agreement shall be in writing and shall be deemed duly given. ▪ Additional Requirements: <ul style="list-style-type: none"> a. Not be use NVF’s name in any report or other document prepared for distribution outside of the organization. b. Notify NVF immediately of any changes in the president, executive director or other key person identified in the grant proposal.
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14. Donor Agreement addendum:

Note: This Agreement is attached to the annex-1

15. Project Budget:

Note: This budget is attached to the annex-2

Prepared by: PH

Reviewed by: Focal Person

Approved by: Director