



**COAST** Coastal Association for  
Social Transformation Trust

## **Title of the project**

**Youth of Ukhiya towards Headways” (YOUTH)**

**Funded by:  
The Norwegian Refugee Council**

**Implementing by: COAST Trust**

## **PLAN OF**

## **OPERATION**

**Project Duration: 1<sup>st</sup> June, 2018 to 30<sup>rd</sup> December 2018**

**Content:**

- 1. Project Brief**
- 2. Project Management Structure**
- 3. Staff TOR**
- 4. Budget**
- 5. MOU**
- 6. Staff wise Budget**
- 7. Action Plan**
- 8. Statutory Conditions**

**Project Implementation Agreement between**

**The Norwegian Refugee Council**

**and**

**The Coastal Association for Social Transformation (COAST) Trust**

**Regarding implementation of project funded by  
NMFA – Norwegian Ministry of Foreign Affairs**

This Project Implementation Agreement, hereafter referred to as the Agreement, and its annexes, constitute the full Agreement between:

**The Norwegian Refugee Council, a non-governmental organisation with its head office in Oslo, Norway acting through its country office in Bangladesh**

Hereafter designated as “NRC”

and:

**The Coastal Association for Social Transformation (COAST) , a non-governmental organisation with its head office in Dhaka, Metro Melody, Road# 2, Shyamoli, and registered with the NGO Affairs Bureau of Bangladesh, Registration No-1242**

Hereafter designated as “the Partner”

Together the NRC and the Partner are designated as the Parties.

Concerning the Implementation of the Project:

***Youth of Ukhiya Towards Headways” (YOUTH) - Empowering Youth of the host communities of Ukhiya through life skills training and IGA involvement***

Hereafter referred to as “the PROJECT”

Location: **Cox's Bazar District, Bangladesh**

The project is funded by: Norwegian Ministry of Foreign Affairs

Total eligible costs of the Project between NRC and COAST: 62,250.00 USD

NRC project code: BDFM1801

## **THE PARTIES HAVE AGREED**

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The Parties agree to carry out their respective responsibilities in accordance with the provisions of this agreement and the following Annexes that form an integral part of this Agreement:

- Annex 1 - Description of the Project with logframe
- Annex 2 - Total sub-granted Budget
- Annex 3 - General Conditions of the Agreement
- Annex 4 - Logistics, Administration and Financial Procedures of NRC
- Annex 5 - Interim Narrative Report Format
- Annex 6 - Final Narrative Report Format
- Annex 7 - Financial Report and Cash Request Format
- Annex 8 - Staffing table
- Annex 9 - NRC Code of Conduct, for reference

### **1. ARTICLE 1 PURPOSE**

- 1.1. The Parties agree to implement the Project with the requisite care, efficiency, transparency and due diligence, and in compliance with relevant NRC and NMFA rules and regulations.
- 1.2. The Parties agree to use their best endeavours to ensure that any funds or goods provided under the Agreement exclusively are used for the purpose intended under the Agreement and not for any improper or unlawful activity.
- 1.3. This Agreement serves as the framework for cooperation between NRC and COAST in respect of the Project. Together with its integral annexes, it contains the control mechanisms the Parties must adhere to for the implementation of the Project.

### **2. ARTICLE 2 ENTRY INTO FORCE OF THE AGREEMENT AND IMPLEMENTATION PERIOD**

- 2.1. The Agreement shall enter into force, only after approval of COAST Trust's relevant FD6 proposal by the NGO Affairs Bureau, and upon signing this Agreement by the duly authorised representatives of both Parties.
- 2.2. The implementation period of the Project shall run for a maximum of 9 months from the 1<sup>st</sup> April 2018 to 31 December 2018 end of the action.
- 2.3. Subject to the conditions laid down in the General Conditions, expenditure is eligible from 1<sup>st</sup> April 2018.

### **3. ARTICLE 3 ROLES AND RESPONSABILITIES**

- 3.1. COAST, with its mission to facilitate the sustainable and equitable improvement of peoples' lives in the coastal areas of Bangladesh, has an historical and large presence in the region and ongoing activities in the Rohingya response, while NRC has a standing and global capacity and expertise to respond to emergency needs.
- 3.2. Based on NRC's experience in working in emergency and COAST presence and expertise in working in the Coastal region, both have mutual concern about the humanitarian situation in Cox's Bazar. The two agencies are interested in developing collaborative programming as both recognize the synergies in working together in Cox's Bazar addressing and responding to the needs of the Rohingya and the host community.
- 3.3. NRC international staff will add important technical and management expertise and guidance in project implementation, as well as carry out capacity building of COAST core staff members, including, if necessary, the development of mechanisms for Prevention of Sexual Exploitation and Abuse (PSEA), as relevant to the project.

### **4. FINANCING THE PROJECT**

- 4.1. The total eligible costs of the Project are estimated at 62,250 USD as set out in the Budget for the Project in Annex 2.
- 4.2. Each request for budget revisions must be presented to NRC in writing and is only approved after written confirmation from NRC. Notwithstanding, the Partner may revise the Budget of the Project without NRC's express written authorization if all of the following criteria are met:
  - 4.2.1. The amendment does not affect the basic purpose of the Project as set out in **Annex 1**.
  - 4.2.2. Where there is a transfer of funds between budget lines in the same heading, the amendment does not exceed 10% of the value of the original budget lines.
  - 4.2.3. **The budget amendment does not affect the originally agreed ratio between the direct programme costs and the indirect support costs.**
- 4.3. Before implementing any amendment not requiring NRC's express authorization, the Partner must inform NRC in writing of the amendment.
- 4.4. The final amount of NRC contribution shall be determined in accordance with Annex 3 General Conditions article 16.

## 5. SUBMISSION OF REPORTS

- 5.1. The Partner shall submit interim reports in accordance with Annex 3 General Conditions and using the formats annexed to this Agreement on the Project's implementation according to the following schedule:
- 5.1.1. The narrative interim reports shall be submitted every two months after the beginning of the project. The reports will be sent to NRC by the 10<sup>th</sup> of the following month.
  - 5.1.2. Monthly Financial reports should be submitted by the 10<sup>th</sup> of the following month.
  - 5.1.3. The Partner shall submit the final narrative and financial reports within 45 days of project closure. Staffing table, asset list, and stock balance (if applicable) shall be attached to the final report.
- 5.2. If any clarification or additional information is required, NRC shall inform COAST Trust within 5 days after the receipt of the reports, and the Partner has 5 days to respond. In case of late or unsatisfactory response, NRC may consider the costs ineligible.

## 6. MONITORING OF THE PROJECT

NRC reserves the right to monitor and evaluate activities implemented by the partner through field visits and the review of financial records and accounts or to audit the use of funds against budget proposal.

## 7. PAYMENT ARRANGEMENTS

- 7.1. NRC shall make pre-financing payments to the Partner as follows:
- 7.1.1. A first instalment of 31,125 USD representing 50% of the Project eligible costs, upon entering into force of the agreement
  - 7.1.2. A second instalment of 24,900 USD representing 40% of the Project eligible costs, after justified expenditures to date reach 40% of total project eligible costs.
- 7.2. Upon acceptance of the final reports and verification of expenditures, NRC will disburse the remaining 10% of the total project eligible costs one month after receiving the final reports.

## 8. BANK ACCOUNT

- 8.1. Payments shall be made to the Partner's bank account denominated in Bangladeshi Taka as indicated below:

Name of bank: Bangladesh Krishi Bank

Address of bank: House # 04, Road # 02, Shyamoli, Dhaka-1207

Precise denomination of the account holder: COAST Trust

Full account number (including bank codes): 4104-0320000376

IBAN account code (or BIC country code if the IBAN code does not apply): BKBABDDH

## 9. SETTLEMENT OF DISPUTES

Should any dispute arise as to the implementation, operation or any other aspect of this Project Agreement, the Parties should endeavour to reach an amicable solution in accordance with Annex 3 General Conditions article 20.

## 10. LIABILITY

- 10.1. In accordance with Annex 3 General Conditions article 3 NRC cannot under any circumstances or for any reason whatsoever be held liable for damages caused by staff or property of the Partner while the Project is being carried out.
- 10.2. The Partner shall have sole responsibility for complying with any legal obligations incumbent on it.

## 11. TERMINATION

- 11.1. Each of the Parties may terminate the contract in accordance with Annex 3 General Conditions article 18. In case of termination, both Parties shall exert its best effort to bring the Project to an end in a rapid, orderly and economical manner as to the use of the funds provided.

## 12. CONTACT ADDRESS

12.1. Any communication relating to this Agreement shall be in writing, shall state the number of the Agreement and the title of the Project and shall be sent to the following address:

- To NRC:  
Norwegian Refugee Council  
Prinsensgate 2  
0152 Oslo  
Norway

Mr Adam Combs, Regional Director Asia Europe

[Adam.combs@nrc.no](mailto:Adam.combs@nrc.no)

Person following the Project Implementation Agreement:

Mrs Stiofainin Nic Iomhaird, Interim Country Director

[stiofainin.nic.iomhaird@nrc.no](mailto:stiofainin.nic.iomhaird@nrc.no)

- To the Partner: Coastal Association for Social Transformation (COAST) Trust  
Mr Rezaul Karim Chowdhury, Executive Director  
Metro Melody, House # 13 (1<sup>st</sup> floor), Road # 02, Shyamoli, Dhaka-1207  
[info@coastbd.net](mailto:info@coastbd.net), [reza.coast@gmail.com](mailto:reza.coast@gmail.com)  
Person following the Agreement:  
Shawkat Ali Tutul, Assistant Director-SA & DRR  
[tutul.coast@gmail.com](mailto:tutul.coast@gmail.com)

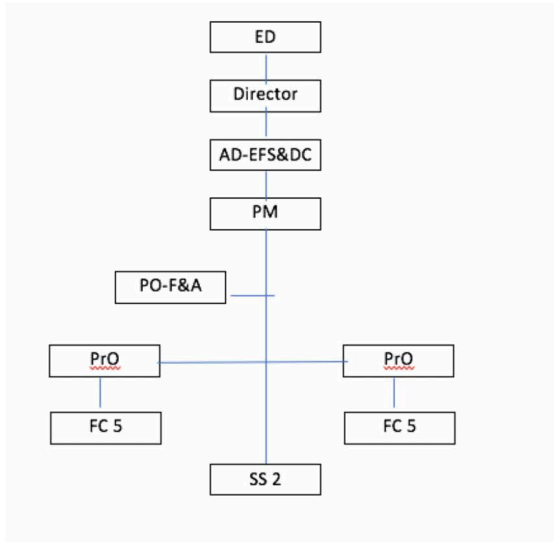
### SIGNATURES

This Agreement shall be finalized with two original documents, one for NRC and one for the Partner. The Partner representative validates that he/she has the authority to sign on behalf of the Partner and confirms with his/her signature that the Partner organisation has received all the integral annexes and understood the obligations therein.

For the Partner	For NRC
Signature	Signature
Rezaul Karim Chowdhury COAST Trust Executive Director	Adam Combs NRC Regional Director Asia Europe
Date	Date
Place	Place
Stamp	Stamp



### Project Organiogram



**(Note: ED: Executive Director, AD-EFS&DC: Assistant Director- Education Food security & Development Communication; PM: Program Manager, PO: Program Officer, F&A: Finance and Administration, PrO; Program Organizer; CF: Center Facilitator, SS: Support Staff)**

The role of PM will be overall management and supervision of the project, while the two Program Organizers will provide technical and other support to the CF and they will ensure the quality of the youth centers.

COAST Off-site monitoring format

Quarterly Project Monitoring Performance format- July to September 2018

Project name: **YOUTH Project, NCR funded**

Sl.	Activity/ Indicator	target			Implementing areas	Responsible person	Remarks
		July	Aug.	Sept.			
1	Project Plan of Operation Prepare	1			PIU	Ripon Ali Sarkar	
2	Baseline survey complete	1			PIU	Ripon Ali Sarkar	
3	Beneficiaries/adolescents enroll	200			PIU	Ripon Ali Sarkar	
4	Center establish	10			PIU	Ripon Ali Sarkar	
5	Basic training complete	1			PIU	Ripon Ali Sarkar	
6	Foundation training complete	1			PIU	Ripon Ali Sarkar	
7	Number of life skill session complete	240	480	480	Field	Center Facilitators	
8	International Youth day observation		10		PIU	Center Facilitators	10 centers will observe the day
9	Study on Market Situation (Study on IGA selection)		1		PIU	Center Facilitators	This will complete help from NRC
10	Center Support form		10		Field level	Center Facilitators	
<b>Procurement</b>							
11	Youth Centre including Materials (White Board, Sign board, Floor Mat, Trunk, lock,	2			PIU	Sohel Chowdhury	
12	Laptop HP	2			PIU	Sohel Chowdhury	
13	Motor cycle	1			PIU	Sohel Chowdhury	
14	Printer Canon	1			PIU	Sohel Chowdhury	
15	Table	5			PIU	Sohel Chowdhury	
16	Chair	5			PIU	Sohel Chowdhury	
17	Steel Almira (File Cabinet)	1			PIU	Sohel Chowdhury	
18	Scanner canon	1			PIU	Sohel Chowdhury	

Prepared by:  
Md. Shahinur Islam

Date: 1/7/2018

**Statutory requirement and compliance indicator; one page (To be hanged on display board in front of PC/PM)**

1. Project title:	YOUTH OF UKHIYA TOWARDS Headways (YOUTH)			
2. Donor name and address:	Norwegian Refugee Council, Prinsensgate 20152 Oslo Norway			
3. Project duration:	9 month			
4. Total budget:	51,04,500/-			
FD-6 reference and date;	17/05/2018			
5. MoU reference and date:				
6. Donor focal person and contact:	Mrs Stiofainin Nic Iomhaird, Interim Country Director <a href="mailto:stiofainin.nic.iomhaird@nrc.no">stiofainin.nic.iomhaird@nrc.no</a> , Mobile +881872777732			
7. COAST focal person; and contact:	Mujibul Haque Munir(AD- Education and food security), Mobile +8801713367438			
8. PC/PM and contact:	Md. Ripon Ali Sarkar, Phone:+8801710055195			
9. Donor Finance Focal contact;				
10. Project Finance Officer and contact:				
11. Project Area:	Ukhiya, Cox's bazar.			
12. Types and number of target people:	14-24 years school fall Youth, Total 200			
13. Project Bank Account details:	SND28			
14. Statutory documents preserved:	FD 6, Donor MoU, Project Proposal, Approved Budget, COAST Policies and reports			Yes
15. FD 6 Compliance:	<b>Reporting dates</b>	<b>Prepared by</b>	<b>Reviewed By</b>	<b>Submission by</b>
	FD 4:	Md. Ripon Ali Sarkar	Md. Shahin	Mujibul Haque Munir
	DC/UNO office clearance report:	Md. Ripon Ali Sarkar	Md. Shahin	„
16. Periodic program report to donor:	Narrative: every after two month	Md. Ripon Ali Sarkar	Md. Shahin	„
	Case study: every after two month	Md. Ripon Ali Sarkar	Md. Shahin	„
17. Periodic finance report to donor:	Budget variance: 30 <sup>th</sup> day of every month	Md. Shohel Chowdhury	Ali Abbass	„
	R/P, Balance sheet, bank statement:	„	„	„
18. Monitoring and Evaluation report for COAST:	Monitoring: end of month	Md. Ripon Ali Sarkar	Md. Shahin	„
	Evaluation: end of month	Md. Ripon Ali Sarkar	Md. Shahin	„
19. Midterm review:	30/08/18	„	„	„
20. Final review and documentation of institutional learning:	25/01/2019	„	„	„
21. Fund requisition to donor:	1 <sup>st</sup> installment: 31,125 USD (50%)			
	2 <sup>nd</sup> installment: 24,900 USD ( 40%)			
22. Final reports to donor: Program and finance	30 <sup>th</sup> day of every month	Md. Shohel Chowdhury	Ali Abbass	„
23. 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"> <li>➤ A first instalment of 31,125 USD representing 50% of the Project eligible costs, upon entering into force of the agreement</li> <li>➤ A second instalment of 24,900 USD representing 40% of the Project eligible costs, after justified expenditures to date reach 40% of total project eligible costs</li> <li>➤ Upon acceptance of the final reports and verification of expenditures, NRC will disburse the remaining 10%</li> </ul>			

of the total project eligible costs one month after receiving the final reports.

- The narrative interim reports shall be submitted every two months after the beginning of the project. The reports will be sent to NRC by the 10th of the following month. Monthly Financial reports should be submitted by the 10th of the following month

**Prepared by: PC/PM**

**Reviewed by: Focal Person**

**Approved by: Director**