

Strengthen the Protective Environment for Children and Adolescents in Rohingya and Host Community in Cox's Bazar District

Project duration: 28th April 2022 to 27th April 2023

Plan of Operation 2022-2023

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Project Manager

SPE4CA - Project

Project Implementing Unit, UROC Ukhiya, Coxsbazar.

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1. Project Brief

1.1 Name of Partner:

UNICEF

1.2 Duration of the project:

Project duration: 28th April 2022 to 27th April 2023

1.3 Budget

- a. Total budget : BDT 10,78,48,595
- b. i) UNICEF Budget : BDT 10,03,99,476
- c. ii) COAST contribution : BDT 74,49,119

Items	BDT	USD	Percentage %
CSO contribution	74,49,119	86,939	7%
UNICEF	10,03,99,476	1171768	93%
Cash	9,90,76,676	1156330	92%
Supplies	13,22,800	15438	1%
Total	10,78,48,595	1258707	100%

Items	BDT	USD	%
Programme Cost	9,05,58,130	10,56,909	84%
EiE Cost	1,72,90,465	2,01,798	16%
Total	10,78,48,595	12,58,707	100%

2. Project Rationale:

As of 31st December 2021, there are 918,841 Rohingya refugees living in Cox's Bazar District of whom 52% are children with child protection and gender based violence remaining as a major concern among the refugees. A 2021 report compiled by UNICEF and CPSS found that 64% of respondents expressed concerns around child labour, 59% expressed concerns around neglect of children, 57% said child marriage is an issue, and 33% said child trafficking.

3. Project Implementation Strategy

Most of the child protection concerns are driven by negative social norms and harmful practices whereas Gender Based Violence – especially intimate partner violence – remain prevalent. Moreover, many girls are denied access to education opportunities, and child marriage is common.

COAST Foundation has established a strong presence in the camps and affected host communities since onset of the influx in 2017. COAST Foundation has strengthened capacity of CBCPC and Peers leaders which in turn has reduced child protection risks in communities. They also encourage the idea and use of social change agents to promote peace building messages for improving social cohesion and enhance sustainability.

The project's primary targeted populations are adolescent girls and boys from different camps, and host community areas. The project will ensure the equal participation of adolescents, with emphasis on girls, and adolescents with disabilities, adolescents who are most vulnerable and at risk in the community. The Adolescent groups will work as catalyst to provide comprehensive services for early identification of the protection risk and to respond accordingly.

The project will identify and select children with disabilities at least 1 % from total target population to ensure integrated services including child protection and education through direct interventions such as basic literacy & numeracy, psychosocial support, life skills, skills training and case management services. COAST will also facilitate the process for creating an enabling environment for their acceptance among other children and their community through awareness and if needed will include ramp stairs in center to ensure their easy access and participation to center and in all other programme. COAST will ensure referral and linkage services for Children with disabilities to get necessary assistive devices from the project and other actors.

Secondary focus populations are the parents, families, and community, CBCPC leaders, block leaders etc. in the respective areas. This population will be active participants in creating a child centred protective environment for adolescents.

The project will ensure gender-inclusive and equitable structures. A male to female ratio of 50:50 will be targeted for all staffing. Adolescents, especially girls will be supported to access and participate in adolescent group activities. To ensure gender sensitivity of referral services, trained female outreach workers will work in the adolescent groups. Similar emphasis will also be ensured in the community-based child protection committees (CBCPCs) with female representation as chairs and members.

Female staff and volunteers will lead sessions for girls and Male staff and volunteers for boys' groups. At the same time, to increase adolescent girls' participation in life skills-based education sessions, 50 per cent of groups will be formed of female adolescents. The project will have awareness raising and regular meetings with parents and

community members on adolescent empowerment issues to ensure participation of girls and boys in empowerment initiatives. Both girls and boys will have equal opportunity to involve in leadership and other capacity development interventions so it is expected there will exist harmonized relation among them. The new proposed project will increase outreach interventions to reach more men, boys and gatekeepers through community dialogues and awareness activities to reduce gender disparity at family and community.

Achieving goal of the programme, COAST will develop phase out plan. MPCs and adolescent clubs will be handover to communities, before that Civil Society Organizations (CSOs) will be trained on their responsibility. Community ownership will facilitate towards sustainability. CBCPC and PCC members will mobilize their own community to take over the MPC management, for example facilities' rent will not be provided after two years programme. CSO members will bear either partial or full cost. Besides, project will create link with local government and department of women and children affairs, Youth Development Center to take responsibility of graduate adolescents. Some meeting will be organized to get patronization from government institutions like advance training, loan support etc. Like this way, sustainability will be ensured, and local community support the development initiative to take over this work.

COAST Trust will ensure cash or in-kind contribution of 7 % of the total project budget. These contributions include; salary and benefit sharing of COAST senior management staffs who are directly contributing to implement the project, sharing of cost of warehouse, training venues, training food, and resource persons/ trainers amongst others. Part of COAST management supports will be the internal audit section, human resource section, monitoring and evaluation section, finance section and so on for ensure quality and error free financial and program report, staff capacity building, ensure financial integrity and ethical expenditure and progress of achieving expected project result.

A major contribution will be made from COAST Micro Finance (MF) programme. Graduate adolescents and youth will have access to financial services as per MF policy to start up their business. COAST have MF programme in the same working areas in host community. If adolescents and youth are not eligible to get loan due to MF policy, their parents will be able to get it easily. These facilities will be only applicable for the host community adolescents and youth.

In order to achieve the project objectives, COAST Trust will continue its liaison and coordination with actors e.g. Child Protection Sub Sector (CPSS), case management working groups and Youth Working group for better coordination. Besides, COAST will have coordination with concerned government departments, directorates and local government bodies e.g. Camp in Charge (CiC). UNICEF will support to build capacity and rollout vertical gardening project. At the community level, COAST will continue to enhance its network with like-minded civil society organizations and ensure participation from the community. The project will involve parents, community members, community leaders, civil society organizations, youth and adolescents. UNICEF will ensure all funding support and capacity building of key staff of programme.

COAST will ensure that participants are maintaining physical distancing and wear masks during sessions, training, events, etc. A smaller number of adolescents and youth will be enrolled to ensure physical distance between learners and trainers in all sessions. COAST will reschedule the sessions in all components. Besides, the shifts will be increased, and the duration of classes will be reduced while accommodating the same number of adolescents (both boys and girls). Girls' and boys' shifts will be maintained in MPCs, Adolescent Clubs and Social hubs. All activities and events will have equal (50%) participation from both sex. In addition, the project will collect the information of children with disabilities and include them in project interventions with services. The project will also refer them to get more services from appropriate actors working in similar areas with the person with disabilities. To prevent and control measures, including regular cleaning and sanitizing; availability of hand washing facilities and soap; wearing of cloth and reusable masks; and physical distancing will be strictly followed. Outdoor activities will be promoted as much as possible.

The project will ensure the delivery of services through MPCs comprising case management and referrals, MHPSS and Life Skills-based learning. The aim of the 20 Multipurpose centres (MPCs) is to offer a one-stop service hub to the most marginalised children in the community. The service provision component includes outreach interventions including home-based outreach to avoid any service gaps where COVID19 restriction apply which will be provided by community based mechanisms, case workers and other trained professionals. Case workers will link and facilitate children to

specialised services as required, and coordinate with the Department of Social Services, police officials, and the legal aid facilities at camps levels.

To compliment this, the project will strengthen community-based mechanisms, in particular establishing and improving the functionality of Community Based Child Protection Committees (CBCPCs) as an integral layer in the overall protective environment. This brings a longer-term planning horizon to the project and helps to bridge the humanitarian-development nexus. COAST will help CBCPCs to prioritize child protection issues in the host and Rohingya refugee community and local administration including Union Parishad, camp administration in Cox's Bazar, referring children to social workers and other services. The CBCPCs will also support the dissemination of COVID-19 messages, including dispelling harmful rumours. Additionally, Coast Foundation will continue to strengthen the capacity of peer leaders to reduce Child protection risks in the community including the use of Social change agents to promote peace building messages for improving social cohesion.

Moreover, Adolescent Development and Participation (ADAP) will be increased through providing children, adolescents and caregivers with Life Skills, Numeracy and Literacy support, community engagement initiatives, and pre-vocational education; as well as Adolescent Clubs to ensure continuous learning and information exchange for older children. Social cohesion, peace building, conflict resolution and human sensitive communities system will be strengthened through Social Hub programme.

4. Expected result

4.1-Programme Output 1: 11,420 children and adolescents are supported with structured and sustained psychosocial support to help them to cope with stressful situations in humanitarian settings.

4.2-Programme Output 2: 600 most vulnerable adolescent boys and girls benefited through case management and referral services.

4.3-Programme Output 3: 8160 children and adolescents have increased knowledge and understanding of violence against children and women, and are empowered to prevent violence and other harmful practices.

4.4-Programme Output 4: 5120 adolescent boys and girls (10-18 years) have applicable life skills and occupational skills which contribute to their economic engagement and daily living.

4.5-Programme Output 5: Social Mobilization for participatory and effective child protection 1160 Adolescents and youth (15-24) have access to the issues on peace building, conflict resolution, tolerance and 360 adolescents have access to U-reporting portal to share about their social and civic life.

4.6-Programme Output 6: Community Engagement 13838 parents and community members benefited from community engagement initiatives.

4.7-Programme Output 7: Staff Capacity Building Project staffs are capacitated and ensure the compliance.

4.8-Programme Output 8: The project has contingency plan in place to respond disaster and ensure the child protection needs with lifesaving support, including repair and construction of facilities.

4.9-Programme Output 9: Effective and efficient programme management.

4.10 Population Target:

Target	Camps	Host	Total
Children (05-09 years) 1% with disability of girls and boys	G: 1340 B: 1340 2680	-	G: 1340 B: 1340 2680
Adolescents (10-14 years) 1 % PWD girls and boys	G: 1500 B: 1300 2800	G:120 B-120 240	G:1620 B-1420 3040
Adolescents (15-18 years) 1-3% with disability of girls and boys	G:2015 B:2335 4350	G:385 B:385 770	G: 2400 B:2720 5120
Youth (19-24 years)) 50% girls and boys	G:40 B:40 80	G:250 B:250 500	G:290 B:290 580
Parents and caregivers (indirect)	9910	1510	11420
Community Based Child Protection Committee (CBCPC) and community members	1320	1098	2418
Parents and caregiver members	9910	1510	11420
Total	21140	4118	25258

5. Project Location:

Seventeen multipurpose centres are at Rohingya camp area. Three multi-purpose centres are at three unions- Rotnapalong, Jalapalong and Teknaf upazila. Thirty five adolescent clubs are at camps and thirty seven adolescents club at three unions in Ukhiya and Teknaf Upazilla.

Camps: Total 8 camps: Camps are 4 extension, camp -8 E, Camp-11, Camp-12, camp -14, camp- 19 and camp- 20 extension in Ukhiya and camp 22 in Teknaf Upazila.

Host community: Three unions, Jalipalong and Ratnapalong unions of Ukhiya upazila and Teknaf Sadar Union of Teknaf Sadar Upazila in Cox's Bazar District.

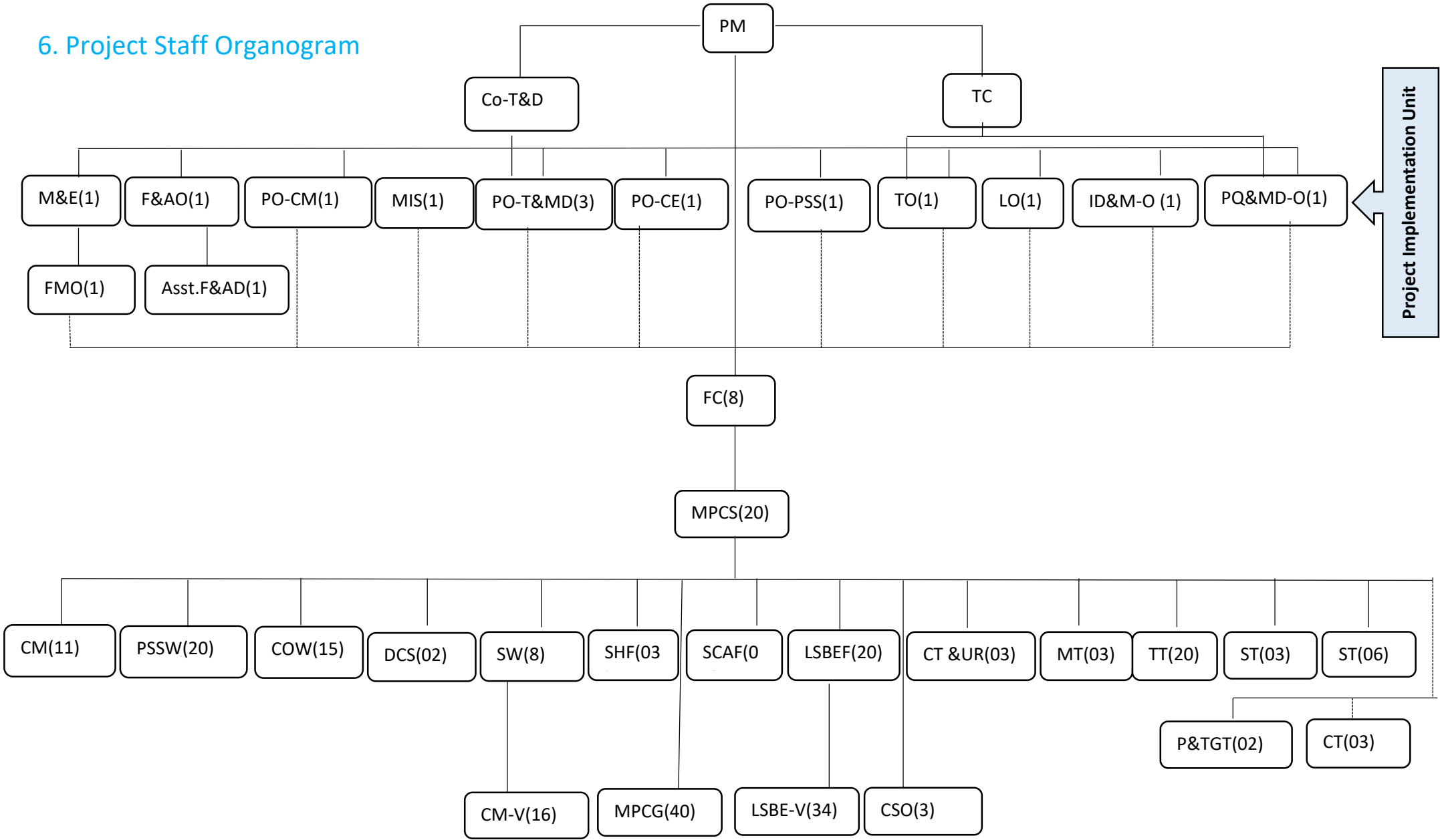
Project Contact:

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6. Project Staff Organogram



Note: **PIU:** Project Implementation Unit, **PM:** Project Manager, **Co- T&MD:** Coordinator Training & Development, **TC:** Technical Coordinator, **M&E:** Monitoring & Evaluation, **FMO:** Field monitoring officer, **F&A:** Finance and Administration Officer, **PO-T&MD:** Program Officer- Training and Material Development, **MIS:** Management Information System, **PSS:** Psycho Social Support, **CM:** Case Management, **TO:** Technical Officer, **PQ&MDO:** Production Quality & Market Development Officer, **IDM:** Infrastructure Development and Maintenance Officer, **Lo:** Logistic Officer, **AFA:** Assistant Finance and Admin Officer, **FC:** Field Coordinator, **COW:** Community Outreach Worker, **CM:** Community Mobilizer, **SW:** Social Worker, **LSBEF :** Life skill based education facilitator, **MPCS:** Multipurpose Center Supervisor, **SH:** Social Hub DCS: Display center supervisor **SCAF:** Social Change Agent Facilitator, **DCS:** Display Center Supervisor, **CT&UR:** Computer Trainer and U- Reporter, **MT:** Master Trainer, **TT:** Tailoring Trainer, **ST:** Solar Trainer, **ST:** Soap Trainer, **P&TGT:** Photography and Tourist Guide Trainer, **CT:** Computer Trainer, **CSO:** Common Service Organizer, **MPCG:** Multipurpose Center Guard, **V:** Volunteer.

Reporting Relationship

Management/Staffing

There will be a Project Implementation Unit (PIU) at district/Upazila level consisting one Project Manager, One coordinator: training and development, one technical coordinator, one Monitoring and Evaluation Officer, One field monitoring officer, one Finance and Admin officer and a assistant Finance and admin officer, three Program Officer for training and material development, one Management Information Officer- (CP-MIS Officer), one community engagement officer, one case management officer, One psycho social support officer, One technical officer, One development and market linkage officer, one maintenance& infrastructure officer, one Logistic officer for PIU Office. In the field, there will be six Field Coordinators for eight Makeshift settlements. Under each Field Coordinator there will be One MPCS as well as minimum one Outreach Worker, one Campaigner, one social worker, one LSB facilitator, one PSS worker and three volunteers. For office service there will be three support staff.

Check and Balance management approaches are followed by establishing reportable relationship with to PM, all POs POs have functional relation with 6 FCs along with MPCS, and front line Outreach Worker, LSB facilitator and Campaigner will be reportable to respective FCs.

7. Terms of Reference (ToR) of Programme Staff

7.1 Position Title- Project Manager

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Project Manager

D. Position Objectives:

The project Manager is responsible for all kind of operation of Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District, Project funded by UNICEF. Also he is the authority overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. He will carry out the overall responsibilities of the implementation process of the program i.e. management of program activities and staff, monitoring and supervision, preparing different types of reports.

E. Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Program Implementation	<ul style="list-style-type: none">• S/he will prepare the action plan for the effective implementation of the program activities.• S/he will ensure the desired quality in all the program activities and will be responsible for implementation of all the program components of the project.• S/he will monitor program activities; s/he will set guideline for the fellow staff.• S/he will organize and motivating the project team• S/he will control time management.
2	Reporting and Documentation	<ul style="list-style-type: none">• S/he will prepare program reports both for the donor(s) and the organization.• S/he will prepare and preserve program related documentations.• S/he will prepare different types of format to collect data and monitor the program and the staff activities.• S/he will prepare a monthly progress report mentioning the target and achievement of the program; s/he will send the report to the Executive Director and Director.
3	Management and Monitoring	<ul style="list-style-type: none">• S/he will ensure data collection, analysis and reporting.• S/he will manage the staff of the program according to the organizational policy and donor's compliance.• S/he will give assignments to the program staff and will monitor staff activities.• S/hw will conduct monthly basis meeting with all the staff of the project where the program target and achievement and necessary technical support will be discussed.

SL	Task	Standard of Accepted Performance (SOAP)
		<ul style="list-style-type: none"> S/he will revisit the project logical frame work and on the basis of the logical frame work s/he will take necessary steps for achieving the activities, results/outputs/objectives/goals.
4	Financial Management	<ul style="list-style-type: none"> S/he will approve the bills of the staff under his control. S/he will be able to approve different cost related to operation.
5	Routine Work	<ul style="list-style-type: none"> S/he will ensure that routine functions of the section are done properly and timely by the staffs of the section as per ToR. S/he will assess staff for quality assurance align with the COAST
6	Field Visit	<ul style="list-style-type: none"> S/he will checking at least two Settlement in a week S/he will follow up the activities of one colleague under his/her supervision in a week and s/he will also follow up the activities of one staff who are his/her secondary supervision. S/he will visit three IGA (Income Generating Activities) in a week and will ensure the technical support when deemed necessity. In a week s/he will perform one night stay in the field offices where the EPERA- program is being implemented. S/he will attend five parents meeting of and CBCPC Meeting in a month.
7	Other works	<ul style="list-style-type: none"> S/he will do any other duties and responsibilities when required for the interest of the organization. S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.
8	Commitment	<ul style="list-style-type: none"> S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to– Team Leader – Ukhiya Relief Operation Center; Second supervisor will be Head- Humanitern Response for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.2 Position Title: Technical Coordinator

COAST Foundation, Principal Office, Dhaka. Date 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Technical Coordinator

D. Position Objectives:

Technical coordinator will be responsible for all type of technical implementon & support. She/he will Coordinator the whole technical team by his or her Plans, Diagram, and Study & Research for a greater outcome of the project.

E. Specific Responsibilities:

SL	Task	Standard of Accepted Performance
1	Action Plan	<ul style="list-style-type: none">• S/he will prepare action plan for the effectiveness of the program activities• S/he will ensure the desire quality of the technical activities for the betterment of the project plan.• S/he will ensure all kinds of technical support to continue the MPC based Vocational Trade.
2	Reporting & Documentation	<ul style="list-style-type: none">• S/he will prepare activity report.• S/he will assess the activity through different kinds of tools.• S/he developed different tools to point out the outcome.• S/he will prepare monthly progress report to point out the achievement.
3	Management & Monitoring	<ul style="list-style-type: none">• S/he will ensure activity monitoring for planned outcome• S/he will monitor the VT in depth to be sure for the proposed planned.• S/he will ensure the quality of Educational materials for the MPC Learners/participants• S/he will deal ensure the qual Raw Materials for Tailoring & Dress Making sessions, sanitary pad and mask making sessions, Raw Materials for Soap Making, Raw Materials for Solar practical session, Sanitary pad equipment, Photography training equipment.• Sanitary pad making Machine, Soap making Machine, Sanitary pad & mask equipment, Soap equipment, Soap Materials.
4	Work in a team	<ul style="list-style-type: none">• S/he will work in a team to ensure the project's activity frame.
5	Field Visit	<ul style="list-style-type: none">• S/he has to move to the field at least 3 days in a week.
6	Others	<ul style="list-style-type: none">• Any other reports, documents, assignments given by the supervisor or Donor
7	Commitment	<ul style="list-style-type: none">• S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily weekly, monthly plan and will submit to his/ her 1st supervisor for next month by 30th of each month

G. Reporting:

S/he will be reporting to the Project Manager and the second supervisor will be the Team Leader- UROC for his/ her performance.

H. Appraisal & Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.3 Position Title: Coordinator Training & Material

COAST Foundation, Principal Office, Dhaka. Date- 28th April 2022.

A. Subject: Terms of Reference

B. Position Title: Coordinator Training & Material

C. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

D. Position Objectives:

Training Coordinator responsibilities include communicating with manager to identify training needs and mapping out development plans for teams and individuals. Also s/he is responsible for managing, final designing, coordinating and conducting all training programs. In addition s/he will be responsible for technical support analysis. She/he will coordinate the whole training team by his or her Plans, Diagram, and Study & Research for a greater outcome of the project.

E. Specific Responsibilities:

SL	Task	Standard of Accepted Performance
1	Action Plan	<ul style="list-style-type: none">• S/he will coordinate whole programme team for implementation as per POP.• Random visit and audit assessment need to conduct.• S/he will prepare action plan for the effectiveness of the program activities• S/he will ensure the desire quality of the training activities for the betterment of the project.• S/he will ensure all kinds of technical support to continue the all kind of interventions.• S/he will coordinate adolescents club, social hub, and peer leader section for quality project outcome.
2	Reporting & Documentation	<ul style="list-style-type: none">• S/he will prepare activity report.• S/he will assess the activity through different kinds of tools.• S/he developed different tools to point out the outcome.• S/he will prepare monthly progress report to point out the achievement.• S/he need to present staff wise knowledge status with the best way forward mechanism.• S/He will ensure quality programme with capacity build up innovation.
3	Management & Monitoring	<ul style="list-style-type: none">• S/he will ensure activity monitoring for planned outcome• S/he will monitor the training team & training in depth to be sure for the proposed planned.• S/he will ensure the quality of Educational materials for the staff and volunteers along SCA.• S/he will deal ensure the module availability for implementation.
4	Work in a team	<ul style="list-style-type: none">• S/he will work in a team to ensure the project's activity frame.
5	Field Visit	<ul style="list-style-type: none">• S/he has to move to the field at least 4 days in a week.

	Others	<ul style="list-style-type: none"> Any other reports, documents, assignments given by the supervisor or Donor
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F. Planning:

S/he will prepare advance planning of the daily weekly, monthly plan and will submit to his/ her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reporting to the Project manager second supervisor will be the Team Leader -UROC for his/ her performance

H. Appraisal & Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.4 Position: Monitoring and Evaluation Officer (M&E)

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference (ToR)

B. Position: Monitoring and Evaluation Officer

C. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

D. Objectives: This position is basically overall responsible to monitor the program and its implementation, develop monitoring tools and techniques and writing reports that's will contribute to both organization and donor's objectives.

E. Specific Responsibilities:

SI	Activities	Expected Output
01	Survey and visit	<ul style="list-style-type: none">S/he will ensure that the Base line survey is done according to the target and guideline.S/he will make at least two survey visit per weekS/he will ensure proper entry and management of the survey and Visit
02	Monthly progress report	<ul style="list-style-type: none">S/he will prepare monthly progress report.S/he will provide data analysis and reports as per the project needs and as per requirement of Unicef
03	Field Visit	<ul style="list-style-type: none">S/he will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit.Online monitoring with offline monitoring and reporting on daily basis.
04	Result Monitoring	<ul style="list-style-type: none">Output based monthly monitoring report on the target of respective according to PD.Assess the quality and shortfalls and give necessary feed back to management with recommendations for development
05	Report Prepare, analysis and submission	<ul style="list-style-type: none">Field visit report will have to prepare with necessary analysis and recommendation just after field visit and submit to management.Monthly monitoring report will have to prepare component wise with analysis and recommendations that will support to management for further decision making.Donor's monitoring report will have to prepare according their needs and recommendation.Online based meeting and collection of data analysis.Social hub, Adolscents club furthermore all operational monitoring need to conduct.
06	Review and develop monitoring tools and techniques	<ul style="list-style-type: none">Regular and periodical performance assessment will be done on justification and effectiveness of existing monitoring tools and reporting system

		<ul style="list-style-type: none"> Targeting the organizational need and requirements new monitoring tools and methodologies will have to recommend for management Design plan of actions for smooth implementation of new tools.
7	Commitment	<ul style="list-style-type: none"> S/he will maintain the COAST PSEA policy strictly.

F. Professional development:

This position will requires the capacity to prepare daily, monthly and quarterly plan and required study on related subject to meet up the organizational objectives along with individual professional development as a quality professional.

G. Supervision authority:

This position will act as independently for completion of regular task and special assignment from management or donor's but apart from this S/he also acts as support supervisor of all other subordinate at field and project level that will contribute the achievement of organizational objectives.

H. Reporting Relation:

This position is directly reportable to Project Manager; Second supervisor will be the Team Leader – UROC for his/ her performance.

I. ToR Review:

At the initial stage six monthly reviews will be done.

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

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Executive Director
Respective Supervisor,
Personal file

7.5 Position Title: Technical Officer

COAST Foundation, Principal Office, Dhaka. Date 28th April 2022.

A. Subject: Terms of Reference

B. Position: Technical Officer

C. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

D. Position Objectives: Technical officer will be responsible for technical support. She/he will be also responsible for train up the all technical trainers and implementing vocational training.

E. Specific Responsibilities:

SL	Task	Standard of Accepted Performance
1	Technical Support	<ul style="list-style-type: none"> • She/he provide technical support for implementing VT by Trainer. • To guide VT trainer for working on right track. • To develop latest technic for implementing vocational trade. • Planing, execution and quality check up on daily basis. • Inovaion and broadcasting macanism setup.
2	Support & Monitoring VT Trainer	<ul style="list-style-type: none"> • She/he Support the VT Trainer for training plan and implementing VT smoothly. • Ensure vocational training schedule for implementing VT smoothly. • Ensure the quality operation of the Multi-Purpose Centre (MPC).
3	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Weekly progress report with presentation need to submit. • MPC progress tracking with attendance benchmark setting and ananalysis day to day adjustment. • Vocational trade based training and technical book making. • Day to day MPC status sharing. • Daily tracking report making.
4	Proper documentation	<ul style="list-style-type: none"> • Monitor the documentation of trainee that related to VT. • Strongly follow up attendance rate of trainee whom attend vocational training. • Log keeping for every information about VT.
5	Field Visit	<ul style="list-style-type: none"> • She/he will have to invest at least 60% (Weekly 04 days or Monthly 16 days) of total working hour for necessity field visit. • She/he Visits the multipurpose Centre.
6	Ensuring logistic support	<ul style="list-style-type: none"> • Ensure access to material, logistic and further technical support and set eligibility criteria for material and other support.

		<ul style="list-style-type: none"> According to the project budget, support to LO for purchase. If any urgency H/she will appear as logistic officer for the betterment of the VT.
6	Commitment	<ul style="list-style-type: none"> S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly, monthly plan and will submit to his/ her 1st supervisor for next month by 29th of each month

G. Reporting:

S/he will be reporting to the Project Manager, second supervisor will be the Team Leader- UROC for his/ her performance

H. Appraisal & Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.6 Production Quality and Market Development Officer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Production Quality and Market Development Officer

D. Position Objectives:

Production Quality and Market Development Officer will be responsible to Production Quality control Certification. S/He will carry out the overall responsibilities & developing product quality & market linkage with possible order collection for adolescents.

E. Specific Responsibilities:

SL	Task	Standard of Accepted Performance
1	Training & Workshop Conduction	<ul style="list-style-type: none">• Conducting mentor training in two settlements• Help line manager and trainers solve specific training problems, either on a one to one basis or in groups.• Consider the costs of planned programmers and keep within budgets as assessing the return on investment of any training, workshop and development programmed is becoming increasingly important.
2	Working in a team	<ul style="list-style-type: none">• Work in a team to produce programmed that are satisfactory to all relevant parties in an organization, such as coordinator , line manager, accountants and senior managers at board level.• Working with technical trainers closely and build up a good communication with them that's why come out a good result.
3	Field Visit	<ul style="list-style-type: none">• S/He will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit.• In the COVID-19 situation field visit will be conduct on the basis of sector and law and force agencies direction.• Field visit time S/he will have to find out problem and possible solution for solve to the problem & mention responsible person also.• S/He will have to monitoring all VT trade action, possibilities, out put, quality etc also.
4	Major Activities	<ul style="list-style-type: none">• S/He will have to ensure that product quality in MPC & VT training quality.• S/He will have to ensure some production related certification form BSTI or other quality checking agencies.• S/He will responsible for arrange VT basic training for VT trainers & grow their capacity build up.

		<ul style="list-style-type: none"> • S/He will responsible for arrange workshop on market linkage with graduate adolescents, vendor and cp actors. • S/He will make a good relations between logistics officer and make sure a good flow of supplies in related VT training always. • S/He need need link with other agencis with valid Mou. Expected target is 3 in each six month.
5	Documentation & Reporting	<ul style="list-style-type: none"> • S/He need to preserve VT stuff capacity analysis status and level. So that the one to one session can conduct. • Every week s/He need to present the quality status with coverage of agency for link up. • Need to preserve all VT related data with report. • S/He need need link with other agencis with valid Mou. Expected target is 3 in each six month. Need submit reports to coordinator & first supervisor on due time.
6	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily weekly, monthly plan and will submit to his/ her 1st supervisor for next month by 29th of each month

G. Reporting:

S/he will be reporting to the Project Manager and Second supervisor will be the Team Leader-UROC for his/ her performance

H. Appraisal & Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respepective Supervisor,
Personal file

7.7 Position Title: Finance and Admin Officer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2021.

A. Subject: Terms of Reference (ToR)

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Finance and Admin Officer.

D. Position Objectives: 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.

E. Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
01	Field Visit	<ul style="list-style-type: none">• She/he will have to invest at least 40-50% (Weekly 03 days or Monthly 16 days) of total working hour for necessity field visit.
	Voucher Check and verification	<ul style="list-style-type: none">• S/he will ensure 100% physical verification before giving any vendors payment• S/he will ensure follow up of quotation collection procedures and its justification• S/he will ensure cross checking and follow up of the justification of pricing of purchased materials
02	Ensure necessary voucher preparation and check	<ul style="list-style-type: none">• S/he will ensure voucher preparation and cross checking according to organization or donor policy before making any payment.• S/he will ensure all sort of signature (paid by, checked by and approved by sign)• S/he will check the budgetary allocation and budget limit before payment of any voucher• S/he will ensure that the vouchers preparation, checking and approving procedures are maintained with error free standard.
03	Daily cash book and Ledger updating follow up	<ul style="list-style-type: none">• S/he will ensure necessary entry in cash book for any transaction• S/he will ensure that no erase will be happened in the cash book• S/he will follow up the updating of sector wise expenditure's ledger just after transaction and daily basis
04	Daily Transaction follow up	<ul style="list-style-type: none">• S/he will ensure vendor's payment (above 3000/-) through A/C payee cheque• S/he will follow instruction of finance manual in case of transaction

05	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Monthly financial report will have to prepare for the organization • Quarterly donor 's financial report have to prepare and submit in time with necessary analysis, comments and recommendations • Bank statement, Bank reconciliation and other necessary financial statement have to check with error free for organization and donors • Financial progress reports have to analysis based on the target and objectives of the project which will commensurate future directions.
06	Other administrative responsibilities	<ul style="list-style-type: none"> • Follow up and maintain office management procedures and tools. • Deal staff salary and benefits, appraisal procedures in time.
07	Other responsibilities	<ul style="list-style-type: none"> • S/he will have to do official assignments when instructed by the supervisor or management.
08	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to Project Manager; Second supervisor will be the Team Leader -UROC for his/her performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respepective Supervisor,
Personal file

7.8 Position Title: Assistant Finance and Admin Officer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2021.

A. Subject: Terms of Reference (ToR)

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Assistant Finance and Admin Officer.

D. Position Objectives: 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.

E. Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
01	Field Visit	<ul style="list-style-type: none">• She/he will have to invest at least 40-50% (Weekly 03 days or Monthly 16 days) of total working hour for necessity field visit.
02	Voucher Check and verification	<ul style="list-style-type: none">• S/he will ensure 100% physical verification before giving any vendors payment• S/he will ensure follow up of quotation collection procedures and its justification• S/he will ensure cross checking and follow up of the justification of pricing of purchased materials
03	Ensure necessary voucher preparation and check	<ul style="list-style-type: none">• S/he will ensure voucher preparation and cross checking according to organization or donor policy before making any payment.• S/he will ensure all sort of signature (paid by, checked by and approved by sign)• S/he will check the budgetary allocation and budget limit before payment of any voucher• S/he will ensure that the vouchers preparation, checking and approving procedures are maintained with error free standard.
04	Daily cash book and Ledger updating follow up	<ul style="list-style-type: none">• S/he will ensure necessary entry in cash book for any transaction• S/he will ensure that no erase will be happened in the cash book• S/he will follow up the updating of sector wise expenditure's ledger just after transaction and daily basis
05	Daily Transaction follow up	<ul style="list-style-type: none">• S/he will ensure vendor's payment (above 3000/-) through A/C payee cheque• S/he will follow instruction of finance manual in case of transaction

06	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Monthly financial report will have to prepare for the organization • Quarterly donor 's financial report have to prepare and submit in time with necessary analysis, comments and recommendations • Bank statement, Bank reconciliation and other necessary financial statement have to check with error free for organization and donors • Financial progress reports have to analysis based on the target and objectives of the project which will commensurate future directions.
07	Other administrative responsibilities	<ul style="list-style-type: none"> • Follow up and maintain office management procedures and tools. • Deal staff salary and benefits, appraisal procedures in time.
08	Other responsibilities	<ul style="list-style-type: none"> • S/he will have to do official assignments when instructed by the supervisor or management.
09	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to Project Manager; Second supervisor will be the Team Leader -UROC for his/her performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respepective Supervisor,
Personal file

7.9 Position Title: Program Officer- Case Management

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Project: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C Position: Program Officer- Case Management

D. Position Objectives:

Case management Officer will be responsible for Case management services, monitoring and reporting. S/he will also be responsible for guiding instructions to her/his team according to Child Protection Technical Working Group under Child Protection Sub-sector.

E. Specific Responsibilities:

SL	Responsibility	Task
1	Conducting and attending meetings	<ul style="list-style-type: none">• Conduct weekly case management meetings with all caseworkers, providing technical advice on cases to caseworkers. Ensure that critical cases are followed up in the agreed time frame.• Attending Case management task force meetings.• Facilitate and attend case conferences for complex cases. Ensure case conferences are called involving other partner organizations.• Follow rules and regulations of PSEA policy.
2	Support and monitoring Case workers	<ul style="list-style-type: none">• Support individual cases where required and provide regular monitoring of all aspects of case management services.• Ensure staff gaps and training needs do not result in gaps in support to individuals in case management, and address such issues with senior management• Monitor timescales for response, services follow-up and review of cases. Ensure cases are receiving appropriate support.
3	Capacity building	<ul style="list-style-type: none">• Discussing frequent guidelines and suggestions to SW/CW/CM Volunteer for smooth case management.• Review staff caseloads to ensure they are manageable and share challenges with proper channel.• Managing CPIMS+ as case manager following rules and regulations.
4	Proper documentation	<ul style="list-style-type: none">• Monitor the documentation of cases through review of files and databases (CPIMS+). Ensure confidentiality and accountability of data protection and information-sharing protocols are respected.

5	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • S/he need to submit weekly report with successful case story. • Concern wise database need to share on daily basis. • Task force, adhoc meeting agenda with discussion need to share within day of the meeting. • Pure documentation need to keep.
6	Field Visit	<ul style="list-style-type: none"> • She/he will have to invest at least 60% (Weekly 04 days or Monthly 16 days) of total working hour for necessity field visit. • Weekly CP focal meeting with resolution need to share with the project lead. • Weekly referral information need to submit to project lead. • Weekly narrative report need to submit.
7	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to programme coordinator, second line frame is Project Manager and the second supervisor will be Team Leader- UROC for his/her performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.10 Program Officer- Psycho Social Support

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Program Officer – Psycho Social Support

D. Position Objectives:

PSS Officer will be responsible for psychosocial support services monitoring and S/he will be also responsible for developing the materials and train up the PSWs.

E. Specific Responsibilities:

Sl	Responsibility	Task
1	Conducting and attending meetings	<ul style="list-style-type: none">• Conduct weekly PSS meeting with all psychosocial workers providing technical advice on cases and psychosocial support to psychosocial worker. Ensure that complex cases are followed up in the agreed time frame.• Attending CPSS meetings.• Facilitate and attend PSS conferences or webinars to implement PSS working procedures.• Follow rules and regulations of PSEA policy.
2	Support and monitoring Psychosocial worker	<ul style="list-style-type: none">• Support individual cases where required and provide regular monitoring of all aspects of psychosocial support services.• Ensure staff gaps and training needs do not result gaps in support to individuals in psychosocial support and address such issues with senior management.• Monitor timescales for response, services follow-up and review of cases. Ensure cases are receiving appropriate support.
3	Guiding and monitoring PSS workers	<ul style="list-style-type: none">• Support the PSS worker for session plan and PSS service.• Prepare PSS guideline
4	Capacity building develop	<ul style="list-style-type: none">• Review staff caseloads to ensure they are manageable and share challenges with senior management.
5	Ensuring logistic support	<ul style="list-style-type: none">• Ensure access to material, logistical, and further technical support and set eligibility criteria for material and other support.
6	Proper documentation	<ul style="list-style-type: none">• Monitor the documentation of cases through review of files and databases. Ensure confidentiality and

		<p>that data protection and information-sharing protocols are respected. Review and analyze trends in the caseload to inform programming.</p> <ul style="list-style-type: none"> • Strongly preserve case wise data and status for verifications and analysis. • Required to preserve authenticate case study and case story. • Weekly CP focal meeting with resolution need to share with the project lead. • Weekly referral information need to submit to project lead. • Weekly narrative report need to submit. •
7	Field Visit	<ul style="list-style-type: none"> • She/he will have to invest at least 60% (Weekly 04 days or Monthly 16 days) of total working hour for necessity field visit.
8	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to project Manager and the second supervisor will be Team Leader- UROC for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.11 Program Officer- Training & Materials Development

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Program Officer – Training and Materials Development

D. Position Objectives:

Training Officer will be responsible to conducting the training on mentors and the respective persons. S/he will carry out the overall responsibilities and developing the materials for mentors and adolescents.

E. Specific Responsibilities:

SL	Responsibility	Task
1	Training Conduction	<ul style="list-style-type: none">• Conducting all kind training in four settlements.• Help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups.• Consider the costs of planned programmes and keep within budgets as assessing the return on investment of any training or development programme is becoming increasingly important.• Mandatory PSEA training need to conduct in each month.
2	Training materials develop	<ul style="list-style-type: none">• S/he will responsible for developing training materials.• S/he Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation with project staff.• Before the project implementation h/she need to prepare modules and proper training schedule for capacity buildup.
3	Module and Methodology developing	<ul style="list-style-type: none">• Research new technologies and methodologies in workplace learning and present this research.• Keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.• Monitor and review the progress of trainees through questionnaires and discussions with managers.• Manage the delivery of training and development programmes and, in a more senior role, devise a training strategy for the organization.• Produce training materials for in-house courses.
4	Capacity building develop	<ul style="list-style-type: none">• Design and expand training and development programmes based on the needs of the organization and the individual.• Ensure that statutory training requirements are met evaluate training and development programmes.

5	Technique develop	<ul style="list-style-type: none"> Have an understanding of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages.
6	Working in a team	<ul style="list-style-type: none"> Work in a team to produce programmes that are satisfactory to all relevant parties in an organization, such as line managers, accountants and senior managers at board level.
7	Field Visit	<ul style="list-style-type: none"> S/he will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit.
8	Documntation	<ul style="list-style-type: none"> Each week s/he need to submit field visit with capacity status reports. S/he need to submit staff capacity with efficacy level study report. S/she need to preserve staff capacity status and level. So, that the one to one session can conduct. Need to preserve staff training data with reports. S/he have to submit reports on training. Within 48 hours report need to submit after a successful training.
9	Others	<ul style="list-style-type: none"> Any other assignment given by the supervisor or UNICEF
10	Commitment	<ul style="list-style-type: none"> S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to Project Manager and the second supervisor will be Team Leader - UROC for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respepective Supervisor,
Personal file

7.12 Position Title: Program Officer - MIS and CPIMS

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Program Officer- MIS & CPIMS

D. Position Objectives:

MIS officer will preserve all type of data for the project. S/he will responsible all type of raw data and arrangement data for donor when they want. He will carry out the overall responsibilities of the Preserving data with different types of element and contents.

E. Specific Responsibilities:

SL	Responsibility	Task
1	Database Management	<ul style="list-style-type: none">S/he will be responsible for database management from field level.To maintain database and assist in end user training and supporting documentation.To developing specifications for database and preparing data registry format for all level of Project Management Information SystemSupport Database Developer in Centralized Integrated Report System (CIRS) report maintenance.To collect the project completion report from Regional offices and HQ and update in databaseH/she need to prepare and submit reports as per project target also required to maintain a proper venificiary database.
2	Central database management	<ul style="list-style-type: none">S/he will be responsible for central database management.
3	Reporting	<ul style="list-style-type: none">S/he will be responsible for daily, weekly, 5w, Activity progress tracker and online reporting to donor.S/he will be responsible for emergency data collection and reporting.S/he need to present weekly achievement report.All type of quantity based report will be in the shoulder of this position.Monthly dashboard based report need to show and share to PIU team.
4	Develop Field reporting format	<ul style="list-style-type: none">S/he will be responsible for developing field reporting format.Oversee data entry and integration of data from field in different aspect of data collection and indignity
5	Documentation and preservation	<ul style="list-style-type: none">S/he will be responsible for documentation and preservation.To keep systematic record of the progress and the development of field level information and data.Maintain file, email server and manage user access restrictions to files on file server

		<ul style="list-style-type: none"> Develop and maintain database for different aspect of NEWAH and make analysis
6	Donor Requirements	<ul style="list-style-type: none"> S/he will be responsible for convey & extract data and report to donor requirements.
7	Support to others	<ul style="list-style-type: none"> To provide professional support on different types of information to donor, PM, M&E, DPM and member staff for different purpose. General IT troubleshooting, make recommendations for repair. To document processes and procedures as required.
8	Field Visit	<ul style="list-style-type: none"> S/he will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit.
9	Commitment	<ul style="list-style-type: none"> S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to Project Manager and the second Supervisor will be Team Leader -UROC for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respepective Supervisor,
Personal file

7.13 Position Title: Community Engagement officer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Community Engagement Officer

D. Position Objectives:

To guide the campaigner, Social hub facilitator and Social change agent facilitator for better understanding and implementing on community based Activities. He also develops communication materials for betterment to understand the community Engagement.

E. Specific Responsibility:

SL	Responsibility	Task
1	Program implementation	<ul style="list-style-type: none">S/he will prepare the action plan for the effective implementation of the community engagement and social hub activities.S/he will ensure the desired quality in community engagement and social hub activities.
2	Training and session conducting	<ul style="list-style-type: none">S/he will be responsible for conducting training on C4D/Mina Carton (English and Burmese) and conducting session on communication tools.Planning for communication for development activities in community level.To guide campaigner, Social hub facilitator and Social change agent facilitator and for working on right track.Design different type of communication tools and make understand to campaigner and outreach worker
3	Verbal Skill Training	<ul style="list-style-type: none">S/he will responsible for develop verbal skill on campaigner and Social hub facilitator and Social change agent facilitator.Effective communications skills with group leader.
4	English/ Mina cartoon Communication	<ul style="list-style-type: none">S/he develops English language and mina cartoon for training conduction and conduction to adolescents.
5	Field Visit	<ul style="list-style-type: none">S/he will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit.S/he will be responsible for maintain leasing
6	Communication with community	<ul style="list-style-type: none">To maintain strong linkage and rapport building with Undocumented Myanmar Nationals community as well as respective Government personnel and likeminded organization.Experience on develop Parenting education manual and facilitate parenting Education session.

		<ul style="list-style-type: none"> • Planning for Communication for development activities in community level • Communicating and coordinating with stakeholders, agencies and government officials in need basis.sss
7	Developing Module	<ul style="list-style-type: none"> • Prepare schedule, hand-outs to conduct staffs orientation. • Community base Learning Centre management committee meeting and workshop. • S/he will responsible for developing different type of module.
8	Organizing and Reporting	<ul style="list-style-type: none"> • To organize CBCPC meeting, PCC meeting, Dialogue etc. (As per Project plan S/he need to conduct activity) • S/he will be responsible for conducting social hub activities. • Good reporting skill in English and verbal & written communication with the donors and others agency.
9	Others	<ul style="list-style-type: none"> • Any other activities related to the program need in mandatory to perform. • S/he need to be self-driven, able to execute activity by adding manuals or such kind to material which are needed.
10	Commitment	S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

Programme based reporting should be presented on a regular basis. If need H/she will be responsible for communicating donor about community engagement or other issues.

G. Reporting:

S/he will be reportable to Project Manager and the second supervisor will be Team Leader- UROC for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.14 Position: Field Monitoring Officer (FMO)

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Field Monitoring Officer.

D. Objectives: This position is basically overall responsible to monitor the field program and its implementation, develop monitoring tools and techniques and writing reports that will contribute to both organization and donor's objectives.

E. Specific Responsibility:

SI	Activities	Expected Output
01	Field Monitoring and Reporting	<ul style="list-style-type: none">• S/he will monitor regular field activities according to the program needs.• Anticipate, plan and support reporting requirements.• Collect appropriate information from field coordinator and other responsible field workers.• This position will be responsible for setup indicator and quality tracking of implementation.• Regular analysis about the project and field outcome.• Biweekly this position will present a visualizing report to PIU for the measurement of quality work.• Responsible for quality assurance for MPCs', clubs, Social hubs along with programme.• Need to guide the project team for quality implementation.
02	Monthly progress report	<ul style="list-style-type: none">• S/he will prepare monthly progress report.• S/he will provide data analysis and reports as per the project needs and as per requirement of UNICEF
03	Field Visit	<ul style="list-style-type: none">• S/he will have to invest his/her maximum working hours for necessary field visit with Host community and Guest community.• S/he will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit
04	Survey and visit	<ul style="list-style-type: none">• S/he will ensure that the Base line survey is done according to the target and guideline.• S/he will make at least survey visit per week• S/he will ensure proper entry and management of the survey and Visit

05	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Establish and coordinate monitoring systems including data collection, analysis and review. • Work closely with M&E and MIS to prepare specific data collection methods and tools for report submission. • Donor's monitoring report will have to be prepared according to their needs and recommendation. • Weekly activity wise achievement report align with logical frame work. • Biweekly s/he need to prepare presentation on programme barrier, way forward mechanism. • Data Validation report need to submit on weekly basis.
06	Review and develop monitoring tools and techniques	<ul style="list-style-type: none"> • Regular and periodical performance assessment will be done on justification and effectiveness of existing monitoring tools and reporting system • Targeting the organizational needs and requirements new monitoring tools and methodologies will have to recommend for management • Design plan of actions for smooth implementation of new tools.
07	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to Project Manager and the second Supervisor will be Team Leader -UROC for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.15 Position: Logistic Officer (Lo)

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Logistic Officer

D. Objectives: This position is basically overall responsible to procure all project materials that will help project implementation and contribute to both organization and donor's objectives.

E. Specific Responsibility:

SI	Activities	Expected Output
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for program implementation.• Procurement plan need make with monthly. This plan need to share with Finance director and the PM.
02	Warehouse & stock records	<ul style="list-style-type: none">• S/he will be responsible for the supervision, monitoring, and detailed recording of all warehouse (store) and stock movement activities consistent with complete accuracy and timely delivery.• Ensure proper warehouse management. This includes storage space, condition, and the actual storage of stock.• Monthly report need make for accoutibilt ensurance.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Prepare appropriate forms for procurement and designation of project and maintenance materials ensuring approval by the appropriate Committee, in consultation with the Finance team and Operations Team.• Work closely with vendors and the Procurement committee to obtain needed materials with particular attention to cost control, quality and timely delivery.
04	Core Program procedures	<ul style="list-style-type: none">• Ensure maximum availability and implementation of controls and monitoring mechanisms for all logistics assets such as vehicles, generators, computers and all other technical items efficiency and ensure regular maintenance.• Responsible for overseeing and monitoring asset management and updating asset list as required.

		<ul style="list-style-type: none"> • Ensure the timely delivery of all supplies to sub offices, AFSSs and MPCs.
05	Field Visit	<ul style="list-style-type: none"> • S/he will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit
06	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Prepare Stock Movement and Field reports, as well as a logistics reports. • Ensure appropriate management of communications systems as COAST policy. • Check---in weekly with PIU team, providing weekly updates (weekly work plan) on all logistical activities. • Maintain familiarity with relevant logistics compliance issues as required by policies of COAST, donors, and legal statutes in order to ensure compliance. • S/he will be responsible for visualizing monthly purchases and plan for next month procurement. • Every procurement related document need to preserve by putting the name of the vendor abd department. • Biweekly report need to make for the clear view to the PM and accounts.
07	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to Project Manager and the second Supervisor will be Team Leader -UROC for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respepective Supervisor,
Personal file

7.16 Position: Infrastructure Development and Maintenance

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Infrastructure Development and Maintenance

D. Objectives: This position is basically overall responsible to monitor, establishment and refurbishment of all project related structures which will help project implementation and contribute to both organization and donor's objectives.

E. Specific Responsibility:

Sl. No	Activities	Expected Output
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly, monthly and quarterly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for program implementation.
02	Supervision & Monitoring	<ul style="list-style-type: none">• S/he will be responsible for the supervision the construction works in the community (camp level and host community)
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Check the quality of works as per agreed specification and design of the budget.• Work very closely with vendors, suppliers and hired casual labors.• Ensure the quality of construction materials provided by the vendor.• Work closely with vendors to obtain needed materials with particular attention to cost control, quality and timely delivery.
04	Program procedures	<ul style="list-style-type: none">• To prepare and maintain necessary documents.• To maintain record of daily construction workers and volume of works.• To update the record of construction of new AFSS and MPC along with the repair and maintenance data.• Provide technical orientation to construction workers.

		<ul style="list-style-type: none"> Conduct need assessment for community infrastructures, prepare sketch and submit to assign person for approval process.
5	Report, analysis and submission	<ul style="list-style-type: none"> Prepare daily and weekly progress report. Support to prepare project report (Tranche wise) Conduct need assessment; prepare feasibility report and support to prepare detailed report.
6	Field Visit	<ul style="list-style-type: none"> S/he will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G. Reporting:

S/he will be reportable to Project Manager and the second Supervisor will be Team Leader -UROC for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.17 Possition: Field Coordinator

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Field Coordinator

D. Objectives: This position is basically overall responsible to coordinat and monitor the camp of the field and implementing the program activities with techniques and writing reports that will contribute to both organization and donor's objectives.

E. Specific Responsibilities:

SI	Activities	Expected Output
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to his/her camp's colleagues.• Discussion with his/her camp's colleagues before fixing or conducting any training/session.• All administrative coordination with camp management.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality operation of the camps activities.• Prepare action plan of the camp, assist team members of camp to prepare individual action plan, prioritization of tasks and oversee the activities of theresponsible team member.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform center operations• Rapport building with other stakeholders for project concerns• Reaches out to other services in camp/zone to ensure smooth referral pathways• Participate in different sectorial meeting as per project requirement• Conducts community needs assessments with psycho-social counsellor and case workers. Strengthen referral pathways between actors in the community and linkage between psychosocial support and mental health and psychosocial support service providers.

05	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Conducts periodical M&E assessments and prepare periodical progress report as per project and sector need. • Keeps records of center activities and beneficiaries (adolescents) • Conduct daily staff meeting
06	Review and develop monitoring tools and techniques	<ul style="list-style-type: none"> • Regular and periodical performance assessment will be done on justification and effectiveness of existing monitoring tools and reporting system • Targeting the organizational needs and requirements new monitoring tools and methodologies will have to recommend for management • Design plan of actions for smooth implementation of new tools.
07	Field Visit	<ul style="list-style-type: none"> • S/he will have to invest at least 80% of total working hour for necessary field visit • Periodical SCA, club and adolescent home visit.
08	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Supervision authority:

This position will act as independently for completion of regular task and special assignment from management or donor's but apart from this S/he also acts as support supervisor of all other subordinate at field and project level that will contribute the achievement of organizational objectives.

G. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

H. Reporting:

S/he will be reportable to Project Manager and the second Supervisor will be Team Leader -UROC for his performance.

I. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.18 Position: Multi-purpose Centre Supervisor (MPCS)

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Multi-purpose Center Supervisor

D. Objectives: This position is basically overall responsible to monitor the multi-purpose center of the field and implementing the program activities with techniques and writing reports that will contribute to both organization and donor's objectives.

E. Specific Responsibilities:

SI	Activities	Expected Output
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to his/her MPC colleagues.• Discussion with his/her MPC colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality operation of the Multi-purpose center (MPC)• Prepare action plan of the center, assist team members of MPC to prepare individual action plan, prioritization of tasks and oversee the activities of MPC team member.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform center operations• Rapport building with other stakeholders for project concerns• Reaches out to other services in camp/zone to ensure smooth referral pathways• Participate in different sectorial meeting as per project requirement• Conducts community needs assessments with psycho-social counsellor and case workers. Strengthen referral pathways between actors in the community and linkage between psychosocial support and mental health and psychosocial support service providers.

05	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Conducts periodical M&E assessments and prepare periodical progress report as per project and sector need. • Keeps records of center activities and beneficiaries (adolescents) • Conduct daily staff meeting
06	Review and develop monitoring tools and techniques	<ul style="list-style-type: none"> • Regular and periodical performance assessment will be done on justification and effectiveness of existing monitoring tools and reporting system • Targeting the organizational needs and requirements new monitoring tools and methodologies will have to recommend for management • Design plan of actions for smooth implementation of new tools.
07	Field Visit	<ul style="list-style-type: none"> • S/he will have to invest at least 60% (weekly 04 days or monthly 16 days) of total working hour for necessary field visit • Periodical SCA, club and adolescent home visit.
08	Commitment	<ul style="list-style-type: none"> • S/he will maintain the COAST PSEA policy strictly.

F. Supervision authority:

This position will act as independently for completion of regular task and special assignment from management or donor's but apart from this S/he also acts as support supervisor of all other subordinate at field and project level that will contribute the achievement of organizational objectives.

G. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

H. Reporting Relation:

This position is directly reportable to Field Coordinator and the second supervisor will be Project Manager for his performance.

I. Appraisal and Review:

Every six months this ToR will be reviewed after conducting the appraisal process.
Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.19 Position: Display Centre Supervisor (DCS)

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Display Center Supervisor.

D. Objectives: This position is basically overall responsible to monitor the display center and implementing the program activities with techniques and writing reports that will contribute to both organization and donor's objectives. To always obtain the collaboration of the team, to do their tasks and to reach the goals in their area of work in an effective manner, without errors, whether the supervisor is present.

E. Specific Responsibilities:

SI	Activities	Expected Output
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Display center arrangement and all kind of operational work.• Smartly present the programme and the objective of the center to the visitors along donors.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality operation of the center (DCS)• Prepare action plan of the center, assist team client's.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform center operations• Rapport building with other stakeholders for project concerns• Reaches out to other services in camp/zone to ensure renown.

05	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Keep record of visitors and feedback about the center. • Daily center report need to broadcast. • Keeps records of center activities and beneficiaries (adolescents) • Conduct daily staff meeting
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F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 29th of each month.

G.Reporting Relation:

This position is directly reportable to Coordinator T&M; Second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.20 Community Outreach Worker

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Community Outreach Worker

D. Position Objectives:

Community Outreach Worker will be responsible to conducting the session to club adolescents. S/he will carry out the overall responsibilities and developing the adolescents' life skills.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Club arrangement and all kind of operational work.• Regular session conduct in club on life skill development.• Smartly present the programme and the objective of the club to the visitors along donors.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality operation of the club.• Prepare action plan of the club.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform center operations• Rapport building with other stakeholders for project concerns• Reaches out to other services in camp/zone to ensure renown.
05	Report Prepare, analysis and submission	<ul style="list-style-type: none">• Keep record of visitors and feedback about the center.• Daily center report need to broadcast.

		<ul style="list-style-type: none"> Keeps records of club activities and beneficiaries (adolescents)
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F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.21 Social Hub Facilitator

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Social Hub Facilitator

D. Position Objectives:

Social Hub Facilitator will be responsible to conducting the session and training to social hub. S/he will carry out the overall responsibilities and developing of the adolescents' life skills who will be participated in social hub.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Social Hub arrangement and all kind of operational work.• Regular session/ Training conduct in social hub.• Smartly present the programme and the objective of the social hub to the visitors along donors.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality operation of the Social Hub.• Prepare action plan of the Social Hub.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform social hub operations.• Rapport building with other stakeholders for project concerns.• Reaches out to other services in camp/zone to ensure renown.
05	Report Prepare, analysis and submission	<ul style="list-style-type: none">• Keep record of visitors and feedback about the Social Hub.• Daily Social Hub report need to broadcast.

		<ul style="list-style-type: none"> Keeps records of Social Hub activities and beneficiaries (adolescents) .
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F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.22 Social Worker – Case Management

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Social Worker – Case Management

D. Position Objectives:

Social Worker – Case Management will be responsible to manage case in camp. S/he will carry out the overall responsibilities on case management by guidance of Program Officer Case Management.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Case Management related all kind of operational work.• Regular report update to CPIMS.• Smartly present the programme and the objective of the Case Management Services to the visitors along donors.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about case management services and objectives to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality operation of the case management services.• Prepare action plan for the case management.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform case management services.• Rapport building with other stakeholders for project concerns• Reaches out to other services in camp/zone to ensure renown.
05	Report Prepare, analysis and submission	<ul style="list-style-type: none">• Keep record of visitors and feedback about the case management services.• Daily CPIMS report need to broadcast.

		<ul style="list-style-type: none"> Keeps records of case management activities and beneficiaries.
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F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.23 Life Skill Based Education Facilitator

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Life Skill Based Education Facilitator

D. Position Objectives:

Life Skill Base Education Facilitator will be responsible to conducting the session im MPC with the adolescents. S/he will carry out the overall responsibilities and developing the adolescents' life skills.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• MPC arrangement and all kind of LSBE operational work.• Regular session conduct in MPC on life skill development.• Smartly present the programme and the objective of the LSBE to the visitors along donors.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality implementation of the LSBE in MPC.• Prepare action plan of the LSBE.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform LSBE operations.• Rapport building with other stakeholders for project concerns• Reaches out to other services in camp/zone to ensure renown.
05	Report Prepare, analysis and submission	<ul style="list-style-type: none">• Keep record of visitors and feedback about the LSBE.• Daily center report need to broadcast.

		<ul style="list-style-type: none"> Keeps records of LSBE activities and beneficiaries (adolescents)
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E. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

F. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

G. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.24 Community Mobilizer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Community Mobilizer

D. Position Objectives:

Community Mobilizer will be responsible to conducting the session, meeting and training with Community Based Child Protection Committee Members to strengthen the community mechanism to protect child violence and their wellbeing. S/he will carry out the overall responsibilities to develop awareness level of community people on life skills who will be participated in community mobilization program.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• All kind of operational work to mobilize community people.• Regular session/ Training conduct in MPC.• Smartly present the programme and the objective of the community mobilization to the visitors along donors.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality operation of the community mobilization interventions.• Prepare action plan of the mobilization interventions.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform community mobilization interventions.• Rapport building with other stakeholders for project concerns.• Reaches out to other services in camp/zone to ensure renown.

05	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Keep record of visitors and feedback about the Community Mobilization. • Community Mobilization report need to broadcast. • Keeps records of Community Mobilization activities and beneficiaries.
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F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to Field Coordinator and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respepective Supervisor,
Personal file

7.25 Social Change Agent Facilitator

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Social Change Agent Facilitator

D. Position Objectives:

Social Change Agent Facilitator will be responsible to conducting the session to the community for people awareness on child protection issue. S/he will carry out the overall responsibilities and developing the community people awareness and skill.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• SCA arrangement and all kind of operational work.• Regular session conduct in the community on life skill development.• Smartly present the programme and the objective of the SCA activities and result to the visitors along donors.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality operation of the social change interventions.• Prepare action plan of the community awareness activities.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform center operations• Rapport building with other stakeholders for project concerns• Reaches out to other services in camp/zone to ensure renown.
05	Report Prepare, analysis and submission	<ul style="list-style-type: none">• Keep record of visitors and feedback about the center.

		<ul style="list-style-type: none"> • Daily center report need to broadcast. • Keeps records of SCA activities and beneficiaries (adolescents).
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F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.26 Position Name: Trainer Photography and Tourist Guide

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Trainer Photography and Tourist Guide

D. Position Objective: The purpose of this position is to train all the trade wise adolescents with the best quality and market linkage theory.

E. Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Regular training conduct in the adolescents on life photography and tourist guide.• Smartly present the programme and the objective of the photography and tourist guide training and result to the visitors along donors.
2	Training and Sessions	<ol style="list-style-type: none">1. Providing training and sessions to adolescents on prescribed topics related to setting up photographic equipment. Bellow training topics-<ul style="list-style-type: none">➤ Taking pictures➤ Editing and retouching images.➤ Choosing and setting up locations.➤ Reproducing and framing photographs.➤ Promoting their business (especially if self-employed)➤ Researching and making contacts.2. Undertaking research and planning tours.3. Preparing and giving presentations.4. Translating and interpreting.5. Transporting and accompanying tourists.
3	Practical Session	Take efficient initiative for the practical sessions like, taking photos, scenario & spot selection, present the location to the tourist etc. so that project can manage a maximum outcome.

3	Field Visit	Provide utmost efforts to manage social hub by maintaining different databases respective to the social hub.
4	Report	<ol style="list-style-type: none"> 1. Training report on the basis of each day. 2. Practical session oriented reporting 3. Spot biography and camera operation manual setup. 4. Monthly report on the basis of training, practical session, etc.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.27 Position Name: Computer Trainer and U-Reporting

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Computer Trainer and U-Reporting

D. Position Objective: IT-related work, data collection, management, and staff capacity building, sessions in computer Trade, Social Hub Management.

E. Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Regular training conduct in the adolescents on computer literacy and U-Reporting process.• Smartly present the programme and the objective of the computer training and U -Reporting to the visitors along donors.
2	Training and Sessions	Providing training and sessions to adolescents and peers on prescribed topics related to information and communication technology
3	Providing Assistance	Provide appropriate strategic assistance to project staff on data collection and management in designated matters related to information and communication technology.
3	Managing Social Hub	Provide utmost efforts to manage social hub by maintaining different databases respective to the social hub.
	Creating central information hub and development as per project	Stay engaged in creating a central information hub and development as per project demands.
	Typing, Graphics & Editing	Reporting for various purposes of typing, graphics and project banners, leaflets, billboards, modules, editing training content, and social media suitable content typing, graphics and editing related work reports regularly.
4	Report	<ol style="list-style-type: none">5. Training report on the basis of each day.6. Practical session oriented reporting7. Spot biography and camera operation manual setup.

		8. Monthly report on the basis of training, practical session, etc.
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F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.28 Position Name: Computer Trainer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Computer Trainer

D. Position Objective: IT-related work, data collection, management, and adolescents capacity building, sessions in computer Trade.

E. Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Regular training conduct in the adolescents on computer literacy and U-Reporting process.• Smartly present the programme and the objective of the computer training to the visitors along donors.
2	Training and Sessions	Providing training and sessions to adolescents and peers on prescribed topics related to information and communication technology
3	Typing, Graphics & Editing	Reporting for various purposes of typing, graphics and project banners, leaflets, and billboards, modules, editing training content, and social media suitable content typing, graphics and editing related work reports regularly.
4	Report	<ul style="list-style-type: none">9. Training report on the basis of each day.10. Practical session oriented reporting11. Spot biography and camera operation manual setup.12. Monthly report on the basis of training, practical session, etc.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.29 Position Name: Master Trainer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Master Trainer

D. Position Objective: The purpose of this position is to train all trainers on the trade wise interventions with the best quality and market linkage theory.

E. Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Regular training conduct to the interventions related trainers and quality check on the session.• Smartly present the programme and the objective of the trade to the visitors along donors.
2	Training and Sessions	Providing training and sessions to trainers and adolescents on prescribed topics related to setting up equipment and also related trade skill.
3	Practical Session	Take efficient initiative for the practical sessions. so that project can manage a maximum outcome.
3	Field Visit	Field visit for monitoring quality training and session conduction and measure the adolescents' progress.
4	Report	Training report on the basis of each day. Practical session oriented reporting. Monthly report on the basis of training, practical session, etc.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to Technical Coordinator and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.30 Position Name: Trainer – Tailoring and Dress Making

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title:

D. Position Objective: The purpose of this position is to train adolescents on Tailoring and Dressmaking with the best quality and market linkage theory.

E. Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Regular training conduct to the adolescents on Tailoring and Dressmaking.• Smartly present the programme and the objective of the Tailoring and Dressmaking trade to the visitors along donors.
2	Training and Sessions	Providing training and sessions to the adolescents on prescribed Tailoring and Dressmaking topics related to setting up equipment.
3	Practical Session	Take efficient initiative for the practical sessions. So that project can manage a maximum outcome.
3	Field Visit	Field visit for monitoring follow up adolescents progress.
4	Report	Training report on the basis of each day. Practical session oriented reporting. Monthly report on the basis of training, practical session, etc.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.31 Position Name: Trainer – Soap Making

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Trainer- Soap Making

D. Position Objective: The purpose of this position is to train adolescents on Soap making with the best quality and market linkage theory.

E. Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Regular training conduct to the adolescents on soap making.• Smartly present the programme and the objective of the Soap Making making trade to the visitors along donors.
2	Training and Sessions	Providing training and sessions to the adolescents on prescribed soap making topics related to setting up equipment.
3	Practical Session	Take efficient initiative for the practical sessions. So that project can manage a maximum outcome.
3	Field Visit	Field visit for monitoring follow up adolescents' progress.
4	Report	Training report on the basis of each day. Practical session oriented reporting. Monthly report on the basis of training, practical session, etc.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.32 Psycho Social Worker

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Psycho Social Worker

D. Position Objectives:

Psycho Social Worker will be responsible to conducting the session in MPC with the adolescents. S/he will carry out the overall responsibilities and developing the adolescents' life Psychosocial Condition.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• MPC arrangement and all kind of PSS operational work.• Regular session conduct in MPC on PSS.• Smartly present the programme and the objective of the PSS to the visitors along donors.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief knowledge about program norms and objectives to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
03	Coordination and ensure quality work	<ul style="list-style-type: none">• Ensure the quality implementation of the PSS in MPC.• Prepare action plan of the PSS.
04	Communication with Stakeholders	<ul style="list-style-type: none">• Conducts community consultations to inform PSS operations.• Rapport building with other stakeholders for project concerns• Reaches out to other services in camp/zone to ensure renown.
05	Report Prepare, analysis and submission	<ul style="list-style-type: none">• Keep record of visitors and feedback about the PSS.• Daily center report need to broadcast.• Keeps records of LSBE activities and beneficiaries (adolescents)

E. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

F. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

G. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.33 Position Name: Trainer – Solar Installation and Maintenance

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Trainer- Solar Installation and Maintenance

D. Position Objective: The purpose of this position is to train adolescents on solar installation and maintenance with the best quality and market linkage theory.

E: Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Know about program budget and prepare advance plan for implementation.• Regular training conduct to the adolescents on solar installation and maintenance.• Smartly present the programme and the objective of the solar installation and maintenance trade to the visitors along donors.
2	Training and Sessions	Providing training and sessions to the adolescents on prescribed solar installation and maintenance topics related to setting up equipment.
3	Practical Session	Take efficient initiative for the practical sessions. So that project can manage a maximum outcome.
3	Field Visit	Field visit for monitoring follow up adolescents' progress.
4	Report	Training report on the basis of each day. Practical session oriented reporting. Monthly report on the basis of training, practical session, etc.

F. Planning:

S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1st supervisor for next month by 30th of each month.

G. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

H. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.34 Position Name: Service Staff (CSO)

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Service Staff (CSO)

D. Position Objective: The purpose of this position is to support program office staffs to do their responsible duties smoothly for achieving best outcome of the project.

E. Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily and work plan	<ul style="list-style-type: none">S/he will prepare daily and weekly work plan.
2	Responsibility	<ul style="list-style-type: none">Office and desk clean.Food, water and others support providing.Support to office file and others document preservations.Ensure Office Security.
3	Other works	<ul style="list-style-type: none">S/he will do any other duties and responsibilities when required for the interest of the organization.
4	Commitment	<ul style="list-style-type: none">S/he will maintain the COAST PSEA policy strictly.

F. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

G. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.35 Position Name: Multipurpose Center Guard

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position Title: Multipurpose Center Guard

D. Position Objective: The purpose of this position is to ensure security of the Multipurpose Center.

E. Specific Responsibilities:

Sl No.	Work	Acceptable Standards
1	Daily plan	<ul style="list-style-type: none">S/he will prepare daily work plan.
2	Responsiability	<ul style="list-style-type: none">Ensure Office Security.Support to office file and others document preservations.
3	Other works	<ul style="list-style-type: none">S/he will do any other duties and responsibilities when required for the interest of the organization.
4	Commitment	<ul style="list-style-type: none">S/he will maintain the COAST PSEA policy strictly.

D. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Mananger for his performance.

E. Appraisal and Review:

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

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respepective Supervisor,
Personal file

7.36 Life Skill Based Education Volunteer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Life Skill Based Education Volunteer

D. Position Objectives:

Life Skill Base Education Volunteer will be responsible to support the LSBF to conduct the session.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Regular support to conduct session in MPC on life skill development.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief explanation about her duties to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
3	Other works	<ul style="list-style-type: none">• S/he will do any other duties and responsibilities when required for the interest of the organization.
4	Commitment	<ul style="list-style-type: none">• S/he will maintain the COAST PSEA policy strictly.

Reporting:

- S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

7.37 Case Management Volunteer

COAST Foundation, Principal Office, Dhaka. Date: 28th April 2022.

A. Subject: Terms of Reference

B. Program: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

C. Position: Case Management Volunteer

D. Position Objectives:

Case Management Volunteer will be responsible to support the Social Worker – Case Management to operate case management services in camp.

E. Specific Responsibilities:

SL	Responsibility	Task
01	Daily, Weekly and Monthly work plan	<ul style="list-style-type: none">• S/he will prepare daily, weekly and monthly work plan.• Review daily and weekly work development plan & work as per plan.• Regular support to operate case management support at camp.
02	Program norms , objectives and direct sessions	<ul style="list-style-type: none">• S/he will provide a brief explanation about her duties to the visitors.• Discussion with his/her center colleagues before fixing or conducting any training/session.
3	Other works	<ul style="list-style-type: none">• S/he will do any other duties and responsibilities when required for the interest of the organization.
4	Commitment	<ul style="list-style-type: none">• S/he will maintain the COAST PSEA policy strictly.

F. Reporting:

S/he will be reportable to MPC Supervisor and the second supervisor will be Project Manager for his performance.

Thanking you. Sincerely Yours

Sanat Kumar Bhowmik
Deputy Executive Director

Copies:
Executive Director
Respective Supervisor,
Personal file

8. Statutory requirement and compliance indicator:

1. Project title:	Strengthen the Protective Environment for children and adolescents in Rohingya and Host Communities in Cox's Bazar District			
2. Donor name and address:	United Nations Children's Fund (UNICEF) www.unicef.org/bangladesh			
3. Project duration:	April 28, 2022, to April 27, 2023			
4. Total budget:	\$1,258,708.00 BDT- 10,78,48,595.00			
5. FD-7/ FD-6 reference and date;	Not Applicable			
6. MoU reference and date:	BGD/PCA2022179/PD2022510 Date:28/04/2022			
7. Donor focal person and contact:	Jannatul Ferdouse Ruma. Child Protection Officer. Mobile-01730303748, jruma@unicef.org			
8. COAST focal person; and contact:	Ferdouse Ara Rume, E: rume@coastbd.net , House 13, Road 2, Shyamoli, Dhaka zila			
9. PC/PM and contact:	Md. Razaul Karim, E: razaul@coastbd.net , Ukhiya, Cox's Bazar			
10. Donor Finance Focal contact;	Parvez Hossain, E: phossain@unief.org			
11. Project Finance Officer and contact:	Jiabul Karim, E: jiabul@coastbd.net , Ukhiya, Cox's Bazar			
12. Project Area:	Ukhiya & Teknaf Upazila. Cox's Bazar District.			
13. Types and number of target people:	25258			
14. Project Bank Account details:	COAST ERPRA Project, A/C No SND-29			
15. Statutory documents preserved:	Donor MoU, Project Proposal, Approved Budget, COAST Policies and reports			Yes No
16. FD 6/ FD 7 Compliance:	Reporting dates	Prepared by	Reviewed By	Submission by
	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	Not Applicable	Not Applicable	Not Applicable	Not Applicable
17. Periodic program report to donor:	Narrative: By 31 August 2022	Project Manager	Head- Humanitarian Response	Joint Director - SDC
	Case study: By 31 August 2022	Project Manager	Head- Humanitarian Response	Joint Director - SDC
18. Periodic finance report to donor:	Budget Variance: By 31 August 2022	Finance & Admin Officer	Finance Focal	Joint Director - SDC
	R/P, Balance sheet: By 31 August 2022	Finance & Admin Officer	Head- Humanitarian Response	Joint Director - SDC
19. Monitoring and Evaluation report for COAST:	Monitoring: Monthly/Quarterly	Project Manager	Head- Humanitarian Response	Joint Director - SDC
	Evaluation: 31 st March ,22[Already done]	External/Institution	External/Institution	External/Institution
20. Midterm review:	Not Applicable	Not Applicable	Not Applicable	Not Applicable

21. Final review and documentation of institutional learning:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
22. Fund requisition to the donor:	Installment: \$1156330 This grant will be provided in 4 installments. 1 st installment \$272483 at May 2022, 2 nd installment \$ 319481 at August 2022, 3 rd installment \$285941 at December 2022 and 4 th installment will be reimbursement pre approval at May 2023.	Finance & Admin Officer	Program Head & Finance Focal	Joint Director - SDC
23. Final donor reports: Program and finance	31 May 2023	Project Manager, Finance & Admin Officer	Program Head & Finance Focal	Joint Director - SDC
24. Key conditionality as per donor MoU (Major points additional to COAST policies; finance and HR): (Use separate sheet for details)	<p>a. Separate account: Organizations shall maintain complete and accurate separate accounting for the grant.</p> <p>b. Grant Use: The Grant may be used only for the following charitable, Child Protection, Case Management, Psychosocial support, Vocational Education and Trainings, Community mechanism strengthening and skill development purposes.</p> <p>c. Records: Retain this record at least 5 [Five] years after receipt and acceptance of the final report.</p> <p>d. International Representations and Warranties: Grant funds will be used in compliance with all applicable anti-terrorist financing and asset control laws.</p> <p>e. Budget Revisions: For Grants of less than three hundred thousand dollars budget should be revision for the variance of 20% or more of any line item</p> <p>f. Human Subject Research: If the grant is to be used in whole or part for Child Protection involving human subjects hereby certified that conducted research in compliance with the ethical standard.</p> <p>g. Notice: All notices and other communications under this agreement shall be in writing and shall be deemed duly given.</p> <p>h. Right to Modify or Discontinue Funding: UNICEF reserves the right to discontinue funding of the Grant and term innate this Agreement at any time of UNICEF determines in its sole discretion, that: (i) it is not satisfied with the progress of the Grant or the content of any written report, (ii) Grant funds are not being used by Organization in an effective and efficient manner to further the Grant's purpose, (iii) there is any anticipated or actual changes in the Country Representative, Executive Director or other key person iv) Organization has otherwise failed to comply with the terms of this Agreement.</p> <p>i. Unspent Funds. The Organization will return to UNICEF any portion of the Grant not expended or committed to be expended for the Project by the Grant Period end date. To request a no-cost extension of the grant term, the Organization must provide a written request, including reason.</p> <p>j. Additional Requirements:</p> <ul style="list-style-type: none"> ▪ Implementing partners must follow the HACT policy of the UN. 			

Prepared by; PC/PM

Reviewed by; Focal Person

Approved by; Director

Md. Razaul Karim

Project Manager

COAST, SPE4CA Project

COAST Foundation, UROC, Ukhiya, Cox's Bazar

9. SPE4CA Project staff list

Name	Designation	Working Area	Mobile No
Md. Razaul Karim	Project Manager	UROC	01741633161
Md. Mizanur Rahman	Coordinator T&M	UROC	01713328804
Md. Saimon Chowdhury	Technical Coordinator	UROC	01844485114
Nazmul Huda	M&E	UROC	01937021037
Maung Aye Then	FMO	UROC	01778393373
Jiabul Karim	F&A	UROC	01313798809
Abbas Uddin	AF&A	UROC	01844485122
Jaheda Begum	PO- T&M Development	UROC	01708120387
Tanjia Akter	PO- T&M Development	UROC	01762-624824
Kohinoor Begum	PO- T&M Development	UROC	01881400687
Khadijatul Kubra	Case Management Officer	UROC	01676843323
	Psycho Social Officer	UROC	
Abdullah Al Maksud	MIS & CPIMS+ Officer	UROC	01720550666
Ziaul Karim Chowdhury	Community Engagement Officer	UROC	01713328824
M Saiful Islam	Infrastructure Development and Maintenance Officer	UROC	01616100577

Shah Mohammed Nurul Basar	Logistic Officer	UROC	01788392228
Iqbal Musrrof Hossine	Field Coordinator	Camp-4E, Camp-20E	01818964787
Noor Ahmed	Field Coordinator	Camp-8E	01854848078
Mohammad Nazam Uddin	Field Coordinator	Camp-11, Camp-22	01830631834
Md. Lokman	Field Coordinator	Camp-12	01818996982
A N M Mobinul	Field Coordinator	Camp-14	01636141904
Md. Al Amin	Field Coordinator	Camp-19	01864056243

10. Month wise Budget & Expenditure plan

Programme Cooperation Agreement Reference and Title: Strengthen the protective environment for the Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.														
Program Period: 28 th April 2022 to 27 th April 2023														
Partner: COAST Foundation														
Ref No- BGD/PCA2022179/PD2022510														
	Month wise Budget & Expenditure Plan													
No.	Activities	Month												Total
		May-22	June-22	July-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	
1.1.1	Children physical and mental refreshing materials and settings (Rocking Slider, Play time toys, Dolna, puzzel, picture books) (20MPCxTk.5000)			100,000										100,000
1.1.2	MPC based Half-yearly Story telling and Art programe for children materials and food in camps(17MPCx2EventxTk. 2000) materials paper,pen.etc -600tk, banner-400tk, food(50px20tk=1000tk)						34,000			34,000				68,000
1.1.3	MPC based Half-yearly arts and sports programe for adolescents materials and food in host (3MPCx2EventxTk.2500) materials paper,pen.etc - 500tk, banner-400tk, food(80px20tk=1600tk)						7,500			7,500				15,000
1.1.4	Adolescent Club Half-yearly arts and sports programe (72clubsx2Eventsx1000tk)						72,000			72,000				144,000

	materials paper, pen, banner etc-500tk, food(25px20tk=500)													
1.2.1	Salary of PSS Worker(20Personsx12monthsxTk.30000)	600000	600000	600000	600000	600000	600000	600000	600000	600000	600000	600000	600000	7,200,000
1.2.2	Salary of Programme Officer-PSS(1px12monthsxTk.55000)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660,000
1.2.3	Mobile and internet data package for PSS staff (20 PSS and 1 PO-12monthsxTk.6800 per month-20P*tk.300 and 1P*tk.800)	5100	5100	5100	5100	5100	5100	5100	5100	5100	5100	5100	5100	81,600
1.3.1	Venue Cost (3d*1b*Tk5000)			81,600										15,000
1.3.2	Fooding Cost(22p*1batch*3days*Tk.500)			15,000										33,000
1.3.3	Materials (1batch*Tk 3000)			33,000										3,000
1.3.4	Travel up-down (20p*1batch*Tk.600*3 days)			3,000										36,000
2.1.1	Case management service cost (Persons600xTk.1000as per case plan. Avg 4months)	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	600,000
2.1.2	Data protection, referral cost, printing materials, alternative care allowance and case management meeting cost (Tk. 5000x4Quater)			50000			50000			5000			5000	20,000

2.1.3	Stakeholder engaging meeting for case management (8 campsxTk.120x15Px1times)												14,400	14,400
2.1.4	Salary of Case Volunteers in camps (16Px10monthsxTk. 5250)			84,000			252,000			252,000			252,000	840,000
2.1.5	Salary of Social Worker-Case Management in camps (8Px12monthsxTk. 30000)			720,000			720,000			720,000			720,000	2,880,000
2.1.6	Salary of Program Officer-Case management (1Px12MonthsxTk.55000)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660,000
2.1.7	Salary of Programme Officer- MIS and CPIMS (1 personX24monthsXtk.55000)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660,000
2.1.8	Mobile and internet data package for SW-CM, PO-CM and PO-CPIMS (12monthsxTk.5600 per month-8P*tk.500 and 2P*tk.800)	5600	5600	5600	5600	5600	5600	5600	5600	5600	5600	5600	5600	67,200
2.2.1	Venue Cost (3Dx1BxTk.5000)					-								15,000
2.2.2	Fooding cost (22Px2Bx3DxTk.500)					26,400								33,000
2.2.3	Materials (1BxTk.3000)					3,000								3,000
2.2.4	Travel up-down (20Px3daysxTk.600)					36,000								36,000
2.2.5	Trainer Honorarium (2Px3DxTk.3000x1B)					-								12,000
3.1.1	Salary of LSBE Volunteers (34pX10mXTk.5250)			17850										1,785,000

3.1.2	Salary of LSBE Facilitator (20pX12mXTk.30000)	600000	600000	600000	600000	600000	600000	600000	600000	600000	600000	600000	600000	7,200,000
3.1.3	Salary of Programme Officer- Training & Materials Development (3PX24mXTk.55000)	165000	165000	165000	165000	165000	165000	165000	165000	165000	165000	165000	165000	1,980,000
3.1.4	Mobile and internet data package for LSBE F, PO-CM (12monthsXTk.8400 per month-20P*tk.300 and 3P*tk.800)	8400	8400	8400	8400	8400	8400	8400	8400	8400	8400	8400	8400	100,800
3.2.1	Adolescent Club house Renovation and maintenance cost in Camps (35ClubsX1timeXTk.3000)	8750	8750	8750	8750	8750	8750	8750	8750	8750	8750	8750	8750	105,000
3.2.2	Adolescent Club house Renovation and maintenance in Host Community (37ClubsX1timeXTk.5000)						43750			43750				185,000
3.2.3	Adolescent Club maintenance and materials in Camps (35ClubsX10mXTk.500)			17500			52500			52500				175,000
3.2.4	Adolescent Club maintenance in Host Community (37ClubsX10mXTk.1000)			37000	37000	37000	37000	37000	37000	37000	37000	37000	37000	370,000
3.2.5	Salary of Community Outreach Workers (15 PersonsX12monthsXTk.30000)	450000	450000	450000	450000	450000	450000	450000	450000	450000	450000	450000	450000	5,400,000
3.2.6	Mobile and internet data package for Community Outreach Workers (15 PersonsX12monthsXTk.3000)	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	54,000

3.2.7	Facilitation Skill development training for Peer Leaders training in Adolescent Club (14 batch(7 camps and 7 host)X12personsXtk.350+logistic-Tk.500) in camps and host,						124600			124600				249,200
3.2.8	Leadership Skill development training for Peer Leaders training in Adolescent Club (14 batchX12personsXtk.350+logistic-Tk.500) in camps and host						124600			124600				249,200
3.3.1	Accommodation for the participants (22PxTk.1000x1Bx3D)						66000							66,000
3.3.2	Venue Cost (3Dx1BxTk.5000)						15000							15,000
3.3.3	Fooding cost (22Px1Bx3DxTk.650)						42900							42,900
3.3.4	Materials (1BxTk.3000)						3000							3,000
3.3.5	Travel up-down (20Px1BxTk.600)						12000							12,000
3.4.1	Venue Cost (3Dx1BxTk.5000)						15000							15,000
3.4.2	Fooding cost (22Px1Bx3DxTk.500)						33000							33,000
3.4.3	Materials (1BxTk.3000)						3000							3,000
3.4.4	Travel up-down (20Px1BxTk.600)						36000							36,000
3.4.5	Trainer Honorarium (2Px3DxTk.3000x1B)						12000							12,000
3.5.1	Venue Cost (2dx1bxTk.5000)						10000							10,000

3.5.2	Fooding Cost (22px1BatchX2dayXTk.500)						22000							22,000
3.5.3	Materials(1bxTk.2000)						2000							2,000
3.5.4	Travel up-down (20px1BatchXTk.600)						24000							24,000
3.6.1	Accomodation for the participants (22PxTk.1000x1Bx3D)						66000							66,000
3.6.2	Venue Cost (3Dx1BxTk.5000)						15000							15,000
3.6.3	Fooding cost (22Px2Bx3DxTk.650)						42900							42,900
3.6.4	Materials (1BxTk.3000)						3000							3,000
3.6.5	Travel up-down (20Px1BxTk.600)						12000							12,000
3.6.6	Trainer Honorarium (2Px3DxTk.3000x1B)						12000							12,000
3.7.1	LSBE Pre & Post test photocopy For MPC and Adolescents Club		27000										27000	54,000
3.7.2	ASER+ Form Photocopy for L/N		72000											72,000
3.7.3	L/N Module, Chart, Play card Printing			150000										150,000
3.7.4	Stationary (note book, pen,pencial, poster paper, colorpaper,etc)		72000					72000						144,000
4.1.1	MPC Maintenance Cost (20mpc x 4m X8000tk) (variable maintenance cost- security instruments-3000, cleaning & hygene items- 3000, electric maintenance- 2000)		320000						320000					640,000

4.1.2	MPC Repair and improvement Cost (20MPCs X 1TimeX Tk.30,000) (Modification of existing centre structure cost, bamboo wave change, room capacity building cost, coloring and decoration cost, fence and boundary cost, rooftop, shade, floor, drain, wall, tube-well etc. reconstruction or maintenance cost.)			300000					300000					600,000
4.1.3	MPC Rent (HC)(3mpc x tk.26000 x 12m)	78000	78000	78000	78000	78000	78000	78000	78000	78000	78000	78000	78000	936,000
4.1.4	MPC Land Rent in camp (17mpc x tk.2000 x 12m)	34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	408,000
4.1.5	MPC Guard Salary (Host) (6pXtk.10000x12m)	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	720,000
4.1.6	MPC Guard and care taker Salary (Camp) (34pXtk.6000x12m)	204000	204000	204000	204000	204000	204000	204000	204000	20400	204000	204000	204000	2,448,000
4.1.7	Salary of MPC Supervisor (20pX12mXTk.40000)	800000	800000	800000	800000	800000	800000	800000	800000	80000	800000	800000	800000	9,600,000
4.1.8	Salary of MPC Infrastructure & Maintenance Officer (1pX12mXTk.50000)	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	600,000
4.1.9	Mobile and internet data package MPC-S-20, Infrastructure & Maintenance Officer-1 (21X12mXTk.500)	10500	10500	10500	10500	10500	10500	10500	10500	10500	10500	10500	10500	126,000
4.1.10	Monthly Utility Bill (Electricity & Internet) HC(3mpc x tk.2000 x12m)	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	72,000

4.1.11	Fuel & Maintanance for MPC generators (tk.5000X15pX12m)	75000	75000	75000	75000	75000	75000	75000	75000	75000	75000	75000	75000	900,000
4.1.12	Vocational Training machinery maintenance cost (20mpc x tk.3000 x 4times)			60000			60000			60000			60000	240,000
4.1.13	Generators (80000tk* 9MPC)	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	720,000
4.2.1	Trainers Salary- Masters traininer on (Tailoring & Dress Making-2, and Solar-1 (3PersonsXTk.30000*12m)	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	1,080,000
4.2.2	Trainers Salary- (Tailoring & Dress Making, Mask, Sanitary Pad) in camps and host (20MPCX1 personsX Tk.25000 x12m)	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	500000	6,000,000
4.2.3	Trainers Salary- Solar installation, repair and Maintenance in camps (6px tk. 25000 x12m)	150000	150000	150000	150000	150000	150000	150000	150000	150000	150000	150000	150000	1,800,000
4.2.4	Trainers Salary- Soap Making in camps (3px tk.25000 x12m)	75000	75000	75000	75000	75000	75000	75000	75000	75000	75000	75000	75000	900,000
4.2.5	Trainers Salary- Computer operation in host (3px tk. 30000 x12m)	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	1,080,000
4.2.6	Trainers Salary- Photography and Tourist Guide in host (2px tk. 30000 x12m)	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	720,000
4.2.7	Salary of Technical Officer (1pXtk.55000x12m)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660,000

4.2.8	Salary of Technical Coordinator (1pX12mXTk.65000)	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	780,000
4.2.9	Mobile Data package and Allow. for Technical Staff (MT-3, TT-20, SP-6, SM-3, CO-3, PTG-2, TO-1, TC-1 (12mXTk.12900)	12900	12900	12900	12900	12900	12900	12900	12900	12900	12900	12900	12900	154,800
4.2.10	Trank for MPC (9MPC*Tk 3000)		27000											27,000
4.3.1	Educational materials for the MPC Learners/participants (Exercise books, pen, pencil, registers, color pencil, sign pen, color poster paper, notice board, white board and parmanent markers, art paper, roller/scale)(20 MPCX2 cohortsX Tk.5000)		100000						100000					200,000
4.3.2	Raw Materials for Tailoring & Dress Making sessions(20MPCX2ChortX Tk.15000) [Cloths, scissors,sewing machine oil,yarn,niddle,Elastic, Yeard Card & Shape Card ,etc)		300000							300000				600,000
4.3.3	Raw Materials for sanitary pad and mask making sessions(10MPCX2ChortX Tk.20000) [Cloths (Polalin, fullstar interlock, Bledger Febric, Robi Poplin & China Lilen), scissors, yern, niddle, etc		200000							200000				400,000

	for tailoring, dress making & sanitary pad making]													
4.3.4	Raw Materials for Soap Making- (3MPCX2 chortXtk.30000) [Sodium silicate, coconut oil, palm oil, coustic soda, liquid foam, era powder, color, flavour,etc for soap making training]		90000						90000					180,000
4.3.5	Raw Materials for Solar practical session (10MPCX1 timesXTk.25000) [electric equipments, parts & kits, etc for electric]		125000						125000					250,000
4.3.6	Sewing Machine (10mpcx2 machine)		170000											170,000
4.3.7	Sanitary pad equipment (Jack Overlock maechines 10MPCXTk.80,000)						800,000							800,000
4.3.8	Photography training equipment (Cannon Camera, lens, Tripad, flash lights, umbrella light,cleaning kit etc. (2MPCXTk. 100,000)													200000
4.4.1	Start up materials for graduate adolescent in camps (17 centersX60 adolescentX2 timesXTk.1000)						1020000			1020000				2,040,000
4.4.2	Start up Cash support for graduate adolescent in host(3 centersX60 adolescentX2 timesXTk.8000)						1440000						1440000	2,880,000

4.4.3	Post training support from COAST MF Program as loan for graduate adolescent in host(3 centersX20 adolescentX2 timesXTk.20000)				120000 0					12000 00				2,400,000
4.4.4	Products Display Centre Rent (tk.11000 x 12mX2center)	22000	22000	22000	22000	22000	22000	22000	22000	22000	22000	22000	22000	264,000
4.4.5	Salary of Display Centre Supervisors (2personX12monthsXTk.30 000)	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	720,000
4.4.6	Mobile and internet data package of Display Centre Supervisor (2personX12monthsXtk.300)	600	600	600	600	600	600	600	600	600	600	600	600	7,200
4.4.7	Products Display Centre Decoration (Decoration - 10000x2centrex1 times)						20000							20,000
4.4.8	Display center maintenance(2*500*12)			3000			3000			3000			3000	12,000
4.5.1	Soap Equipment(2SetsX1TimesX tk.40000) (Oven,scales, Thermometer-,belsa,etc)			80000										80,000
4.5.2	Soap Materials (3centersX2 times XTk.30000) (Sodium silicate, coconut oil, palm oil, coustic soda, liquid foam, era powder-, color,flavour, etc)						90000						90000	180,000
4.5.3	Sanitary pad materials cost (30000tkX5production centreX2 times),(Sanitary Pad materials- fullstar interlock cloth,Bledger						150000						150000	300,000

	febric, Polalin cloth, yarn, Oil, Needle, etc													
4.5.4	Packaging Cost						24000						24000	48,000
4.6.1	Salary of Production Quality and Market Development Officer (1pXtk.55000x212m)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660,000
4.6.2	Mobile and internet data package for Production and Market Development Officer (1pXtk800X12m)	800	800	800	800	800	800	800	800	800	800	800	800	9,600
4.7.1	Workshop on Entrepreneurship Development with graduate adolescents (3 Meeting* 30 Persons* Tk.Lunch 150X 1day, * 2times and logistic & Decoration= Tk 500*2times)						15000			15000				30,000
4.7.2	Capacity building Training of Trainers (Tailoring & Dress Making , Sanitary Pad & Mask Making trainer in host) (17personX2BatchX3daysX Food & Snacks Tk.450)+ Banner & materials (2BatchesX2000)			49900										49,900
4.7.3	Travel Allowance of Facilitators (2p* Tk 3000* 3days)			18000										18,000
4.7.4	Workshop on Market linkage with graduate adolescents ,vendors and CP actors (3 Meeting* 30 Persons* Tk.Lunch & snacks 300X 1day, * 2times						34500						34500	69,000

	and logistic & Decoration=Tk 2500*2times)													
5.1.1	Social Hub Rent (3SHXTk15000X12m)	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	540,000
5.1.2	Social Hub operational Cost (Newspaper, wall magazine, entertainment, etc.Tk500X3 SHX12m)	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	18,000
5.1.3	Reading Materials for Social Hub Library (Article, Novel, History, Biography, Magazines (tk.10000 x 3SHX2times)							60000						60,000
5.1.4	Salary of Social Hubs Facilitators (3personX12monthsXTk.30 000)	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	1,080,000
5.1.5	Salary of Computer Trainer and U-reporting(3personX12monthsXTk.30000)	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	1,080,000
5.1.6	Mobile and internet data package for Social Hubs Facilitators and Computer Trainer and U-reporting (6personX12monthsXTk.300)	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	21,600
5.1.7	Photocopy and printing (MeWeUs session Pre-test, Post-test)			21000						21000				42,000
5.2.1	Internet café (Broadband connection. (3SHX12monthsXTk.1500)	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	54,000
5.2.2	Training on online safety and safe internet browsing in Host(12 BatchX 15 PersonX1timesX1dayXTk.7			21750			21750			21750			21750	87,000

	250 (Per person-Food and snack-350 and Material Per batch-Tk.2000))													
5.2.3	Salary of Social Change Agents Facilitators (3personX12monthsXTk.30 000)	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	1,080,000
5.2.4	Mobile and internet data package for Social Change Agents Facilitators (3personX12monthsXTk.30 0)	900	900	900	900	900	900	900	900	900	900	900	900	10,800
5.3.1	Indoor and Outdoor Seasonal Sports Competition-Winter, summer (2 events per yearX3SHX1timesXtk.5000)						15000			15000				30,000
5.3.2	Day Obsevation Cost , Banner, placard, etc. (3 SHX 6daysX1 timeXTk.5000) Banner 400tk, Snacks 3600tk, Decoration 1000tk (stage, pandal & Mike)			4000			8000			8000			4000	30,000
5.3.3	Tree Plantation (20 centerxTk.3000) (Amla tree, Neem tree, Arjun, Amra tree)						30000			30000				60,000
5.4.1	Accomodation for the participants (22PxTk.1000x1Bx3D)			66000										66,000
5.4.2	Venue Cost (3dx1bxTk.5000)			15000										15,000
5.4.3	Fooding Cost (22px1BatchX3dayXTk.650)			42,900										42,900

5.4.4	Materials(1bxTk.3000)			3,000										3,000
5.4.5	Travel up-down (20px1 BatchXTk.600)			12,000										12,000
5.4.6	Trainer Honorarium (2px3dx1bxTk.3000)			12,000										12,000
5.5.1	Venue Cost (2dx1bxTk.5000)			10,000										10,000
5.5.2	Fooding Cost (22px1BatchX2dayXTk.500)			11,000										11,000
5.5.3	Materials(1bxTk.2000)			2,000										2,000
5.5.4	Travel up-down (20px1BatchX2 daysXTk.600)			24,000										24,000
5.5.5	Trainer Honorarium (2px2dx1bxTk.3000)			12,000										12,000
5.6.1	Training on Child Protection, PSEA and Social Issues for Social Change Agent in camps settings (2BatchX20 PersonsX1 dayX2 times XTk. 1000 (Food and snack-Tk.350, and Material per batch-Tk.1000)						16000						16000	32,000
5.6.2	Training on Child Protection, PSEA and Social Issues for Social Change Agent in host (3 BatchX20PersonX1dayX2 timesXTk.8000 (Per person-Food and snack-350 and Material Per batch-Tk.1000)						24000			24000				48,000

5.6.3	Training on creative learning and storytelling training in host (3BatchX20 PersonsX1 dayX2 timesXTk. 8000 (Food and snack-Tk.350, and Material per batch-Tk.1000)						24000						24000	48,000
5.6.4	SCA innovative project idea support for community development (3 SHX2timesXTK. 5000(materials, banner, travel, others etc.)			7500			7500			7500			7500	30,000
5.6.5	Modules Printing for Social Cohesion MeWeUs (22 SetXTk. 3000X1times)			66000										66,000
5.7.1	Dialogue with Community People for social cohesion and peacebuilding (8 Camp X 40 Person X 2 Times X Tk. 50) for Camp			16000							16000			32,000
5.7.2	Dialogue with Community People for social cohesion and peacebuilding (3 MPC X 40 Person X 2 Times X Tk. 100) for Host			12000							12000			24,000
5.7.3	Banner for Community Dialogue with Community People (8 Camp & 3 Host X 1 Times X Tk. 400)			2200							2200			4,400
6.1.1	PCC Committee Orientation{35 Committee X 13 Persons (11 members, 2 staff) X Tk.160 for Camp}			72800										72,800
6.1.2	PCC Committee Orientation{37 Committee X 13 Persons (11 members, 2 staff) X Tk.170 for Host}			81770										81,770

6.1.3	PCC Quarterly Meeting (35 meeting X 13 person X Tk. 25) For Camp			11375			11375			11375			11375	45,500
6.1.4	PCC Quarterly Meeting (37 meeting X 13 person X Tk. 40) For Host			19240			19240			19240			19240	76,960
6.1.5	Banner for PCC Orientation (Camp & Host X 1 Time X Tk. 400)			4400										4,400
6.1.6	Banner for PCC Meeting (Camp & Host X 4 Times in Project Period X Tk. 400)			4400			4400			4400			4400	17,600
6.2.1	CBCPC Committee Orientation (17 Committee X 20 Persons X Tk. 160) for Camp			54400										54,400
6.2.2	CBCPC bi-monthly Meeting (17 Meeting X 20 Persons X Tk. 25 X 6 months) for Camp			8500			17000			17000			8500	51,000
6.2.3	CBCPC Committee Orientation (5 Committee X 20 Persons X Tk. 200) for Host Community			20000										20,000
6.2.4	CBCPC bi-monthly Meeting (3 Committee X 20 Persons X Tk. 50X 6 Months) for Host Community			3000			6000			6000			3000	18,000
6.2.5	Banner for CBCPC Orientation (20 MPC X 1 Time X Tk. 400) for camp and host community			8000										8,000
6.2.6	Banner for CBCPC Meeting (20 MPC X 2 Times X Tk. 400) for camp and host community			4000			4000			4000			4000	16,000
6.3.1	Venue Cost (3 day X TK. 5000)						15,000							15,000

6.3.2	Fooding Cost (13 Persons X Tk.500 X 3 day)						19,500							19,500
6.3.3	Materials(1 Batch X Tk.3000)						3,000							3,000
6.3.4	Travel -up-down (11 Persons X Tk.600X3times)						19,800							19,800
6.3.5	Trainer Honorarium (2p X 3d X 1b X Tk.3000)						12,000							12,000
6.4.1	Salary of Programme Officer-Community Engagement (1Person* 12 Months* Tk.55000)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660,000
6.4.2	Salary of Field Coordinator (6 PersonsX12monthsXtk.45000)	270000	270000	270000	270000	270000	270000	270000	270000	270000	270000	270000	270000	3,240,000
6.4.3	Salary of Community Mobilizer (11 Persons* 12Months* Tk.30000)	330000	330000	330000	330000	330000	330000	330000	330000	330000	330000	330000	330000	3,960,000
6.4.4	Mobile and internet data package for PO-CE, FC and Community Mobilizers, (Tk.800*1P+6*Tk.500+11P*Tk.300)X12 months	7100	7100	7100	7100	7100	7100	7100	7100	7100	7100	7100	7100	85,200
6.5.1	Hand sanitizers (20MPCx2PicesX12TimesX tk.200)													96,000
6.5.2	Soaps (20MPCx12TimesX12Pices X Tk.30)													100,800
6.5.3	Bliching power (20MPCX12MonthsX1KGx Tk.150)													36,000
7.1.1	Venue Cost (3Dx1BxTk.5000)			15,000										15,000
7.1.2	Fooding cost (22Px2Bx3DxTk.500)			33,000										33,000

7.1.3	Materials (1BxTk.3000)			3,000										3,000
7.1.4	Travel up-down (20Px3daysxTk.600)			36,000										36,000
7.1.5	Trainer Honorarium (2Px3DxTk.3000x1B)			12,000										12,000
7.2.1	Venue Cost (2dx2bxTk.5000)						10000			10000				20,000
7.2.2	Fooding Cost (22px2BatchX2dayXTk.500)						22000			22000				44,000
7.2.3	Materials(2bxTk.3000)						3000			3000				6,000
7.2.4	Travel up-down (20px2 BatchX2dayXTk.600)						24000			24000				48,000
7.2.5	Trainer Honorarium (2px2dx2batch.xTk.3000)						12000			12000				24,000
8.1	Contingency Fund to Respond any disaster for facilities repair, maintenance (MPCs -20*1 timesXTk.7000)			35000			35000			35000			35000	140,000
8.2	Emergency and lifesaving services including foods, emergency supply etc. at the time of disaster (1 TimeXTk.60000)			15000			15000			15000			15000	60,000
9.1.1	Salary for Executive Director (Tk.256432*15%x12 months)	38465	38465	38465	38465	38465	38465	38465	38465	38465	38465	38465	38463	461,578
9.1.2	Salary for Deputy Executive Director (Tk.211667*15%x12months)	31750	31750	31750	31750	31750	31750	31750	31750	31750	31750	31750	31751	381,001
9.1.3	Salary for Director- ME & IA (Tk.177309*15%x12 months)	26600	26596	26596	26596	26596	26596	26596	26596	26596	26596	26596	26596	319,156

9.1.4	Salary for Director-FC&EA (Tk.177309*15%x12 months)	26600	26596	26596	26596	26596	26596	26596	26596	26596	26596	26596	26596	319,156
9.1.5	Salary for Director-A&SR (Tk.177309*15%x12 months)	26600	26596	26596	26596	26596	26596	26596	26596	26596	26596	26596	26596	319,156
9.1.6	Salary for Director-Core Program (Tk.177309*15%x12 months)	26600	26596	26596	26596	26596	26596	26596	26596	26596	26596	26596	26596	319,156
9.1.7	Salary for Joint Director-MEAL & Research (Tk.146382*15%x12 months)	21961	21957	21957	21957	21957	21957	21957	21957	21957	21957	21957	21957	263,488
9.1.8	Salary for Joint Director-Social Development & Communication (Tk.173916*10%x12months)	17398	17391	17391	17391	17391	17391	17391	17391	17391	17391	17391	17391	208,699
9.1.9	Salary for Joint Director-GT&CR and Programme focal (Tk.95138 per month x 40%12months)	38055	38055	38055	38055	38055	38055	38055	38055	38055	38055	38055	38057	456,662
9.1.10	Salary for Assistant Director- Internal Audit (Tk.125898 per month x 15%12months)	18885	18885	18885	18885	18885	18885	18885	18885	18885	18885	18885	18881	226,616
9.1.11	Salary for Head-ICT (Tk.105966 per month x 15%12months)	15895	15895	15895	15895	15895	15895	15895	15895	15895	15895	15895	15895	190,739
9.1.12	Salary for Head-Finance Monitoring, Compliance and Training (Tk.89190*40%x12months)	35676	35676	35676	35676	35676	35676	35676	35676	35676	35676	35676	35676	428,112
9.1.13	Salary for Head-Humanitarian Response (Tk.89491*50%X 12months)	47745	47745	47745	47745	47745	47745	47745	47745	47745	47745	47748	47748	536,946

9.1.14	Salary of Programme Manager (1personX12monthsXtk.90000)	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	90000	1,080,000
9.1.15	Salary of Coordinator- Training and Material Development (1PX12mXtk.65000)	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	780,000
9.1.16	Salary of Finance & Administration Officer (1 personX12monthsXtk.55000)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660,000
9.1.17	Salary of Assistant Accounts and Administration Officer(1 personX12monthsXtk.45000)	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	540,000
9.1.18	Salary of Monitoring & Evaluation Officer (1 personX12monthsXtk.55000)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660,000
9.1.19	Salary of Field Monitoring Officer- (1 personX24monthsXtk.45000)	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	540,000
9.1.20	Salary of Logistic Officer(1 personX12monthsXtk.45000)	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	540,000
9.1.21	Salary of Service Staff (1 PIU office and 2 field office) (3 personsX12monthsXtk.20000)	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	720,000
9.2.1	Project Office Rent (Tk.80,000x12m)	80000	80000	80000	80000	80000	80000	80000	80000	80000	80000	80000	80000	960,000
9.2.2	Sub-office Rent(Tk.25,000x1x12m)	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	300,000

9.2.3	Head Office rent & Utility (Internet, phone, printer ink, Electricity bill & others..)(Tk.400000x10%X 12m)	40000	40000	40000	40000	40000	40000	40000	40000	40000	40000	40000	40000	480,000
9.2.4	Warehouse Rent (Tk. 50000x12m)	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	600,000
9.2.5	Monthly staff coordination meeting Fooding cost (170p x tk.250x1dx12times)	42500	42500	42500	42500	42500	42500	42500	42500	42500	42500	42500	42500	510,000
9.2.6	Project staff Car rental include fuel and maintain (Car- 2X12monthsXTk.100000)	200000	200000	200000	200000	200000	200000	200000	200000	200000	200000	200000	200000	2,400,000
9.2.7	Project Field staff conveyance and travel, (Project staff and principal office) Travel and conveyance (175 staffX12monthsXTk.500)	87500	87500	87500	87500	87500	87500	87500	87500	87500	87500	87500	87500	1,050,000
9.2.8	Learning Sharing meeting at camps and union level (1 camps and 1 union-2 meeting-Food 50 personsXtk.500X logicticTk.15000)												80000	80,000
9.2.9	Transportation cost from warehouse to office/Sub-office	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	120,000
9.2.10	Motor Cycle Fuel & maintainance cost	24000	24000	24000	24000	24000	24000	24000	24000	24000	24000	24000	24000	288,000
9.3.1	Project office Utilities (Electricity, water, gas)(tk.7000 x 12m)	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	84,000
9.3.2	Internet allowance (Tk.8000x 12m)	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	96,000
9.3.3	Office Stationeries (Tk.6000x12m)	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	72,000

9.3.4	Office Maintenance, Generator Fuel and general expenses (Tk.7000x12m)	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	84,000
9.3.5	Recruitment and advertisement cost (BDT- 125,000)			40000			20000							60,000
9.3.6	Internet data package and mobile and communication support of Project staff (PM, A&A, AA&A, M&E, FMO, LO, C-T&MD, CSO (12monthsX8000tk)	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	96,000
9.3.7	Office Refreshment (Tk.5000x12m)	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	60,000
	Total	709418 0	859715 3	9,755,23 8	833115 3	719655 3	131339 68	726315 3	806615 3	11675 368	716135 3	713115 6	1020481 8	107,848,59 5

11. Position wise Expenditure plan

Strengthen the Protective Environment for Children and Adolescents in Rohingya Camp and Host Communities in Cox's Bazar District															
PD Ref no - BGD/PCA2022179/PD2022510															
Position wise expenditure															
Responsib le Position	Activi ty code	Activities	May- 22	Jun- 22	Jul- 22	Aug- 22	Sep- 22	Oct- 22	Nov- 22	Dec- 22	Jan- 23	Feb- 23	Mar- 23	Apr- 23	Total
Program Officer-PSS	1.1.1	Children physical and mental refreshing materials and settings (Rocking Slider, Play time toys, Dolna, puzzel, picture books) (20MPCxTk.5000)		1000 00											10000 0
Program Officer-PSS	1.1.2	MPC based Half-yearly Story telling and Art programe for children materials and food in camps(17MPCx2EventxTk.2000) materials paper,pen.etc -600tk, banner-400tk, food(50px20tk=1000tk)					34000			3400 0					68000
Program Officer-PSS	1.1.3	MPC based Half-yearly arts and sports programe for adolescents materials and food in host (3MPCx2EventxTk.2500) materials paper,pen.etc -500tk, banner-400tk, food(80px20tk=1600tk)					7500			7500					15000
Program Officer-PSS	1.1.4	Adolescent Club Half-yearly arts and sports programe (72clubsx2Eventsx1000tk) materials paper, pen,banner etc-500tk,food(25px20tk=500)						72000			7200 0				14400 0
Program Officer-PSS	1.3.2	Fooding Cost(22p*1batch*3days*Tk.500) Breakfast 100 (Bread, egg, vegetable, tea, fruits + lunch 350 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.)		2640 0											26400

Program Officer-PSS	1.3.3	Materials (1batch*Tk 3000)		3000											3000
Program Officer-PSS	1.3.4	Travel up-down (20p*1batch*Tk.600*3 days)		36000											36000
Program Officer-CM	2.1.1	Case management service cost (Persons600xTk.1000as per case plan. Avg 4months)		60000	60000	20000	50000	50000	20000	50000	50000	30000	60000	30000	480000
Program Officer-CM	2.1.2	Data protection, referral cost, printing materials, alternative care allowance and case management meeting cost (Tk. 5000x4Quater)		2000	3000	1500	1500	2000	0	2000	3000	0	2000	3000	20000
Program Officer-CM	2.1.3	Stakeholder engaging meeting for case management (8 campsxTk.120x15Px1times)									14400				14400
Program Officer-CM	2.1.4	Salary of Case Volunteers in camps (16Px10monthsxTk. 5250)			84000	84000	84000	84000	84000	84000	84000	84000	84000	84000	840000
Program Officer-CM	2.2.2	Fooding Cost(22p*1batch*3days*Tk.500) Breakfast 100 (Bread, egg, vegetable, tea, fruits + lunch 350 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.)					26400								26400
Program Officer-CM	2.2.3	Materials (1BxTk.3000)					3000								3000
Program Officer-CM	2.2.4	Travel up-down (20Px3daysxTk.600)					36000								36000
Co-Ordinator -T/MD	3.1.1	Salary of LSBE Volunteers (34pX10mXTk.5250)			178500	2E+05	178500	178500	178500	178500	178500	178500	178500	178500	1785000

Co-Ordinator -T/MD	3.2.3	Adolescent Club maintenance and materials in Camps (35ClubsX10mXtk.500)			1750 0	1750 0	17500	17500	1750 0	1750 0	1750 0	1750 0	17500	17500	17500 0
Co-Ordinator -T/MD	3.2.4	Adolescent Club maintenance in Host Community (37ClubsX10mXtk.1000)			3700 0	3700 0	37000	37000	3700 0	3700 0	3700 0	3700 0	37000	37000	37000 0
Co-Ordinator -T/MD	3.2.7	Facilitation Skill development training for Peer Leaders training in Adolescent Club (14 batch(7 camps and 7 host)X12personsXtk.350+logistic-Tk.500) in camps and host,					41500	83100		4150 0	8310 0				24920 0
Co-Ordinator -T/MD	3.2.8	Leadership Skill development training for Peer Leaders training in Adolescent Club (14 batchX12personsXtk.350+logistic-Tk.500) in camps and host					41500	83100		4150 0	8310 0				24920 0
Co-Ordinator -T/MD	3.3.1	Accommodation for the participants (22PxTk.1000x1Bx3D)		3300 0											33000
Co-Ordinator -T/MD	3.3.2	Venue Cost (3Dx1BxTk.5000)		1500 0											15000
Co-Ordinator -T/MD	3.3.3	Fooding cost (22Px1Bx3DxTk.650) Breakfast 100 (Bread, egg, vegetable, tea fruits + lunch 250 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, tea/ coffee, water, etc.) + Dinner 250 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc.		3630 0											36300

Co-Ordinator -T/MD	3.3.4	Materials (1BxTk.3000)		3000											3000
Co-Ordinator -T/MD	3.3.5	Travel up-down (20Px1BxTk.600)		1200 0											12000
Co-Ordinator -T/MD	3.4.2	Fooding Cost (22p*1batch*3days*Tk.500) Breakfast 100 (Bread, egg, vegetable, tea, fruits + lunch 350 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.)						26400							26400
Co-Ordinator -T/MD	3.4.3	Materials (1BxTk.3000)						3000							3000
Co-Ordinator -T/MD	3.4.4	Travel up-down (20Px1BxTk.600)						36000							36000
Co-Ordinator -T/MD	3.5.2	Fooding Cost(22p*1batch*3days*Tk.500) Breakfast 100 (Bread, egg, vegetable, tea, fruits + lunch 350 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.)									1760 0				17600
Co-Ordinator -T/MD	3.5.3	Materials(1bxTk.2000)									2000				2000

Co-Ordinator -T/MD	3.5.4	Travel up-down (20px1BatchXTk.600)									24000				24000
Co-Ordinator -T/MD	3.6.1	Accommodation for the participants (22PxTk.1000x1Bx3D)					33000								33000
Co-Ordinator -T/MD	3.6.2	Venue Cost (3Dx1BxTk.5000)					15000								15000
Co-Ordinator -T/MD	3.6.3	Fooding cost (22Px2Bx3DxTk.650) Breakfast 100 (Bread, egg, vegetable, tea fruits + lunch 250 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.) + Dinner 250 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc.					36300								36300
Co-Ordinator -T/MD	3.6.4	Materials (1BxTk.3000)					3000								3000
Co-Ordinator -T/MD	3.6.5	Travel up-down (20Px1BxTk.600)					12000								12000
Co-Ordinator -T/MD	3.7.1	LSBE Pre & Post test photocopy For MPC and Adolescents Club			27000					27000					54000
Co-Ordinator -T/MD	3.7.2	ASER+ Form Photocopy for L/N			36000					36000					72000

Co-Ordinator -T/MD	3.7.3	L/N Module, Chart, Play card Printing			15000										150000
Co-Ordinator -T/MD	5.1.2	Social Hub operational Cost (Newspaper, wall magazine, entertainment, etc.Tk500X3 SHX12m)	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	18000
Co-Ordinator -T/MD	5.1.7	Photocopy and printing (MeWeUs session Pre-test, Post-test)			21000						21000				42000
Co-Ordinator -T/MD	5.2.1	Internet café (Broadband connection. (3SHX12monthsXTk.1500)	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	54000
Co-Ordinator -T/MD	5.2.2	Training on online safety and safe internet browsing in Host(12 BatchX 15 PersonX1timesX1dayXTk.7250 (Per person-Food and snack-350 and Material Per batch-Tk.2000)		7250	14500		7250	14500		7250	14500		7250	14500	87000
co-Ordinator -T/MD	5.3.1	Indoor and Outdoor Seasonal Sports Competition-Winter, summer (2 events per yearX3SHX1timesXtk.5000)					15000			15000					30000
co-Ordinator -T/MD	5.3.2	Day Obsevation Cost , Banner, placard, etc. (3 SHX 6daysX1 timeXTk.5000) Banner 400tk, Snacks 3600tk, Decoration 1000tk (stage, pandal & Mike)			4000		4000	4000		4000	4000			4000	24000
co-Ordinator -T/MD	5.4.1	Accommodation for the participants (22PxTk.1000x1Bx3D)			33000										33000
co-Ordinator -T/MD	5.4.2	Venue Cost (3dx1bxTk.5000)			15000										15000
co-Ordinator -T/MD	5.4.3	Fooding Cost (22px1BatchX3dayXTk.650) Breakfast 100 (Bread, egg, vegetable, tea fruits + lunch 250 (Rice, chicken/ mutton, vegetable,			36300										36300

		pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, tea/ coffee, water, etc.) + Dinner 250 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc.													
co-Ordinator -T/MD	5.4.4	Materials(1bxTk.3000)			3000										3000
co-Ordinator -T/MD	5.4.5	Travel up-down (20px1 BatchXTk.600)			1200 0										12000
co-Ordinator -T/MD	5.5.2	Fooding Cost(22p*1batch*3days*Tk.500) Breakfast 100 (Bread, egg, vegetable, tea, fruits + lunch 350 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.)		6600											6600
co-Ordinator -T/MD	5.5.3	Materials(1bxTk.2000)		2000											2000
co-Ordinator -T/MD	5.5.4	Travel up-down (20px1BatchX2 daysXTk.600)		2400 0											24000

co-Ordinator -T/MD	5.6.1	Training on Child Protection, PSEA and Social Issues for Social Change Agent in camps settings (2BatchX20 PersonsX1 dayX2 times X Tk. 1000 (Food and snack- Tk.350, and Material per batch- Tk.1000)					16000						16000		32000
co-Ordinator -T/MD	5.6.2	Training on Child Protection, PSEA and Social Issues for Social Change Agent in host (3 BatchX20PersonX1dayX2 timesX Tk.8000 (Per person-Food and snack-350 and Material Per batch-Tk.1000)					24000			24000					48000
co-Ordinator -T/MD	5.6.3	Training on creative learning and storytelling training in host (3BatchX20 PersonsX1 dayX2 timesX Tk. 8000 (Food and snack- Tk.350, and Material per batch- Tk.1000)					24000							24000	48000
co-Ordinator -T/MD	5.6.4	SCA innovative project idea support for community development (3 SHX2timesX Tk. 5000(materials, banner, travel, others etc.)		7500			7500			7500			7500		30000
co-Ordinator -T/MD	5.6.5	Modules Printing for Social Cohesion MeWeUs (22 SetX Tk. 3000X1times)		66000											66000
Co-Ordinator -T/MD	7.1.2	Fooding Cost(22p*1batch*3days*Tk.500) Breakfast 100 (Bread, egg, vegetable, tea, fruits + lunch 350 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.)			26400										26400
Co-Ordinator -T/MD	7.1.3	Materials (1BxTk.3000)			3000										3000

Co-Ordinator -T/MD	7.1.4	Travel up-down (20Px3daysxTk.600)			3600 0										36000
Co-Ordinator -T/MD	7.2.2	Fooding Cost(22p*1batch*3days*Tk.500) Breakfast 100 (Bread, egg, vegetable, tea, fruits + lunch 350 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.)					15400				1540 0				30800
Co-Ordinator -T/MD	7.2.3	Materials(2bxTk.3000)					3000				3000				6000
Co-Ordinator -T/MD	7.2.4	Travel up-down (20px2 BatchX2dayXTk.600)					24000				2400 0				48000
Co-Ordinator -T/MD	8.1	Contingency Fund to Respond any disaster for facilities repair, maintenance (MPCs -20*1 timesXTk.7000)			3500 0			35000			3500 0			35000	14000 0
Co-Ordinator -T/MD	8.2	Emergency and lifesaving services including foods, emergency supply etc. at the time of disaster (1 TimeXTk.60000)			1500 0			15000			1500 0			15000	60000
Infrastruc ture & Maintena nce officer	3.2.1	Adolescent Club house Renovation and maintenance cost in Camps (35ClubsX1timeXtk.3000)					43750				4375 0				87500
Infrastruc ture & Maintena nce officer	3.2.2	Adolescent Club house Renovationa and maintenance in Host Community (37ClubsX1timeXtk.5000)						11100 0							11100 0

Infrastruc ture & Maintena nce officer	4.1.2	MPC Repair and improvement Cost (20MPCs X 1TimeX Tk.30,000) (Modification of existing centre structure cost, bamboo wave change, room capacity building cost, coloring and decoration cost, fence and boundary cost, rooftop, shade, floor, drain, wall, tube-well etc. reconstruction or maintenance cost.)						50000 0							50000 0
Infrastruc ture & Maintena nce officer	4.4.7	Products Display Centre Decoration (Decoration - 10000x2centrex1 times)					20000								20000
Technical Co- ordinator	4.1.1 0	Monthly Utility Bill (Electricity & Internet) HC(3mpc x tk.2000 x12m)	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	72000
Technical Co- ordinator	4.1.1 1	Fuel & Maintanance for MPC generators (tk.5000X15pX12m)	7500 0	7500 0	7500 0	7500 0	75000	75000	7500 0	7500 0	7500 0	7500 0	75000	75000	90000 0
Technical Co- ordinator	4.1.1 2	Vocational Training machinery maintenance cost (20mpc x tk.3000 x 4times)			6000 0			60000			6000 0			60000	24000 0
Technical Co- ordinator	4.3.2	Raw Materials for Tailoring & Dress Making sessions(20MPCX2ChortXTk.1500 0) [Cloths, scissors,sewing machine		3000 00						3000 00					60000 0

		oil,yarn,niddle,Elastic, Yeard Card & Shape Card ,etc)													
Technical Co-ordinator	4.3.3	Raw Materials for sanitary pad and mask making sessions(10MPCX2ChortXTk.20000) [Cloths (Polalin, fullstar interlock, Bledger Febric, Robi Poplin & China Lilen), scissors, yern, niddle, etc for tailoring, dress making & saniterary pad making]			200000					200000					400000
Technical Co-ordinator	4.3.4	Raw Materials for Soap Making-(3MPCX2 chortXTk.30000) [Sodium silicate, coconut oil, palm oil, coustic soda, liquid foam, era powder, color, flavour,etc for soap making training]		90000							90000				180000
Technical Co-ordinator	4.3.5	Raw Materials for Solar practical session (10MPCX1 timesXTk.25000) [electric equipments, parts & kits, etc for electric]					250000								250000
Technical Co-ordinator	4.4.1	Start up materials for graduate adolescent in camps (17 centersX60 adolescentX2 timesXTk.1000)					1020000						1020000		2040000
Technical Co-ordinator	4.4.2	Start up Cash support for graduate adolescent in host(3 centersX60 adolescentX2 timesXTk.8000)						1440000						1440000	2880000
Technical Co-ordinator	4.5.1	Soap Equipment(2SetsX1TimesXTk.40000) (Oven,scales, Thermometer-,belsa,etc)		80000											80000
Technical Co-ordinator	4.5.2	Soap Materials (3centersX2 timesXTk.30000) (Sodium silicate, coconut oil, palm					90000						90000		180000

		oil, coustic soda, liquid foam, era powder-, color,flavour, etc)													
Technical Co-ordinator	4.5.3	Sanitary pad materials cost (30000tkX5production centreX2 times),(Sanitery Pad materials-fullstar interlock cloth,Bledger febric, Polalin cloth, yarn, Oil,Neddle, etc					15000 0						15000 0		30000 0
Technical Co-ordinator	4.7.1	Workshop on Entreprenunership Development with graduate adolescents (3 Meeting* 30 Persons* Tk.Lunch 150X 1day, * 2times and logistic & Decoration=Tk 500*2times)						15000		1500 0					30000
Technical Co-ordinator	4.7.2	Capacity building Training of Trainers (Tailoring & Dress Making , Sanitary Pad & Mask Making trainer in host) (17personX2BatchX3daysX Food & Snacks Tk.450)+ Banner & materials (2BatchesX2000)		4990 0											49900
Technical Co-ordinator	4.7.3	Travel Allowance of Facilitators (2p*Tk 3000* 3days)		1800 0											18000
Logistic Officer	3.7.4	Stationary (note book, pen,pencial, poster paper, colorpaper,etc)		3600 0	3600 0				3600 0	3600 0					14400 0
Logistic Officer	4.1.1	MPC Maintenance Cost (20mpc x 4m X8000tk) (variable maintenance cost- security instruments-3000, cleaning & hygene items-3000, electric maintenance-2000)		5000 0	5000 0		50000	50000		5000 0	5000 0		50000	50000	40000 0
Logistic Officer	4.2.1 0	Trank for MPC (9MPC*Tk 3000)			6750		6750				6750		6750		27000
Logistic Officer	4.3.1	Educational materials for the MPC Learners/participants (Exercise books, pen, pencil, registers, color	5000 0	5000 0				50000	5000 0						20000 0

		pencil, sign pen, color poster paper, notice board, white board and permanent markers, art paper, roller/scale)(20 MPCX2 cohortsX Tk.5000)													
Logistic Officer	4.3.7	Sanitary pad equipment (Jack Overlock machines 10MPCXTk.80,000)					80000 0								80000 0
Logistic Officer	4.4.8	Display center maintenance(2*500*12)		3000			3000		3000				3000		12000
Logistic Officer	5.1.3	Reading Materials for Social Hub Library (Article, Novel, History, Biography, Magazines (tk.10000 x 3SHX2times)				3000 0	30000								60000
Logistic Officer	5.3.3	Tree Plantation (20 centerxTk.3000) (Amla tree, Neem tree, Arjun, Amra tree)				3000 0			3000 0						60000
Logistic Officer	9.3.3	Office Stationeries (Tk.6000x12m)	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	72000
Logistic Officer	9.3.4	Office Maintenance, Generator Fuel and general expenses (Tk.7000x12m)	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	84000
Market dev.Office r	4.5.4	Packaging Cost					12000	12000						24000	48000
Market dev.Office r	4.7.4	Workshop on Market linkage with graduate adolescents ,vendors and CP actors (3 Meeting* 30 Persons* Tk.Lunch & snacks 300X					34500							34500	69000

		1day, * 2times and logistic & Decoration= Tk 2500*2times)													
Program me Officer-CE	5.7.1	Dialogue with Community People for social cohesion and peacebuilding (8 Camp X 40 Person X 2 Times X Tk. 50) for Camp			1600 0					1600 0					32000
Program me Officer-CE	5.7.2	Dialogue with Community People for social cohesion and peacebuilding (3 MPC X 40 Person X 2 Times X Tk. 100) for Host			1200 0					1200 0					24000
Program me Officer-CE	5.7.3	Banner for Community Dialogue with Community People (8 Camp & 3 Host X 1 Times X Tk. 400)			2200					2200					4400
Program me Officer-CE	6.1.1	PCC Committee Orientation{35 Committee X 13 Persons (11 members, 2 staff) X Tk.160 for Camp}		7280 0											72800
Program me Officer-CE	6.1.2	PCC Committee Orientation{37 Committee X 13 Persons (11 members, 2 staff) X Tk.170 for Host}		8177 0											81770
Program me Officer-CE	6.1.3	PCC Quarterly Meeting (35 meeting X 13 person X Tk. 25) For Camp		3250	8125		4875	6500		4875	6500		4875	6500	45500
Program me Officer-CE	6.1.4	PCC Quarterly Meeting (37 meeting X 13 person X Tk. 40) For Host		6240	1300 0		8840	10400		8840	1040 0		8840	10400	76960
Program me Officer-CE	6.1.5	Banner for PCC Orientation (Camp & Host X 1 Time X Tk. 400)		4400											4400
Program me Officer-CE	6.1.6	Banner for PCC Meeting (Camp & Host X 4 Times in Project Period X Tk. 400)		4400			4400			4400			4400		17600
Program me Officer-CE	6.2.1	CBCPC Committee Orientation (17 Committee X 20 Persons X Tk. 160) for Camp		5440 0											54400

Program me Officer-CE	6.2.2	CBCPC bi-monthly Meeting (17 Meeting X 20 Persons X Tk. 25 X 6 months) for Camp		3500	5000	5000	6000	6000	5000	6000	6000	3500	5000		51000
Program me Officer-CE	6.2.3	CBCPC Committee Orientation (5 Committee X 20 Persons X Tk. 200) for Host Community		2000 0											20000
Program me Officer-CE	6.2.4	CBCPC bi-monthly Meeting (3 Committee X 20 Persons X Tk. 50X 6 Months) for Host Community		1000	2000	2000	2000	2000	2000	2000	2000	1000	2000		18000
Program me Officer-CE	6.2.5	Banner for CBCPC Orientation (20 MPC X 1 Time X Tk. 400) for camp and host community		8000											8000
Program me Officer-CE	6.2.6	Banner for CBCPC Meeting (20 MPC X 2 Times X Tk. 400) for camp and host community		4000			4000			4000			4000		16000
Program me Officer-CE	6.3.2	Fooding Cost(13p*1batch*3days*Tk.500) Breakfast 100 (Bread, egg, vegetable, tea, fruits + lunch 350 (Rice, chicken/ mutton, vegetable, pulse, fish, water, salad, etc. + afternoon snacks 50 (Fruits cake, Tea/ coffee, water, etc.)					15600								15600
Program me Officer-CE	6.3.3	Materials(1 Batch X Tk.3000)					3000								3000
Program me Officer-CE	6.3.4	Travel -up-down (11 Persons X Tk.600X3times)					19800								19800
Finance & Admin	1.2.1	Salary of PSS Worker(20Personsx12monthsxTk. 30000)	6000 00	6000 00	6000 00	6E+0 5	60000 0	60000 0	6000 00	6000 00	6000 00	6000 00	60000 0	60000 0	72000 00
Finance & Admin	1.2.2	Salary of Programme Officer-PSS(1px12monthsxTk.55000)	5500 0	5500 0	5500 0	5500 0	55000	55000	5500 0	5500 0	5500 0	5500 0	55000	55000	66000 0
Finance & Admin	1.2.3	Mobile and internet data package for PSS staff (20 PSS and 1 PO-12monthsxTk.6800 per month-20P*tk.300 and 1P*tk.800)	6800	6800	6800	6800	6800	6800	6800	6800	6800	6800	6800	6800	81600

Finance & Admin	2.1.5	Salary of Social Worker- Case Management in camps (8Px12monthsTk. 30000)	2400 00	2400 00	2400 00	2E+0 5	24000 0	24000 0	2400 00	2400 00	2400 00	2400 00	24000 0	24000 0	28800 00
Finance & Admin	2.1.6	Salary of Program Officer- Case management (1Px12MonthsTk.55000)	5500 0	5500 0	5500 0	5500 0	55000	55000	5500 0	5500 0	5500 0	5500 0	55000	55000	66000 0
Finance & Admin	2.1.7	Salary of Programme Officer- MIS and CPIMS (1 personX24monthsXtk.55000)	5500 0	5500 0	5500 0	5500 0	55000	55000	5500 0	5500 0	5500 0	5500 0	55000	55000	66000 0
Finance & Admin	2.1.8	Mobile and internet data package for SW-CM, PO-CM and PO-CPIMS (12monthsTk.5600 per month-8P*tk.500 and 2P*tk.800)	5600	5600	5600	5600	5600	5600	5600	5600	5600	5600	5600	5600	67200
Finance & Admin	3.1.2	Salary of LSBE Facilitator (20pX12mXTk.30000)	6000 00	6000 00	6000 00	6000 0	60000 0	60000 0	6000 00	6000 00	6000 00	6000 00	60000 0	60000 0	72000 00
Finance & Admin	3.1.3	Salary of Programme Officer- Training & Materials Development (3PX24mXtk.55000)	1650 00	1650 00	1650 00	1650 00	16500 0	16500 0	1650 00	1650 00	1650 00	1650 00	16500 0	16500 0	19800 00
Finance & Admin	3.1.4	Mobile and internet data package for LSBE F, PO-CM (12monthsTk.8400 per month-20P*tk.300 and 3P*tk.800)	8400	8400	8400	8400	8400	8400	8400	8400	8400	8400	8400	8400	10080 0
Finance & Admin	3.2.5	Salary of Community Outreach Workers (15 PersonsX12monthsXTk.30000)	4500 00	4500 00	4500 00	4500 00	45000 0	45000 0	4500 00	4500 00	4500 00	4500 00	45000 0	45000 0	54000 00
Finance & Admin	3.2.6	Mobile and internet data package for Community Outreach Workers (15 PersonsX12monthsXTk.300)	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	54000
Finance & Admin	4.1.3	MPC Rent (HC)(3mpc x tk.26000 x 12m)	7800 0	7800 0	7800 0	7800 0	78000	78000	7800 0	7800 0	7800 0	7800 0	78000	78000	93600 0
Finance & Admin	4.1.4	MPC Land Rent in camp (17mpc x tk.2000 x 12m)	3400 0	3400 0	3400 0	3400 0	34000	34000	3400 0	3400 0	3400 0	3400 0	34000	34000	40800 0
Finance & Admin	4.1.5	MPC Guard Salary (Host) (6pXtk.10000x12m)	6000 0	6000 0	6000 0	6000 0	60000	60000	6000 0	6000 0	6000 0	6000 0	60000	60000	72000 0
Finance & Admin	4.1.6	MPC Guard and care taker Salary (Camp) (34pxtk.6000x12m)	2040 00	2040 00	2040 00	2040 00	20400 0	20400 0	2040 00	2040 00	2040 00	2040 00	20400 0	20400 0	24480 00
Finance & Admin	4.1.7	Salary of MPC Supervisor (20pX12mXTk.40000)	8000 00	8000 00	8000 00	8000 00	80000 0	80000 0	8000 00	8000 00	8000 00	8000 00	80000 0	80000 0	96000 00

Finance & Admin	4.1.8	Salary of MPC Infrastructure & Maintenance Officer (1pX12mXTk.50000)	5000 0	5000 0	5000 0	5000 0	50000	50000	5000 0	5000 0	5000 0	5000 0	50000	50000	60000 0
Finance & Admin	4.1.9	Mobile and internet data package MPC-S-20, Infrastructure & Maintenance Officer-1 (21X12mXTk.500)	1050 0	1050 0	1050 0	1050 0	10500	10500	1050 0	1050 0	1050 0	1050 0	10500	10500	12600 0
Finance & Admin	4.2.1	Trainers Salary- Masters trainer on (Tailoring & Dress Making-2, and Solar-1 (3PersonsXTk.30000*12m)	9000 0	9000 0	9000 0	9000 0	90000	90000	9000 0	9000 0	9000 0	9000 0	90000	90000	10800 00
Finance & Admin	4.2.2	Trainers Salary- (Tailoring & Dress Making, Mask, Sanitary Pad) in camps and host (20MPCX1 personsX Tk.25000 x12m)	5000 00	5000 00	5000 00	5E+0 5	50000 0	50000 0	5000 00	5000 00	5000 00	5000 00	50000 0	50000 0	60000 00
Finance & Admin	4.2.3	Trainers Salary- Solar installation, repair and Maintenance in camps (6px tk. 25000 x12m)	1500 00	1500 00	1500 00	2E+0 5	15000 0	15000 0	1500 00	1500 00	1500 00	1500 00	15000 0	15000 0	18000 00
Finance & Admin	4.2.4	Trainers Salary- Soap Making in camps (3px tk.25000 x12m)	7500 0	7500 0	7500 0	7500 0	75000	75000	7500 0	7500 0	7500 0	7500 0	75000	75000	90000 0
Finance & Admin	4.2.5	Trainers Salary- Computer operation in host (3px tk. 30000 x12m)	9000 0	9000 0	9000 0	9000 0	90000	90000	9000 0	9000 0	9000 0	9000 0	90000	90000	10800 00
Finance & Admin	4.2.6	Trainers Salary- Photography and Tourist Guide in host (2px tk. 30000 x12m)	6000 0	6000 0	6000 0	6000 0	60000	60000	6000 0	6000 0	6000 0	6000 0	60000	60000	72000 0
Finance & Admin	4.2.7	Salary of Technical Officer (1pXtk.55000x12m)	5500 0	5500 0	5500 0	5500 0	55000	55000	5500 0	5500 0	5500 0	5500 0	55000	55000	66000 0
Finance & Admin	4.2.8	Salary of Technical Coordinator (1pX12mXTk.65000)	6500 0	6500 0	6500 0	6500 0	65000	65000	6500 0	6500 0	6500 0	6500 0	65000	65000	78000 0
Finance & Admin	4.2.9	Mobile Data package and Allow. for Technical Staff (MT-3, TT-20, SP-6, SM-3, CO-3, PTG-2, TO-1, TC-1 (12mXTk.12900)	1290 0	1290 0	1290 0	1290 0	12900	12900	1290 0	1290 0	1290 0	1290 0	12900	12900	15480 0
Finance & Admin	4.4.4	Products Display Centre Rent (tk.11000 x 12mX2center)	2200 0	2200 0	2200 0	2200 0	22000	22000	2200 0	2200 0	2200 0	2200 0	22000	22000	26400 0
Finance & Admin	4.4.5	Salary of Display Centre Supervisors (2personX12monthsXTk.30000)	6000 0	6000 0	6000 0	6000 0	60000	60000	6000 0	6000 0	6000 0	6000 0	60000	60000	72000 0

Finance & Admin	4.4.6	Mobile and internet data package of Display Centre Supervisor (2personX12monthsXtk.300)	600	600	600	600	600	600	600	600	600	600	600	600	7200
Finance & Admin	4.6.1	Salary of Production Quality and Market Development Officer (1pXtk.55000x212m)	5500 0	5500 0	5500 0	5500 0	55000	55000	5500 0	5500 0	5500 0	5500 0	55000	55000	66000 0
Finance & Admin	4.6.2	Mobile and internet data package for Production and Market Development Officer (1pXtk800X12m)	800	800	800	800	800	800	800	800	800	800	800	800	9600
Finance & Admin	5.1.1	Social Hub Rent (3SHXtk15000X12m)	4500 0	4500 0	4500 0	4500 0	45000	45000	4500 0	4500 0	4500 0	4500 0	45000	45000	54000 0
Finance & Admin	5.1.4	Salary of Social Hubs Facilitators (3personX12monthsXtk.30000)	9000 0	9000 0	9000 0	9000 0	90000	90000	9000 0	9000 0	9000 0	9000 0	90000	90000	10800 00
Finance & Admin	5.1.5	Salary of Computer Trainer and U-reporting(3personX12monthsXtk.30000)	9000 0	9000 0	9000 0	9000 0	90000	90000	9000 0	9000 0	9000 0	9000 0	90000	90000	10800 00
Finance & Admin	5.1.6	Mobile and internet data package for Social Hubs Facilitators and Computer Trainer and U-reporting (6personX12monthsXtk.300)	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	1800	21600
Finance & Admin	5.2.3	Salary of Social Change Agents Facilitators (3personX12monthsXtk.30000)	9000 0	9000 0	9000 0	9000 0	90000	90000	9000 0	9000 0	9000 0	9000 0	90000	90000	10800 00
Finance & Admin	5.2.4	Mobile and internet data package for Social Change Agents Facilitators (3personX12monthsXtk.300)	900	900	900	900	900	900	900	900	900	900	900	900	10800
Finance & Admin	6.4.1	Salary of Programme Officer-Community Engagement (1Person* 12 Months* Tk.55000)	5500 0	5500 0	5500 0	5500 0	55000	55000	5500 0	5500 0	5500 0	5500 0	55000	55000	66000 0
Finance & Admin	6.4.2	Salary of Field Coordinator (6 PersonsX12monthsXtk.45000)	2700 00	2700 00	2700 00	3E+0 5	27000 0	27000 0	2700 00	2700 00	2700 00	2700 00	27000 0	27000 0	32400 00
Finance & Admin	6.4.3	Salary of Community Mobilizer (11 Persons* 12Months* Tk.30000)	3300 00	3300 00	3300 00	3E+0 5	33000 0	33000 0	3300 00	3300 00	3300 00	3300 00	33000 0	33000 0	39600 00
Finance & Admin	6.4.4	Mobile and internet data package for PO-CE, FC and Community Mobilizers, (Tk.800*1P+6*Tk.500+11P*Tk.300)X12 months	7100	7100	7100	7100	7100	7100	7100	7100	7100	7100	7100	7100	85200

Finance & Admin	9.1.1	Salary for Executive Director (Tk.256432*15%x12 months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.2	Salary for Deputy Executive Director (Tk.211667*15%x12months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.3	Salary for Director- ME & IA (Tk.177309*15%x12 months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.4	Salary for Director-FC&EA (Tk.177309*15%x12 months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.5	Salary for Director-A&SR (Tk.177309*15%x12 months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.6	Salary for Director-Core Program (Tk.177309*15%x12 months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.7	Salary for Joint Director-MEAL & Research (Tk.146382*15%x12 months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.8	Salary for Joint Director-Social Development & Communication (Tk.173916*10%x12months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.9	Salary for Joint Director-GT&CR and Programme focal (Tk.95138 per month x 40%12months)	1500 0	1500 0	1500 0	1500 0	15000	15000	1500 0	1500 0	1500 0	1500 0	15000	15000	18000 0
Finance & Admin	9.1.10	Salary for Assistant Director- Internal Audit (Tk.125898 per month x 15%12months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.11	Salary for Head-ICT (Tk.105966 per month x 15%12months)	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.1.12	Salary for Head-Finance Monitoring, Compliance and Training (Tk.89190*40%x12months)	1500 0	1500 0	1500 0	1500 0	15000	15000	1500 0	1500 0	1500 0	1500 0	15000	15000	18000 0
Finance & Admin	9.1.13	Salary for Head- Humanitarian Response (Tk.89491*50%X 12months)	4474 6	4474 6	4474 6	4474 6	44746	44746	4474 6	4474 6	4474 6	4474 6	44746	44746	53694 6
Finance & Admin	9.1.14	Salary of Programme Manager (1personX12monthsXtk.90000)	9000 0	9000 0	9000 0	9000 0	90000	90000	9000 0	9000 0	9000 0	9000 0	90000	90000	10800 00

Finance & Admin	9.1.15	Salary of Coordinator-Training and Material Development (1PX12mXtk.65000)	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	65000	780000
Finance & Admin	9.1.16	Salary of Finance & Administration Officer (1 personX12monthsXtk.55000)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660000
Finance & Admin	9.1.17	Salary of Assistant Accounts and Administration Officer(1 personX12monthsXtk.45000)	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	540000
Finance & Admin	9.1.18	Salary of Monitoring & Evaluation Officer (1 personX12monthsXtk.55000)	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	55000	660000
Finance & Admin	9.1.19	Salary of Field Monitoring Officer- (1 personX24monthsXtk.45000)	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	540000
Finance & Admin	9.1.20	Salary of Logistic Officer(1 personX12monthsXtk.45000)	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	540000
Finance & Admin	9.1.21	Salary of Service Staff (1 PIU office and 2 field office) (3 personsX12monthsXtk.20000)	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	60000	720000
Finance & Admin	9.2.1	Project Office Rent (Tk.80,000x12m)	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	600000
Finance & Admin	9.2.2	Sub-office Rent(Tk.25,000x1x12m)	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	240000
Finance & Admin	9.2.3	Head Office rent & Utility (Internet, phone, printer ink, Electricity bill & others..)(Tk.400000x10%X12m)	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	180000
Finance & Admin	9.2.4	Warehouse Rent (Tk. 50000x12m)	30000	30000	30000	30000	30000	30000	30000	30000	30000	30000	30000	30000	360000
Finance & Admin	9.2.5	Monthly staff coordination meeting Fooding cost (170 participants x lunch tk.200 + Snacks tk.50 x1dx12times)	34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	34000	408000
Finance & Admin	9.2.6	Project staff Car rental include fuel and maintain (Car-2X12monthsXTk.100000)	160000	160000	160000	2E+05	160000	160000	160000	160000	160000	160000	160000	160000	1920000
Finance & Admin	9.2.7	Project Field staff conveyance and travel, (Project staff and principal office) Travel and conveyance (175 staffX12monthsXTk.500)	70000	70000	70000	70000	70000	70000	70000	70000	70000	70000	70000	70000	840000

Finance & Admin	9.2.8	Learning Sharing meeting at camps and union level (1 camps and 1 union-2 meeting-Food 50 personsXtk.500X logicticTk.15000)												80000	80000
Finance & Admin	9.2.9	Transportation cost from warehouse to office/Sub-office	1000 0	1000 0	1000 0	1000 0	10000	10000	1000 0	1000 0	1000 0	1000 0	10000	10000	12000 0
Finance & Admin	9.2.1 0	Motor Cycle Fuel & maintainance cost	2400 0	2400 0	2400 0	2400 0	24000	24000	2400 0	2400 0	2400 0	2400 0	24000	24000	28800 0
Finance & Admin	9.3.1	Project office Utilities (Electricity, water, gas)(tk.7000 x 12m)	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	84000
Finance & Admin	9.3.2	Internet allowance (Tk.8000x 12m)(PM-435,FAO,CO,M&E,MIS-433, PO(6),TO,PQMDO,AAAO,FMO,LO ,IMO,FC(6)-300	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	96000
Finance & Admin	9.3.5	Recruitment and advertisement cost (BDT-125,000)		1000 0	3000 0	2000 0									60000
Finance & Admin	9.3.6	Internet data package and mobile and communication support of Project staff (PM-3000, F&A-800, AA&A-600, M&E-800, FMO-600, LO-600, C-T&MD-1000, CSO-600 (12monthsX8000tk)	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	8000	96000
Finance & Admin	9.3.7	Office Refreshment (Tk.5000x12m)	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	4000	48000
		Total	69226 46	82633 56	81609 21	72981 46	102250 11	990064 6	73356 46	80882 11	80061 46	72241 46	863126 1	9020546	990766 76

12. SPE4CA- Log frame-2022-23

Result statement	Performance indicator/s	Location	Baseline	Target	Means of Verification
Output 1 11,420 children and adolescents will be supported with structured and sustained psychosocial support and help them to cope with stressful situations in humanitarian settings	Number of girls and boys with age, gender and diversity consideration will be benefited from structured psychosocial support services.	Camps, Ukhia & Teknaf	12480	23,900 (11420 new target with 50% girls and 50% boys with 1% PWD)	Partner reports, Programmatic visits
	Percentage (70%) of children and adolescent boys and girls who report improved positive coping mechanisms in stressful situations in their everyday life.	Camps, Ukhia & Teknaf	68%	70%(girls and boys)	Assessment report
	Number of parents are participated on positive parenting	Camps, Ukhia & Teknaf	2800	5710 (2910 new target with 50% male and 50% female)	
Output 4: Skills and Empowerment 5120 adolescent boys and girls (10-18 years) will have applicable life skills and occupational skills which contribute to their economic engagement and daily living	Number of adolescent boys and girls (15-18) participating in literacy and numeracy sessions	Camps, Ukhia & Teknaf	8400	11,980 (new 3580 with 50% girls and 50% boys 1% PWD)	Partner reports, ONA Report
	Percentage of (70%) adolescents girls and boys could achieving at least a minimum standard of learning competence	Camps, Ukhia & Teknaf	70%	70% (50% from both sexes with 1% PDW)	Pre- and post-assessment, Field visit report
	Number of adolescent boys and girls participating in occupational/ vocational training	Camps, Ukhia & Teknaf	4800	8380 (new target 3580 50% girls and 50% boys with 1% PWD)	Partner reports, ONA Report

Result statement	Performance indicator/s	Location	Baseline	Target	Means of Verification
	Percentage of Adolescents (15-18) are empowered and able to participate in family decision making process and raise their voice against harmful practices	Camps, Ukhia & Teknaf	45%	60% (50% girls and 50% boys with 1% PWD)	Partner reports, ONA and assessment Report
	Percentage of adolescent boys and girls are engaged in small business or job after completion of occupational/vocational skills programme	Camps, Ukhia & Teknaf	20%	50% (50% girls and 50% boys with 1% PWD)	Partner reports, ONA Report
Output 5: Social mobilization for participatory and effective child protection 1160 Adolescents and youth (15-24) have access to the issues on peace building, conflict resolution, tolerance and 360 adolescents have access to U-reporting portal to share about their social and civic life.					
	Number of Social Hubs (SH) established and functional in host community multipurpose centres	Ukhia and Teknaf	3	3 Social Hubs	ONA report and partner report
	Number of Social Change Agents (SCA) (adolescents and youth 15-24 year) are trained in and engaged for positive social change in their community	Camps, Ukhia & Teknaf	275	640 (new 365 target adolescent and youth (50% girls-, 50% boys and 1% PWD)	Partner training report, ONA report
	Number of adolescents and youth are trained and engaged in u-report through u-reporting portal from host community	Ukhia and Teknaf	330	360 (new 30 with 50% girls and 50% boys 1% PWD)	Partner training report, ONA report
	Number of Rohingya and host adolescents and youth (15-24 years, 50% boys and 50% girls) trained on peace building, conflict resolution, and tolerance	Camps, Ukhia & Teknaf	3245	4405 (New 1160 with 50% girls and 50% boys 1% PWD)	ONA report and partner report

Result statement	Performance indicator/s	Location	Baseline	Target	Means of Verification
Output 6: Community Engagement 13838 parents and community members benefited from community engagement initiatives.	Number of community-based child protection committees (CBCPC) are trained and attended meeting with effective actions on child protection concerns	Camps, Ukhia & Teknaf	400	400 (50% female and 50% male with 1% PWD)	ONA report and partner report
	Number of parents and community peoples are benefited from child protection, positive parenting, environmental protection, disaster response, usages of bio-friendly product and awareness services including COVID19 prevention measures through community engagement initiatives	Camps, Ukhia & Teknaf	22089	35,927 (New 13838 with 50% female and 50% male 1% PWD)	4W and Weekly SitRep, ONA report
Output 7: Staff Capacity Building and Compliance Staff Capacity Building Project staff are capacitated and ensure the compliance	Number of staff trained on PSEA and code of conduct, child protection in emergency, safeguarding and disability inclusion	Camps, Ukhia & Teknaf	90	95 (50% female and 50% male)	Partner training report, ONA report
Output 8: Contingency Plan The project has contingency place in place to respond disaster and ensure the child protection needs with lifesaving support, including repair and construction of facilities	Number of MPC and facilities secured by contingency plan	Camps, Ukhia & Teknaf	20	20	4W and Weekly SitRep, ONA report
	Number of children received lifesaving and emergency support in disaster	Camps, Ukhia & Teknaf	135	335 (new 200 50% female and 50% male with 1% PWD)	4W and SitRep, ONA report, response report

13. SPE4CA-Monitoring and Evaluation Plan

Monitoring and Evaluation plan(SPE4CA)											
Result Level	Indicator	Data collection methods	Baseline	Target	Plan Target(May-Oct'22)	Plan Target(Nov-April'23)	frequency	Responsible	Analysis and progress tracking	Data validation & quality check-responsible & frequency	Reporting and mean of verification
Output indicator: 1	By the end of April 2023, 11,420 children and adolescents are supported with structured and sustained psychosocial support to help them to cope with stressful situations in humanitarian settings.										
	Number of girls and boys with age, gender and diversity consideration will be benefited from structured psychosocial support services.	The primary data will collect through FGD, KII, quantative survey, participatory monitoring	13,475 (7141 girls ,6334 boys and 116 PWD (53 girls and 63 boys)	24,895 (11,420 new target with 50% girls and 50% boys with 1% PWD	Female- 2580, Male- 2840	Female- 2580, Male- 2840	May, October April,	PO-PSS, MIS and M&E officer, FC and PSS worker collect data	MIS & M&E officer	MIS & M&E officer	Pre-test and post-test report
	Percentage (70%) of children and adolescent boys and girls who report improved positive coping mechanisms in stressful situations in their everyday life.	The Primary data will collect through field visit, FGD and KII, Attendance register	68%	70%(girls and boys)			Bi-weekly	PO-PSS, MIS and M&E officer, FC and PSS worker collect data	MIS & M&E officer	FMO, Monthly	Data quality assurance report, Monthly progress report
	Number of parents are participated on positive parenting	The Primary data will collect through field visit, FGD and KII, Attendance register	2800	5710 (2910 new target with 50% male and 50% female)	Female- 728, Male- 728	Female- 728, Male- 728	Bi-weekly	MIS and M&E officer, FC and PSS worker collect data	MIS & M&E officer	FMO, Monthly	Data quality assurance report, Monthly progress report

Output indicator:2	By the end of April 2023, 600 most vulnerable adolescent boys and girls benefited through case management and referral services										
	Number of most vulnerable adolescent boys and girls who face the risk of sexual and gender-based violence, trafficking, child and forced marriage, child labour, abuse, and exploitation including unaccompanied and separated children benefit through case management services	The primary data will collect through FGD, KII, quantative survey, participatory monitoring	478	600 (122 new with 60% girls and 40% boys with 1% PWD)	Female-180, Male-120	Female-180, Male-120	May, October April,	T&MD team, MIS, M&E, PO-CM officer and FMO	MIS & M&E officer	MIS & M&E officer	Pre-test and post-test report
	Percentage of child concerns cases reduce as a results of community strengthening initiatives	The primary data will collect through FGD, KII, quantative survey, participatory monitoring	10%	20% (60% girls and 40% boys with 1% PWD)				T&MD team, MIS, M&E, PO-CM officer and FMO	MIS & M&E officer	MIS & M&E officer	Pre-test and post-test report
	Percentage of case referred from CBCPC, PCC and adolescent including adolescent clubs participants	The Primary data will collect through field visit, FGD and KII, Attendance register	15%	20% (60% girls and 40% boys with 1% PWD)			Daily	MIS and Case management officer and FC &Case worker will collect data	MIS & M&E officer	FMO, Monthly	Data quality assurance report, Case management distribution report, case story
Output indicator: 3	By the end of April 2023, 8160 children and adolescents have increased knowledge and understanding of violence against children and women, and are empowered to prevent violence and other harmful practices.										

	Percentage (70%) of adolescent (10-18) girls and boys have understood and can name at least three harmful practices of their community	The primary data will collect through FGD, KII, quantitative survey, participatory monitoring	65%	70% (50% girls and 50% boys with 1% PWD)			May, October April,	TC, T&MD, MIS, M&E officer and FMO	MIS & M&E officer	MIS & M&E officer	Pre-test and post-test report
	Number of Adolescents (10-14 years and 15-18 years) have received Life skills knowledge to understand and prevent violence in club	The primary data will collect through FGD, KII, quantitative survey, participatory monitoring	8400	16,394 (new 7994 with 50% girls and 50% boys 1% PWD)	Female-2000, Male-2000	Female-1997 Male-1997	May, October April,	TC, MIS, M&E officer and FMO	MIS & M&E officer	MIS & M&E officer	Pre-test and post-test report
	Percentage of (75%) adolescent girls and boys could protect themselves from different violence and harmful practices	The Primary data will collect through field visit, FGD and KII, Attendance register	70%	75% (60% girls and 40% boys with 1% PWD)			Bi-weekly	TC, MIS, M&E, MPCS and COW will collect data	MIS & M&E officer	FMO, Monthly	Data quality assurance report, Progress report
	Number of peer leaders mobilized to facilitated adolescent clubs activities	The Primary data will collect through field visit, FGD and KII, Attendance register	100	288 (new 188 with 50% girls and 50% boys with 1% PWD)	Female-47 Male-47	Female-47 Male-47	May, October April,	TC, MIS, M&E officer and FMO, COW	MIS & M&E officer	MIS & M&E officer	Pre-test and post-test report

Output indicator: 4 Skills and Empowerment	By the end of April 2023, 5120 adolescent boys and girls (10-18 years) will have applicable life skills and occupational skills which contribute to their economic engagement and daily living.										
	Number of adolescent boys and girls (15-18) participating in literacy and numeracy sessions	The primary data will collect through FGD, KII, quantitative survey, participatory monitoring	8400	11,980 (new 3580 with 50% girls and 50% boys 1% PWD)	Female-895 Male-895	Female-895 Male-895	May, October April,	TC, MIS, M&E officer and FMO	MIS & M&E officer	MIS & M&E officer	Partner reports, ONA Report
	Percentage of (70%) adolescents girls and boys could achieving at least a minimum standard of learning competence	The Primary data will collect through field visit, FGD and KII, Attendance register	70%	70% (50% from both sexes with 1% PDW)			Bi-weekly	MIS&M&E, MPCS and COW will collect data	MIS & M&E officer	FMO, Monthly	Pre- and post-assessment, Field visit report
	Number of adolescent boys and girls participating in occupational/ vocational training	The Primary data will collect through field visit, FGD and KII, Attendance register	4800	8380 (new target 3580 50% girls and 50% boys with 1% PWD)	Female-895 Male-895	Female-895 Male-895	Bi-weekly	TO, MIS & M&E, MPCS and COW will collect data	MIS & M&E officer	FMO, Monthly	Partner reports, ONA Report
	Percentage of Adolescents (15-18) are empowered and able to participate in family decision making process	The Primary data will collect through field visit, FGD and	45%	60% (50% girls and 50% boys with 1% PWD)			Bi-weekly	TO, MIS&M&E, MPCS and O.w will collect data	MIS & M&E officer	FMO, Monthly	Partner reports, ONA and assessment Report

	and raise their voice against harmful practices	KII, Attendance register									
	Percentage of adolescent boys and girls are engaged in small business or job after completion of occupational/vocational skills programme	The Primary data will collect through field visit, FGD and KII, Attendance register	20%	50% (50% girls and 50% boys with 1% PWD)			Bi-weekly	Tech Team, MIS&M&E, MPCS and CPW will collect data	MIS & M&E officer	FMO, Monthly	Partner reports, ONA Report
Output indicator: 5 Social mobilization for participatory and effective child protection	By the end of April 2023, 1160 Adolescents and youth (15-24) have access to the issues on peace building, conflict resolution, tolerance and 360 adolescents have access to U-reporting portal to share about their social and civic life.										
	Number of Social Hubs (SH) established and functional in host community multipurpose centers	The Primary data will collect through field visit, FGD and KII, Attendance register	3	3 Social Hubs			Bi-weekly	TC, MIS&M&E, MPCS and will collect data	MIS & M&E officer	FMO, Monthly	ONA report and partner report
	Number of Social Change Agents (SCA) (adolescents and youth 15-24 year) are trained in and engaged for positive social change in their community	The Primary data will collect through field visit, FGD and KII, Attendance register	275	640 (new 365 target adolescent and youth (50% girls- , 50% boys and 1% PWD)	Female-183 Male-182	Female-183 Male-182	Bi-weekly	TC, MIS, M&E, MPCS and COW will collect data	MIS & M&E officer	FMO, Monthly	Partner training report, ONA report

	Number of adolescents and youth are trained and engaged in u-report through u-reporting portal from host community	The Primary data will collect through field visit, FGD and KII, Attendance register	330	360 (new 30 with 50% girls and 50% boys 1% PWD)	Female-50 Male-50	Female-50 Male-50	Bi-weekly	TC,MIS&M&E, MPCs and O.w will collect data	MIS & M&E officer	FMO, Monthly	Partner training report, ONA report
	Number of Rohingya and host adolescents and youth (15-24 years, 50% boys and 50% girls) trained on peace building, conflict resolution, and tolerance	The Primary data will collect through field visit, FGD and KII, Attendance register	3245	4405 (New 1160 with 50% girls and 50% boys 1% PWD)	Female-290 Male-290	Female-290 Male-290	Bi-weekly	TC, MIS, M&E, MPCs and PO-T&MDwill collect data	MIS & M&E officer	FMO, Monthly	ONA report and partner report
Output indicator: 6 Community Engagement	By the end of April 2023, 13838 parents and community members benefited from community engagement initiatives.										
	Number of community-based child protection committees (CBCPC) are trained and attended meeting with effective actions on child protection concerns	The Primary data will collect through field visit, FGD and KII, Attendance register	400	400 (50% female and 50% male with 1% PWD)	Female-200 Male-200	Female-200 Male-200	Bi-weekly	CEO, MIS, M&E, MPCs and CM will collect data	MIS & M&E officer	FMO, Monthly	ONA report and partner report
	Number of parents and community peoples are benefited from child protection, positive parenting, environmental protection, disaster response, usages of bio-friendly product and awareness services	The Primary data will collect through field visit, FGD and KII, Attendance register	22089	35,927 (New 13838 with 50% female and 50% male 1% PWD)	Female-3460 Male-3459	Female-3460 Male-3459	Bi-weekly	CEO, MIS, M&E, MPCs and CM will collect data	MIS & M&E officer	FMO, Monthly	4W and Weekly SitRep, ONA report

	including COVID19 prevention measures through community engagement initiatives										
Output indicator: 7 Staff Capacity Building and Compliance	By the end of April 2023, 95 Staff Capacity Building Project staff are capacitated and ensure the compliance										
	Number of staff trained on PSEA and code of conduct, child protection in emergency, safeguarding and disability inclusion	The Primary data will collect through field visit, FGD and KII, Attendance register	90	95 (50% female and 50% male)	Female-25 Male-25	Female-23 Male-22	May July Dec January	PM, TC, MIS, M&E, MPCs and PO-T&MD will collect data	MIS & M&E officer	FMO, Monthly	Partner training report, ONA report
Output indicator: 8 Contingency Plan	By the end of April 2023, The project has contingency place in place to respond disaster and ensure the child protection needs with lifesaving support, including repair and construction of facilities.										
	Number of MPC and facilities secured by contingency plan	The Primary data will collect through field visit, FGD and KII, Attendance register	20	20			May July Dec January	PM, TC, MIS, M&E, MPCs and PO-T&MD will collect data	MIS & M&E officer	FMO, Monthly	4W and Weekly SitRep, ONA report
	Number of children received lifesaving and emergency support in disaster	The Primary data will collect through field visit, FGD and KII, Attendance register	135	335 (new 200 50% female and 50% male with 1% PWD)	Female-50 Male-50	Female-50 Male-50	May July Dec January	PM, TC, MIS, M&E, MPCs and PO-T&MD will collect data	MIS & M&E officer	FMO, Monthly	4W and SitRep, ONA report, response report

14. Yearly programme Plan (28th April to 27 April 2023) Project Name: Strengthen the Protective Environment for Children and Adolescents in Rohingya and Host Communities in Cox's Bazar District.

Yearly Program Plan (Monthly)

SL.	Activity	Target												Implementing Areas	Responsible Person		Resources	Remarks
		May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23					
1	Project orientation meeting	1	3											UROC Office	All staff	PM and M&E	#PD #Budget #Plan setting	
2	Project Plan of operation prepare	1												UROC Office	UROC	PM	PIU	
3	Approval for implementation in camps	7	1											Ukhiya, Teknaf 3 unions and 8 camps	8 Rohingya Camps, RRRC, UNO and DC	PM & PO-CE	PIU and FC	
4	Program Staff Recruitment	3	20											Cox's Bazar Center, UROC	Host	PM & Head – Humaint arin Response	#Staff requisition letter #Policy & HR guidline #Committee approval letter #Recruitment materials	RTL will monitor & supervised

5	LSB, Case volunteers and MPC guard recruitment		84										Ukhiya, Teknaf 8 camps	8 camps	PM, Team-T&MD and PO-CM	#Committee approval letter #Recruitment materials	
5	LSB and Case volunteers orientation			68									Ukhiya, Teknaf 3 unions and 8 camps	8 camps	PO-PSS & T&MD	# Orientation schedule, pss module & guideline #Sector resources & guideline	
6	MPC Based halfyearly sports and arts program					20						20	Ukhiya, Teknaf 20 MPC	Rohingya Camps and Unions	PO-PSS	#20 PSS worker #20 Volunteer #Budget #Necessary sports equipments & materials #Guide line & position paper	
7	Adolescents quarterly sports and arts program			72		72			72			72	Ukhiya, Teknaf 20 MPC	8 Rohingya Camps and 3 Unions	PO-PSS Team-T&MD	#20 PSS worker #20 Volunteer #Budget #Necessary sports equipments & materials #Guide line & position paper	
8	Case Management service					50	50	50	50			50	Ukhiya, Teknaf 10 camps	8 Rohingya Camps	PO-CM	# 8 Social Worker # 16 Volunteers	

		50	50	50	50	50					50	50				# Guide line & module # CM task force guideline and resources # Referral form # Need basis equipment		
9	LSBE Sessions for 10-14 and 15-18 years adolescent in MPC		20	20	20	20	20	20	20	20	20	20	20	Ukhiya, Teknaf 8 camps and 3 unions	17 MPC 8 camps and 3 MPC 3 unions	PO-T&MD	# 20 LSB Facilitator # 34 Volunteers # Guide line & module # Sector guideline and resources # Need basis equipment	
10	PSS Sessions for in MPC		20	20	20	20	20	20	20	20	20	20	20	Ukhiya, Teknaf 8 camps and 3 unions	17 MPC in 8 camps and 3 MPC in 3 unions	PO-T&MD	# 20 PSS Facilitator # Guide line & module # Sector guideline and resources # Need basis equipment	
11	Vocational training in MPC		20	20	20	20	20	20	20	20	20	20	20	Ukhiya, Teknaf 8 camps and 3 unions	17 MPC 8 camps and 3 MPC 3 unions	Co-Tec. & Technical officer	# 22 tailoring trainer #7 solar trainer #3 soap trainer # 3 computer and 2	

																	photography and tourist trainer #Training module & guideline # Materials & equipments	
12	Homestead gardening			20			20			20				Ukhiya, Teknaf 8 camps and 3 unions	17 MPC 8 camps and 3 MPC 3 unions	Co-Tec. & Technical officer	#Homestead gardening orientation module & schedule #Different types of seeds #Banner #distribution plan and list	
13	Start-up materials input support						10 20						102 0	Ukhiya, Teknaf 10 camps and 3 unions	17 MPC 8 camps and 3 MPC 3 unions	Co-Tec. & Technical officer	# Graduate data, plan & list # Materials #Pre & post assessment report	
14	Start-up cash capital(Host community)						18 0						180	Ukhiya & Teknaf 3 unions	3 MPC	Co-Tec., Technical officer & A&AD	#Graduate list #Assessment list #Distribution plan, agreement #Bank account documents & documents	

																	#Masterolln & post assessment report	
15	Producet display centre		2											Ukhiya	Ukhiya & Kutupalong bazar	Co-Tec., Officer-PD&ML	#Budget, Action plan #Agreement #Pre assessment	
16	MPC graduation ceremony						20						20	Ukhiya & Teknaf	17 camps & 3 Host MPC	Co-Tec., Technical officer & Logistic Officer	#Budget, work plan #Graduate list #Certificate #Materials	
17	Post training support linked with COAST micro finance											100	100	Ukhiya & Teknaf	3 Host Mpc	Co-Tec., Officer-PD&ML	# Graduate list #Assessment list #Distribution plan & list #Documents	
18	Session by the SCA on Social issues (eve teasing, drag, trafficking, abuse, etc. & Peace Building (Educational Institute & Local Bazar)			3	3	3	3	3	3	3	3	3	3	Ukhiya and Teknaf 3 unions	3 Host unions	PO-CE	# 3 Social change agents facilitator #guideline & position paper #Module and resources	
19	Dialouges, Meeting with Stakeholders											8	3	Ukhiya and Teknaf 2 camps & 3 unions	3 Host unions & 2 camps	PO-CE	# 3 Social change agents' facilitator and	

																	11 community mobilizer. #guideline & position paper #Module and resources	
20	Indoor and outdoor seasonal sports competition						3						3	Ukhiya and Teknaf 3 unions	3 Host unions	PO-CE	#3 Social Hub facilitator # 6 Social change agents facilitator #guideline & position paper #Sports materials and equipments	
21	Tree Plantation			20										Ukhiya, tekna 10 camps and 3 unions	20 MPC in camps and unions	PO-CE	# 13 campainers # 6 Field coordinators, 20 MPC supervisor #Guideline& position paper #Plantation materials and equipments #Participants list and assessment	

22	PCC orientation meeting		35	37										Ukhiya, tekna 8 camps and 3 unions	72 adolescents clubs	PO-CE	# 15 community outreach worker # 6 field coordinator #Guideline and position paper # Essential materials. #meeting register	
23	PCC Bi-monthly meeting		72		72		72		72		72		72	Ukhiya, tekna 10 camps and 3 unions	50 adolescents clubs	PO-CE	# 11 Community Mobilizer # 6 field coordinator # 20 MPC supervisor #Guideline and position paper # Essential materials.	
24	CBCPC orientation				11	9								Ukhiya, tekna 8 camps and 3 unions	20 MPC	PO-CE	# 11 Community Mobilizer # 6 field coordinator # 20 MPC supervisor #Guideline and position paper # Essential materials.	

25	CBCPC Monthly Meeting		20		20		20		20		20	Ukhiya, tekna 8 camps and 3 unions	20 MPC	PO-CE	# 11 Community Mobilizer # 6 field coordinator # 20 MPC supervisor #Guideline and position paper # Essential materials.	
26	Learning Sharing meeting at camps and union level									6	3	Ukhiya, tekna 8 camps and 3 unions	8 camps and 3 unions	M&E, PO-CE & T&MD	# 11 Community Mobilizer # 6 field coordinator # 20 MPC supervisor #Guideline and position paper # Essential materials.	PM will monitor & supervised the issue.

15. Yearly Renovation & Maintance Action Plan with Time Frame

Camp	MPC	Club	Name of Activity	May-22																														
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Camp 4Ext.	1	4	MPC Renovation								MPC+Club Visit & Prepared Renovation Budget																							
			Club Renovation																															
Camp 8E	3	5	MPC Renovation													MPC+Club Visit & Prepared Renovation Budget																		
			Club Renovation																															
Camp 11	1	4	MPC Renovation																				MPC+Club Visit & Prepared Renovation Budget											
			Club Renovation																															
Camp 12	3	4	MPC Renovation																										MPC+Club Visit & Prepared Renovation Budget					
			Club Renovation																															
Camp	MPC	Club	Name of Activity	Jun-22																														
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Camp 14	4	4	MPC Renovation	MPC+Club Visit & Prepared Renovation Budget																														
			Club Renovation																															
Camp 19	3	4	MPC Renovation							MPC+Club Visit & Prepared Renovation Budget																								
			Club Renovation																															
Camp 20 Ext.	1	3	MPC Renovation													MPC+Club Visit & Prepared Renovation Budget																		
			Club Renovation																															

[illegible]

Camp 8E	3	5	MPC Renovation														7Days																		
			Club Renovation																																
Camp 11	1	4	MPC Renovation																			7Days													
			Club Renovation																																
Camp 12	3	4	MPC Renovation																								6Days								
			Club Renovation																																
Camp	MPC	Club	Name of Activity	Sep-22																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Camp 14	4	4	MPC Renovation	7Days																															
			Club Renovation	7Days																															
Camp 19	3	4	MPC Renovation							7Days																									
			Club Renovation																																
Camp 20 Ext.	1	3	MPC Renovation														7Days																		
			Club Renovation																																
Camp 22	1	4	MPC Renovation																				9Days												
			Club Renovation																																
Camp	MPC	Club	Name of Activity	Oct-22																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Jaliapal ong	1	12	MPC Renovation	7Days																																		
			Club Renovation							7Days																												
Ratnap aling	1	14	MPC Renovation									7Days																										
			Club Renovation															7Days																				
Teknaf Sadar	1	11	MPC Renovation																				7Days															
			Club Renovation																										7Days									
Camp	MPC	Club	Name of Activity	Nov-22																																		
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Camp 4Ext.	1	4	MPC Maintenance	7 Days																																		
			Club Maintenance			7 Days																																
Camp 8E	3	5	MPC Maintenance							7 Days																												
			Club Maintenance									7 Days																										
Camp 11	1	4	MPC Maintenance													7 Days																						
			Club Maintenance															7 Days																				
Camp 12	3	4	MPC Maintenance																				7 Days															
			Club Maintenance																							7 Days												
Camp	MPC	Club	Name of Activity	Dec-22																																		
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

Camp 14	4	4	MPC Maintenance	7 Days																															
			Club Maintenance			7 Days																													
Camp 19	3	4	MPC Maintenance							7 Days																									
			Club Maintenance									7 Days																							
Camp 20 Ext.	1	3	MPC Maintenance													7 Days																			
			Club Maintenance															7 Days																	
Camp 22	1	4	MPC Maintenance																					7 Days											
			Club Maintenance																								7 Days								
Camp	MPC	Club	Name of Activity	Jan-23																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Jaliapal ong	1	12	MPC Maintenance	7Days																															
			Club Maintenance						7Days																										
Ratnap aling	1	14	MPC Maintenance										7Days																						
			Club Maintenance															7Days																	
Teknaf Sadar	1	11	MPC Maintenance																				7Days												
			Club Maintenance																									6Days							
Camp	MPC	Club	Name of Activity	Feb-23																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Camp 4Ext.	1	4	MPC Maintenance	7 Days																																				
			Club Maintenance			7 Days																																		
Camp 8E	3	5	MPC Maintenance							7 Days																														
			Club Maintenance									7 Days																												
Camp 11	1	4	MPC Maintenance													7 Days																								
			Club Maintenance															7 Days																						
Camp 12	3	4	MPC Maintenance																					7 Days																
			Club Maintenance																								7 Days													
Camp	MPC	Club	Name of Activity	Mar-23																																				
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Camp 14	4	4	MPC Maintenance	7 Days																																				
			Club Maintenance			7 Days																																		
Camp 19	3	4	MPC Maintenance							7 Days																														
			Club Maintenance									7 Days																												
Camp 20 Ext.	1	3	MPC Maintenance													7 Days																								
			Club Maintenance															7 Days																						
Camp 22	1	4	MPC Maintenance																					7 Days																
			Club Maintenance																							7 Days														

Camp	MPC	Club	Name of Activity	Apr-23																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jaliapal ong	1	12	MPC Maintenance	7Days																															
			Club Maintenance					7Days																											
Ratnap aling	1	14	MPC Maintenance										7Days																						
			Club Maintenance															7Days																	
Teknaf Sadar	1	11	MPC Maintenance																					7Days											
			Club Maintenance																									6Days							

16. Training Calender -2022-23

Training Plan 2022-23

National Holiday

Leave Deducted from Annual Leave

COAST Foundation Training Calender

MONTH	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	MONTH		
May , 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Training on PSEA and	27	PSE A	29	30	31			May , 2022
June, 2022				1	2	3	4	5	6	7	8	9	10	Training on online	13	Staff TOT on LSBE Advance Module	17	18	19	20	21	22	23	24	25	TOT on MeWeUs Module for Program Staff	29	30				June, 2022	
July, 2022					1	2	3	Capacity building and Refresher training on	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	Refresher training on Me We Us	29	30	31	July, 2022
August, 2022		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	Training on Child Protection,	30	31		August, 2022
September , 2022				1	2	Training on creative learning and storytelling	Case Management Refresher	8	Leadership Skill development training for Peer Leaders training in	Training on online	16	17	18	Staff ToT on LTN	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	September , 2022	
October, 2022					1	2	3	4	5	6	7	8	9	10	Training on Positive Parenting and its	14	Training on Child Protection,	Child protection in emergency, safeguarding and	20	21	22	23	24	25	26	27	28	29	30	31	October, 2022		
November, 2022			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	November, 2022	
December, 2022				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	December, 2022	
January, 2023	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	January, 2023	
February, 2023			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	February, 2023	
March, 2023				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	March, 2023	
April, 2023					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	April, 2023	
MONTH	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	MONTH		

17. Meeting and Event Calender 2021

Meeting / Event Plan2022-23

National Holiday

Leave Deducted from Annual Leave

COAST Foundation Training Calander

MONTH	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	MONTH							
May , 2022	1	2	3	4	5	6	7	PCM	R4FD MN	10	PPM M	PAC M	13	14	15	16	17	18	19	20	PIUM	22	23	24	25	26	27	PIUM	29	30	31	May , 2022						
June, 2022				1	PCM	3	4	R4FD MN	6	7	8	9	10	PIUM	12	13	14	PPM M	PAC M	17	GRD M	PIUM	WFD	21	22	23	24	25	26	27	28	29	30	June, 2022				
July, 2022						1	2	PCM	R4FD MN	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	PPM M	PAC M	22	23	24	25	26	27	28	29	30	31	July, 2022	
August, 2022		1	2	PCM	R4FD MN	5	6	7	8	9	10	11	12	PIUM	14	15	16	PPM M	PAC M	19	GRD M	21	22	23	24	25	26	PIUM	28	29	30	31	August, 2022					
September , 2022					1	2	3	PCM	5	6	R4FD MN	8	9	PIUM	11	12	13	PPM M	PAC M	16	17	18	19	20	21	22	23	PIUM	25	26	27	28	29	30	September , 2022			
October, 2022							1	2	3	4	5	6	7	8	9	PCM	R4FD MN	12	PIUM	14	GRD M	16	PPM M	PAC M	19	20	21	22	23	24	25	26	PIUM	28	29	30	31	October, 2022
November, 2022			1	PCM	3	4	R4FD MN	6	7	8	9	10	11	PIUM	13	14	15	PPM M	PAC M	18	19	GRD	21	22	23	24	25	PIUM	27	28	29	30			November, 2022			
December, 2022				1	2	3	PCM	R4FD MN	6	7	PIUM	9	10	GRD	11	12	13	PPM M	PAC M	16	GRD M	18	19	20	21	PIUM	23	24	25	26	27	28	29	30	31	December, 2022		
January, 2023	1	2	PCM	4	R4FD MN	6	PIUM	8	9	10	11	12	13	PPM M	PAC M	16	17	18	19	20	PIUM	22	23	24	25	26	27	28	29	30	31			January, 2023				
February, 2023				1	2	3	PCM	R4FD MN	GRD M	7	8	PIUM	10	PPM M	PAC M	13	14	15	16	17	18	PIUM	20	21	22	23	24	25	26	27	28			February, 2023				
March, 2023				1	2	3	PCM	R4FD MN	6	7	WFD	9	10	PPM M	PAC M	13	14	15	PIUM	17	18	19	20	21	22	23	24	PIUM	26	27	28	29	30	31	March, 2023			
April, 2023							1	2	PCM	R4FD MN	GRD M	6	7	PIUM	9	10	11	12	13	14	PPM M	PAC M	17	18	19	20	21	PIUM	23	24	25	26	27	28	29	30	April, 2023	
MONTH	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	MONTH							

18. SPE4CA Project yearly procurement Plan:

S.L	Cod e	Name of Activity	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-21	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	Remarks
1	1.1.1	Children physical & mental refreshing materials and settings (Rocking slider,play time toys ,dolna , puzzel,picture books) (20MPC XTk.5000)		100000											
2	1.1.2	MPC based Half-yearly Story telling and Art programe for children materials and food in camps(17MPCx2EventxTk. 2000) materials paper,pen.etc -600tk, banner-400tk, food(50px20tk=1000tk)					34000			34000					
3	1.1.3	MPC based Half-yearly arts and sports programe for adolescents materials and food in host (3MPCx2EventxTk.2500) materials paper,pen.etc - 500tk, banner-400tk, food(80px20tk=1600tk)					7500			7500					
4	1.1.4	Adolescent Club Half-yearly arts and sports programe (72clubsx2Eventsx1000tk) materials paper, pen,banner etc- 500tk,food(25px20tk=500)						72000			72000				
5		Case management service cost (Persons600xTk.1000as per case plan. Avg 4months)		75000	75000	50000	50000	50000	50000	50000	50000	75000	75000		

6	3.2.3	Adolescent Club Maintenance and materials in camp (36 clubs x10 x 500)			17500			52500			52500			52500	
7	3.2.4	Adolescent Club Maintenance and materials in camp (37 clubs x10 x 500)			37500			11100 0			11100 0			11100 0	
8	3.7.4	Stationary (note book , pen, pencial, poster paper, colorpaper, ect)		36000	36000				36000	36000					
9	4.1.1	MPC Materials cost (20mpc x 8000tk) (variable maintenance cost -security instruments-3000,cleaning & hygene items - 3000,electric maintenance -20000)	50000	60000	50000	60000	50000	50000	50000	60000	50000	75000	75000		
10	4.2.1 0	Trank for MPC (9 mpc Tk.3000)			6750		6750			6750		6750			
11	4.3.1	Educational Materials for the MPC learners /participants (Exercise books ,pen , pencil, registers, color pencil, sing pen , color poster paper , notice board , white board, parmanent markers , art paper , roller/ scale) (20 Mpc x 2 cohorts x tk.5000)		50000	50000				50000	50000					
12	4.3.2	Raw Materials for Tailoring & Dress Making sessions (20MPCX2ChortXTk.15000) [Cloths, scissors, sewing machine oil, yern, niddle,		30000 0						300000					

		Elastic , Yeard card& shape card,ect]												
13	4.3.3	Raw Materials for sanitary pad and mask making sessions(9MPCX2ChortXTk.20000) [Cloths (fullstar interlock & Bledger Febric), scissors, yern, niddle, for tailoring, dress making & saniterary pad making]			200000				200000					
14	4.3.4	Raw Materials for Soap Making- (3MPCX2 chortXTk.30000) [Sodium silicate, coconut oil, palm oil, coustic soda, liquid foam, era powder, color+ flavour, alovera, essential oil for soap making training]		90000					90000					
15	4.3.5	Raw Materials for Solar practical session (10MPCX1 timesXTk.25000) [electric equipments, parts & kits for electric]					250000							
16	4.3.7	Sanitary pad equipment (jack Overlock maechines (10 MPCXTk.80,000)					800000							
17	4.4.1	Start-up Materials for graduate adolescent in camp (17 centers x 60 adolescent x 2 times x tk 1000) (cloths, scissors, yern, niddle, fullstar interlock & Bledger Febric, yarn etc. for tailoring,					1020000					1020000		

		dress making & sanitary pad making; electric equipments, parts & kits for electric & solar trade; sodium silicate, coconut oil, palm oil, coustic soda, liquid foam, era powder, color, flavour, alovera, essential oil, etc. for soap making training; Pen drive & Module for Computer training)												
18		Products Display Centre Decoration (Decoration - 10000x2centrex1 times)				20000								
19	4.4.8	Display centers maintenance (2*500*12)		3000		3000		3000				3000		
20	4.5.1	Soap equipment (2 sets x 1 timex TK 40000) (Oven,scales-, Thermometer-,belsa , ect)		80000										
21	4.5.2	Soap Materials (3 centers X 2 times X Tk.30,000) (Sodium silicate , coconut oil , palm oil-, coustic soda-, liquid foam , era powder, color, flavour, ect)				90000						90000		
22	4.5.3	Sanitary pad materials cost (30000tkX5production centreX 2 times),(Sanitary Pad materials- fullstar interlock cloth ,Bledger febric, yarn, oil, neddle, ect)				150000						150000		
23	5.1.3	Reading materials for socials Hub Library (30000	30000							

		Articale, novel, history ,biography ,magazines Tk 10000x 3 SH X 2 times)													
24	5.3.3	Tree Plantation (20 centers x Tk 3000) (Amla tree, neem tree, arjun, amra tree				30000			30000						
25	9.3.3	Office Stationeries (Tk.8000x12m)	9000	9000		9000	9000		9000	9000		9000	9000		
26	9.3.4	Office Maintenance ,generatot fule & general expenses (Tk. 7000 x 12)	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	7000	
Total			66000	81000 0	47975 0	18600 0	25272 50	34250 0	23500 0	760250	43250 0	17275 0	142900 0	17050 0	

Section 1. Programme & CSO overview																														
1.1 Programme submission reference	UNICEF Office	UNICEF Bangladesh																												
	Programme Title	Strengthen the Protective Environment for children and adolescents in Rohingya and Host Communities in Cox's Bazar District																												
	PD submission date	14 February 2022																												
1.2 Organization information	Organization Name	COAST Foundation																												
	Acronym	COAST																												
	Name of CSO Authorized Officer	Rezaul Karim Chowdhury																												
	Title of Authorized Officer	Executive Director																												
	Email of Authorized Officer	reza.coast@gmail.com																												
	Phone of Authorized Officer	+8801711-529792																												
	Name of Progr. Focal Point	Ms. Ferdous Ara Rume																												
	Title	Joint Director- GT&CR																												
	Email	rume@coastbd.net																												
	Telephone	+8801713-328810																												
1.3 Programme information	Planned duration ¹	1 year from signing date Start date: March 2022 End date: February 2023																												
	Geographical coverage	Camps: Camp 4 extension, camp 8 East, camp 11, camp 12, camp 14, camp 19, camp 20 extension and camp 22. Host community: Jalipalong and Ratnapalong unions of Ukhia upazila and Teknaf Sadar Union of Teknaf Sadar Upazila in Cox's Bazar District																												
	Population focus	<table border="1"> <thead> <tr> <th>Age</th> <th>Girls/ Female</th> <th>Boys/ Male</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Children (5-9 years with 1% PWD)</td> <td>1340</td> <td>1340</td> <td>2680</td> </tr> <tr> <td>Adolescents (10-14 years with 1% PWD)</td> <td>1420</td> <td>1620</td> <td>3040</td> </tr> <tr> <td>Adolescents (15-18 years with 1% PWD)</td> <td>2400</td> <td>2720</td> <td>5120</td> </tr> <tr> <td>Youth (19-24 years)) 50% girls and boys</td> <td>290</td> <td>290</td> <td>580</td> </tr> <tr> <td>Children total</td> <td>5450</td> <td>5970</td> <td>11420</td> </tr> <tr> <td>Community Based Child Protection Committee (CBCPC) and PCC members</td> <td>1209</td> <td>1209</td> <td>2418</td> </tr> </tbody> </table>		Age	Girls/ Female	Boys/ Male	Total	Children (5-9 years with 1% PWD)	1340	1340	2680	Adolescents (10-14 years with 1% PWD)	1420	1620	3040	Adolescents (15-18 years with 1% PWD)	2400	2720	5120	Youth (19-24 years)) 50% girls and boys	290	290	580	Children total	5450	5970	11420	Community Based Child Protection Committee (CBCPC) and PCC members	1209	1209
Age	Girls/ Female	Boys/ Male	Total																											
Children (5-9 years with 1% PWD)	1340	1340	2680																											
Adolescents (10-14 years with 1% PWD)	1420	1620	3040																											
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Children total	5450	5970	11420																											
Community Based Child Protection Committee (CBCPC) and PCC members	1209	1209	2418																											

¹ The planned start date cannot be earlier than the date of signature from both CSO and UNICEF authorized officers.

		Parents and Caregiver members	5450	5970	11420
		Total	12109	13149	25258
1.4 Programme budget	From CSO	BDT. 7,449,119 (\$ 86,939) 7% of total			
	From UNICEF	Cash: BDT. 99,076,676 (\$ 1,156,330) 92% of total Supplies: BDT. 1,322,800 (\$ 15,438), 1% of total			
	Total (@85.682USD)	BDT. 107,848,595 (\$ 1, 258,707)			

Section 2. Programme description

2.1 Rationale/ justification

(3 to 5 paragraphs; max 400 words)

According to the Government of Bangladesh (GoB) and UNHCR joint population counting report, as of December 31, 2021, there are 918,841 Rohingya refugees living in Cox's Bazar District of whom 52% are children.

A 2021 report compiled by UNICEF and CPSS found that 64% of respondents expressed concerns around child labour, 59% expressed concerns around neglect of children, 57% said child marriage is an issue, and 33% said child trafficking.

Many child protection concerns are driven by negative social norms and harmful practices. Gender Based Violence – especially intimate partner violence – remain prevalent. Many girls are denied access to education opportunities, and child marriage is common.

COAST Foundation has established a strong presence in the camps and affected host communities. 20 Multi-Purpose Centres (MPCs) are operating integrated services on child protection, case management services, psychosocial support, life skills-based education and pre-vocational training on tailoring, solar panel installation, sanitary pad making and soap making trade. Alongside COAST Foundation will run outreach and home-based interventions to avoid any service gaps while COVID restriction will be reinforced following the wearing mask, keeping social distance by Peer Leaders and volunteers what is practiced in current project.

COAST Foundation learnt that strengthening capacity of CBCPC and Peer Leaders reduced child protection risks in communities. And the idea of Social Change Agent promoted peace building messages for improving social cohesion which will be counted into this project. Also the challenges and way forward to adopt with the needs and response for children in camp and host community in a durable and sustainable way.

The project will ensure the delivery of services through MPCs comprising case management and referrals, MHPSS and Life Skills-based learning. The aim of the MPCs is to offer a one-stop service hub to the most marginalised children in the community. The service provision component includes outreach provided by case workers and other trained professionals. Case workers will link and facilitate children to specialised services as required, and coordinate with the Department of Social Services, police officials, and the legal aid facilities at camps levels.

To compliment this, the project will strengthen community-based mechanisms, in particular establishing and improving the functionality of Community Based Child Protection Committees (CBCPCs) as an integral layer in the overall protective environment. This brings a longer-term planning horizon to the project and helps to bridge the humanitarian-development nexus. COAST will help CBCPCs to prioritize child protection issues in the host and Rohingya refugee community and local administration including Union Parishad, camp administration in Cox's Bazar, referring children to social workers and other services. The CBCPCs will also support the dissemination of COVID-19 messages, including dispelling harmful rumours.

Adolescent Development and Participation (ADAP) will be increased through providing children, adolescents and caregivers with Life Skills, Numeracy and Literacy support, community engagement initiatives, and pre-vocational education; as well as Adolescent Clubs to ensure continuous learning and information exchange for older children. Social

	cohesion, peace building, conflict resolution and human sensitive communities system will be strengthened through Social Hub programme.
2.2 Programme document Expected results	“What” this programme will achieve The table below defines the programme results framework (results and their link to outputs defined in the country programme and/or humanitarian response plan; specific indicators, baselines, targets and MOV for each programme document output). <i>(No narrative required)</i>

Result statement	Performance indicator/s	Location	Baseline	Target	Means of Verification ²
Corresponding output from Country programme/	-				
CPD Output 4: By 2026, all children, including adolescents, are better protected from all forms of violence, abuse, exploitation and neglect and harmful traditional practices	Percentage of child cases presented to the police diverted from the formal justice system	Nationwide	0	50%	MoWCA, MoSW, MoLGRD C, MoDMR, MoFA, MoLE, MoCHTA, MoE/MoPME, MoHFW, MoHA
	Percentage of children (1–14 years) who Have experienced any physical punishment and/or psychological aggression by caregivers		89%	69%	
	Percentage of women (20–24 years) married before the age of 18 years		51.4%	30%	
JRP 2022 CP Sub Sector Obj_04: Ensure that boys and girls, including adolescents, facing life-threatening risks of abuse, neglect, violence, exploitation, and severe distress have access to well-coordinated and gender-responsive quality child/youth protection services. (Linked with SO1, SO2 & SO3)	Number of children and adolescents (disaggregated by age, gender and disability) receiving individual Child Protection Case Management services.	Camps, Ukhia & Teknaf	7813	17,579	Report (5W Tool)
			48,407	115,915	Report (5W Tool)
	Number of adolescents (disaggregated by age, gender and disability) receiving services including life skills and pre-vocational skills, resilience activities and peace building skills.		31,204	53,047	Report (5W Tool)

² The specific sources from which the status of each of the performance indicators can be ascertained. If any data source is a survey or a study which the implementing partner is planning to conduct for this programme, this should be planned and budgeted for in section 3 below (programme work plan and budget).

	<p>Number of children (disaggregated by age, gender and disability) who have received structured psychosocial support.</p> <p>Number of caregivers (disaggregated by gender and disability) who have received positive parenting or MHPSS services.</p>		13,216	18,502	Report (5W Tool)
Output 1 11,420 children and adolescents will be supported with structured and sustained psychosocial support and help them to cope with stressful situations in humanitarian settings	Number of girls and boys with age, gender and diversity consideration will be benefited from structured psychosocial support services.	Camps, Ukhia & Teknaf	12480	23,900 (11420 new target with 50% girls and 50% boys with 1% PWD)	Partner reports, Programmatic visits
	Percentage (70%) of children and adolescent boys and girls who report improved positive coping mechanisms in stressful situations in their everyday life.	Camps, Ukhia & Teknaf	68%	70%(girls and boys)	Assessment report
	Number of parents are participated on positive parenting	Camps, Ukhia & Teknaf	2800	5710 (2910 new target with 50% male and 50% female)	
Output 2: 600 most vulnerable adolescent boys and girls benefited through case management and referral services	Number of most vulnerable adolescent boys and girls who face the risk of sexual and gender-based violence, trafficking, child and forced marriage, child labour, abuse, and exploitation including unaccompanied and separated children benefit through case management services	Camps, Ukhia & Teknaf	478	600 (122 new with 60% girls and 40% boys with 1% PWD)	Partner reports, CPIMS+
	Percentage of child concerns cases reduce as a results of community strengthening initiatives	Camps, Ukhia & Teknaf	10%	20% (60% girls and 40% boys with 1% PWD)	4W and ONA report, assessment
	Percentage of case referred from CBCPC, PCC and adolescent including adolescent clubs participants	Camps, Ukhia & Teknaf	15%	20% (60% girls and 40% boys with 1% PWD)	Partner reports, CPIMS+
Output 3: 8160 children and adolescents have increased knowledge and understanding of violence	Percentage (70%) of adolescent (10-18) girls and boys have understood and can name at least three	Camps, Ukhia & Teknaf	65%	70% (50% girls and 50% boys with 1% PWD)	4W and Weekly SitRep, ONA report,

against children and women, and are empowered to prevent violence and other harmful practices 1	harmful practices of their community				assessment and survey report
	Number of Adolescents (10-14 years and 15-18 years) have received Life skills knowledge to understand and prevent violence in club	Camps, Ukhia & Teknaf	8400	16,394 (new 7994 with 50% girls and 50% boys 1% PWD)	4W and Weekly SitRep, ONA report
	Percentage of (75%) adolescent girls and boys could protect themselves from different violence and harmful practices	Camps, Ukhia & Teknaf	70%	75% (60% girls and 40% boys with 1% PWD)	4W and, ONA report, assessment report, survey
	Number of peer leaders mobilized to facilitated adolescent clubs activities	Camps, Ukhia & Teknaf	100	288 (new 188 with 50% girls and 50% boys with 1% PWD)	Partner reports, ONA Report
CPD Output 3 – By 2026, girls and Boys (4–18 years) access, participate in and learn from quality and inclusive education	Participation rate in organized learning one year before the official primary entry age (total; girls; boys)	Camps, Ukhia & Teknaf	77.4%; 78.8%; 76.1%	100%; 100%; 100%	MICS
	Children at the end of primary level achieving at least a minimum proficiency level in core subjects (total; girls; boys)	Camps, Ukhia & Teknaf	Bangla: 44%; 44%; 43% Math: 32%; 34%; 32%	Bangla: 60%; 60%; 60% Math: 50%; 50%; 50%	National Student Assessment
	Net attendance ratio, upper secondary school (total; girls; boys)	Camps, Ukhia & Teknaf	48.1%; 53.4%; 43.1%	75%; 75%; 75%	MICS
JRP Sector Objective 1: Ensure access to quality, gender-responsive and inclusive learning opportunities (including the Myanmar Curriculum Pilot) in a safe and protective environment for Rohingya refugees and host community children, adolescents and youth (aged 3 to 24 years)	% of targeted Rohingya refugee and host community children, adolescents and youth aged 3 to 24 accessing inclusive and quality learning opportunities in line with Education Sector standards and approved/recommended framework/curriculum. (disaggregated by types of education services, level including MCP, scale up, sex, age and disability)	Camps, Ukhia & Teknaf	343,973	RC: 77% - 409,846 HC: 30% - 60,036 Total: 469,882	5W
	# of learning facilities in Rohingya camps and education institutions in host community	Camps, Ukhia & Teknaf	RC: 6,251 HC: 113	RC: 7,000 HC: 230	5W

	constructed or rehabilitated				
	% of learning centers in the Rohingya community having access to inclusive and gender segregated WASH facilities that meet Sphere standards (including MHM friendly)	Camps, Ukhia & Teknaf	50%	100%	5W
Output 4: Skills and Empowerment 5120 adolescent boys and girls (10-18 years) will have applicable life skills and occupational skills which contribute to their economic engagement and daily living	Number of adolescent boys and girls (15-18) participating in literacy and numeracy sessions	Camps, Ukhia & Teknaf	8400	11,980 (new 3580 with 50% girls and 50% boys 1% PWD)	Partner reports, ONA Report
	Percentage of (70%) adolescents girls and boys could achieving at least a minimum standard of learning competence	Camps, Ukhia & Teknaf	70%	70% (50% from both sexes with 1% PDW)	Pre- and post-assessment, Field visit report
	Number of adolescent boys and girls participating in occupational/ vocational training	Camps, Ukhia & Teknaf	4800	8380 (new target 3580 50% girls and 50% boys with 1% PWD)	Partner reports, ONA Report
	Percentage of Adolescents (15-18) are empowered and able to participate in family decision making process and raise their voice against harmful practices	Camps, Ukhia & Teknaf	45%	60% (50% girls and 50% boys with 1% PWD)	Partner reports, ONA and assessment Report
	Percentage of adolescent boys and girls are engaged in small business or job after completion of occupational/vocational skills programme	Camps, Ukhia & Teknaf	20%	50% (50% girls and 50% boys with 1% PWD)	Partner reports, ONA Report
CPD Output 4: By 2026, all children, including adolescents, are better protected from all forms of violence, abuse, exploitation and neglect and harmful traditional practices	Percentage of child cases presented to the police diverted from the formal justice system	Nationwide	0	50%	MoWCA, MoSW, MoLGRD C, MoDMR, MoFA, MoLE, MoCHTA
	Percentage of children (1–14 years) who Have experienced any physical punishment and/or psychological aggression by caregivers		89%	69%	, MoE/Mo PME, MoHFW, MoHA

	Percentage of women (20–24 years) married before the age of 18 years		51.4%	30%	
JRP 2022 CP Sub Sector Obj_04: Ensure that boys and girls, including adolescents, facing life-threatening risks of abuse, neglect, violence, exploitation, and severe distress have access to well-coordinated and gender-responsive quality child/youth protection services. (Linked with SO1, SO2 & SO3)	Number of children and adolescents (disaggregated by age, gender and disability) receiving individual Child Protection Case Management services.	Camps, Ukhia & Teknaf	7813	17,579	Report (5W Tool)
	Number of adolescents (disaggregated by age, gender and disability) receiving services including life skills and pre-vocational skills, resilience activities and peace building skills.		48,407	115,915	Report (5W Tool)
	Number of children (disaggregated by age, gender and disability) who have received structured psychosocial support.		31,204	53,047	Report (5W Tool)
	Number of caregivers (disaggregated by gender and disability) who have received positive parenting or MHPSS services.		13,216	18,502	Report (5W Tool)
Output 5: Social mobilization for participatory and effective child protection 1160 Adolescents and youth (15-24) have access to the issues on peace building, conflict resolution, tolerance and 360 adolescents have access to U-reporting portal to share about their social and civic life.	Number of Social Hubs (SH) established and functional in host community multipurpose centres	Ukhia and Teknaf	3	3 Social Hubs	ONA report and partner report
	Number of Social Change Agents (SCA) (adolescents and youth 15-24 year) are trained in and engaged for positive social change in their community	Camps, Ukhia & Teknaf	275	640 (new 365 target adolescent and youth (50% girls-, 50% boys and 1% PWD)	Partner training report, ONA report
	Number of adolescents and youth are trained and engaged in u-report through u-reporting	Ukhia and Teknaf	330	360 (new 30 with 50% girls and 50%	Partner training report, ONA report

	portal from host community			boys 1% PWD)	
	Number of Rohingya and host adolescents and youth (15-24 years, 50% boys and 50% girls) trained on peace building, conflict resolution, and tolerance	Camps, Ukhia & Teknaf	3245	4405 (New 1160 with 50% girls and 50% boys 1% PWD)	ONA report and partner report
Output 6: Community Engagement 13838 parents and community members benefited from community engagement initiatives.	Number of community-based child protection committees (CBCPC) are trained and attended meeting with effective actions on child protection concerns	Camps, Ukhia & Teknaf	400	400 (50% female and 50% male with 1% PWD)	ONA report and partner report
	Number of parents and community peoples are benefited from child protection, positive parenting, environmental protection, disaster response, usages of bio-friendly product and awareness services including COVID19 prevention measures through community engagement initiatives	Camps, Ukhia & Teknaf	22089	35,927 (New 13838 with 50% female and 50% male 1% PWD)	4W and Weekly SitRep, ONA report
Output 7: Staff Capacity Building and Compliance Staff Capacity Building Project staff are capacitated and ensure the compliance	Number of staff trained on PSEA and code of conduct, child protection in emergency, safeguarding and disability inclusion	Camps, Ukhia & Teknaf	90	95 (50% female and 50% male)	Partner training report, ONA report
Output 8: Contingency Plan The project has contingency place in place to respond disaster and ensure the child protection needs with lifesaving support, including repair and construction of facilities	Number of MPC and facilities secured by contingency plan	Camps, Ukhia & Teknaf	20	20	4W and Weekly SitRep, ONA report
	Number of children received lifesaving and emergency support in disaster	Camps, Ukhia & Teknaf	135	335 (new 200 50% female and 50% male with 1% PWD)	4W and SitRep, ONA report, response report

2.3 Gender, Equity and Sustainability	<p><u>Gender, Equity and Sustainability</u></p> <p>In Rohingya community, women and adolescent girls are mostly vulnerable in terms of their rights and gender equality. Women and adolescent girls are hardly allowed to move outside of the residence. COAST and UNICEF has been working last four years in Rohingya response to establish gender equality. A significant progress has been made in improving the lives of adolescent girls and women over the last 4 years. Despite progress, there remain significant challenges in many areas. Child marriage is a high in camps and host communities. Violence against girls still poses large challenges for Rohingya communities. Rohingya community has a dominant and harmful patriarchal societal structure with norms and practices. Gender norms result in different protection risks among boys and girls who may have different needs and choices and may possess different skills, knowledge and coping strategies. Social norms also place females of any age at higher risks of violence. Within that context, COAST Child Protection project will integrate and address gender</p>
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	<p>equality within the results at community levels. Female will participate CBCPC and PCC committee. Right of women and adolescent will be discussed in LBSE sessions.</p> <p>COAST has revised PSEA policy to ensure women and girls safety in working place and field level. Child safeguarding policy also protect children and adolescent girls what is harmful to them. The project will conduct consultation meeting with CBCPC members and adolescents to know the areas of improvement. IN CBCPC, women participation will be considered important and encouraged to give their opinions.</p> <p>Both boys and girls including PWD will get especial priority in every facility where they will be treated equally considering their preferences and weakness. Assistive devices will be provided through referral mechanism. The facility named multi-purpose centers will be inclusive and accessible for all. An equal and peaceful relationship between boys and girls will be promoted through different program activities. And in all the activities parents and community people will act as neighbourhood watch.</p> <p>A fair representation of men and women will be present in every committee where they will give their views about project design, implementation and review as needed. Program participants who reside in outreach or at the state of disability will get in touch with tailored activities if required. In charting different approaches to sustainable development and gender, we will highlight their potentials, problems and practical implications. Because in the name of disability inclusion in every MPC, accessible and understandable program activities including proper materials should not be avoidable.</p> <p>To ensure the sustainability, the programme will establish link with government institutions for sustainability especially in host community. Like vocational education programme for youth and adolescent will be linked with Upazila Youth Development Center and other related actors.</p>
2.4 Partner's contribution	<p>Please bullet in few lines your contributions. Avoid large paragraphs that are difficult to follow</p> <p>As per UNICEF policy, COAST will contribute 7 per cent of the total project budget, which will both contribute to the programme costs as well as effective salary and efficient management costs. Salary and benefit of COAST senior management staffs who are directly contributing to implement of the project will be provided. The senior management and core programme staff will provide management, supervision and technical guidance in the planning, implementing and monitoring of all programme interventions as part of the partnership. COAST will support staff and volunteers at field level if any staff need any medical advices especially for women, COAST assigned three doctors who will give advice free of cost. At the same time, COAST will frequently organize capacity building training as a part of management and professional development of employees.</p>
2.5 Other partners involved	<p>COAST will actively participated with Child Protection Sub Sector (CPSS). COAST will keep close coordination with other agencies and partners is a must to achieve the project goal. Here, the project will diligently work with the camps administration and the local government for the administrative work plan. Besides, the project will maintain regular coordination with the Case Management & Psychosocial working groups for regular updates and maintain the referral pathways. The specific partners of the project are following:</p> <ul style="list-style-type: none"> • CPSS • DSS • RRRC and CiC Office • PSEA network
2.6 Other considerations	<p>The COAST Foundation will ensure Accountability to Affected Population (AAP) measures are defined, documents, and implements through the participation of project beneficiaries and their representation in monitoring and evaluation of programme. The feedback mechanism is in place irrespective of gender, age diversity and special needs; groups have access to report and</p>

	<p>commenting during the period of project implementation. Ensure that systems of community representation are fair and representative and that the more marginalised, vulnerable, and affected have a voice.</p> <p>Communities are informed about assessments in advance and community representatives are involved to participate in conducting them. COAST takes active steps to be aware of and take into due consideration local culture, customs, beliefs, capacity and strategy to survive with dignity. In addition, where relevant, an understanding of the “Do Not Harm” concept of dividers, tensions, connectors and local capacities for peace is thought, including through the participation of boys and girls in this analysis and integrated within planning and design of the program and the humanitarian response.</p> <p>This proposed project also consider contingency plan if any disaster happen during the project period. The project will develop contingency plan to respond disaster and ensure the child protection needs with lifesaving support, including repair and construction of facilities with approval from UNICEF. Emergency response will take place in coordinator with CPSS and camps authorities and UNICEF as well.</p> <p>COAST understands and takes into account contextual factors that may inhabit free and open speech on the part of separate interest groups. Also COAST will ensure safety measure to prevent COVID pandemic. Participants will maintain social distance and wear masks to participate in any session, training and any other events.</p> <p>As per COAST MEAL policy, every project will have exit and sustainability strategy. The exit strategy will help the affected community to get their require services without any interruption. If the project phase out, the linkage and referral will be established for children and adolescent.</p>
2.7 Additional documentation	<ul style="list-style-type: none"> ▪ PSEA Policy ▪ CP Policy ▪ Code of Conduct ▪ HR Policy ▪ Procurement Policy ▪ Plan of Operation <p>For quality implementation of the program COAST will develop intervention wise standard operating procedures (SOP) and share with UNICEF for clarity. COAST will prepare a Plan of Operation (PoP) which has a detailed activities implementation plan along with budget and statutory requirements of the project. This is an overall guideline of the reflecting time frame, activity plan, and budget expenditure and report submission target per staff. PoP will also contain donor details, reporting types and schedule, staff job description, training schedule etc. Training curriculum, module, learning brief sessions will also be part of needful documents of the project.</p>

Section 3. Programme work plan and budget

The table below defines the programme implementation work plan (the specific activities to be undertaken towards achievement of each of the programme outputs; the schedule of implementation; and the planned budget, including the CSO and UNICEF's contributions to the programme). *Embedded excel workbook can be used to replace "result statements in section 2" and/or "Programme work plan & budget of section 3" with word templates.*

Result level	Result/activity	Timeframe March 2022 to February 2023)				Total (CSO+UNICEF)	CSO contribution	UNICEF contribution	UNICEF contribution
		Q1	Q2	Q3	Q4				
PD Output 1:	Output 1: Health and Wellbeing 11,420 children and adolescents will be supported with structured and sustained psychosocial support and help them to cope with stressful situations in humanitarian settings								
	Performance indicator(s):								
	Number of girls and boys with age, gender and diversity consideration will benefit from structured psychosocial support services.					8,355,600	21,600	8,334,000	-
	Percentage (70%) of children and adolescent boys and girls who report improved positive coping mechanisms in stressful situations in their everyday life.								
	Number of parents are participated on positive parenting								
1.1	Sports & Cultural programme as PSS support initiatives for adolescents (MPC and Adolescent club)	X	X	X		327000	0	327000	0
1.2	Salary of PSS programme support staff	X	X	X	X	7941600	0	7941600	0
1.3	Capacity building and Refresher training on Psycho social support and program staff: (3 Days 1 Batch)	X				87000	21600	65400	0
PD Output 2	Output 2: Case Management 600 most vulnerable adolescent boys and girls benefited through case management and referral services.					5,840,600	153,600	5,687,000	-

	Performance indicator(s): Number of most vulnerable adolescent boys and girls who are facing the risk of sexual and gender-based violence, trafficking, child and forced marriage, child labour, abuse, and exploitation including unaccompanied and separated children benefit through case management services Percentage of child concerns cases reduce as a results of community strengthening initiatives Percentage of case referred from CBCPC, PCC and adolescent including adolescent clubs participants								
2.1	Case management Services to Vulnerable adolescents in risks in camps	X	X	X	X	5741600	120000	5621600	0
2.2	Case Management Refresher Training		X			99000	33600	65400	0
PD Output 3:	Knowledge and Violence Prevention 8,160 children and adolescents have increased knowledge and understanding of violence against children and women, and are empowered to prevent violence and other harmful practices Performance indicator(s): Percentage (70%) of adolescent (10-18) girls and boys have understood and can name at least three harmful practices of their community Number of Adolescents (10-14 years and 15-18 years) have received Life skills knowledge to understand and prevent violence in club Percentage of (75%) adolescent girls and boys could protect own self from different violence and harmful practices Percentage of (75%) adolescent girls and boys could protect own self from different violence and harmful practices Number of peer leaders mobilized to facilitate adolescent clubs activities					18,720,000	230,700	18,489,300	-
3.1	LSBE Sessions for 10-14 and 15-18 years adolescent in MPC	X	X	X	X	11065800	0	11065800	0
3.2	Adolescents and Youth Club management for outreach interventions for host and camps	X	X	X	X	6787400	91500	6695900	0

3.3	Staff TOT on LSBE Advance Module(1batch)(20 person)		X			138900	39600	99300	0
3.4	Staff ToT on L/N (1 Batch) (20 Person)			X		99000	33600	65400	0
3.5	Staff Refresher training on L/N (1 Batch) (20 Person)	X				58000	14400	43600	0
3.6	Training on Positive Parenting and its implementation for program staff	X				150900	51600	99300	0
3.7	LSBE & L/N Assessment	X		X		420000	0	420000	0
PD Output 4:	<p>Output statement</p> <p>Skills and Empowerment</p> <p>5120 adolescent boys and girls (10-18 years) will have applicable life skills and occupational skills which contribute to their economic engagement and daily living</p> <p>Performance indicator(s):</p> <p>Percentage of (70%) adolescents girls and boys could achieving at least a minimum standard of learning competence</p> <p>Number of adolescent boys and girls participating in occupational/ vocational training</p> <p>Percentage of Adolescents (15-18) are empowered and able to participate in family decision making process and raise their voice against harmful practices</p> <p>Percentage of adolescent boys and girls practicing their skills 6 months after completing the occupational/vocational skills programme</p>					43,799,500	2,740,000	39,969,500	1,090,000
4.1	Integrated Programme (MPCs) management cost at camp and host community	X	X	X	X	18010000	340000	16950000	720000
4.2	Support for Vocational Training in MPCs (camps: Tailoring & Dress making, sanitary pad & mask making, soap making, solar panel) (host: Tailoring & Dress making, computer operation, Photography and Tourist Guide)	X	X	X	X	13201800	0	13201800	0
4.3	Materials cost for training Learning and practices session	X	X	X		2800000	0	2430000	370000
4.4	Post Training Support for MPC graduate adolescents	X	X	X	X	8343200	2400000	5943200	0
4.5	Raw Materials and Machine and equipment for Production (Soap and Sanitary pad etc.)	X	X		X	608000	0	608000	0
4.6	Products Marketing and linkage	X	X	X	X	669600	0	669600	0
4.7	Capacity building of Vocational staff and Entrepreneurship Development	X	X	X	X	166900	0	166900	0

PD Output 5:	Social mobilization for participatory and effective child protection 1160 Adolescents and youth (15-24) have access to the issues on peace building, conflict resolution, tolerance and 360 adolescents have access to U-reporting portal to share about their social and civic life.								
	Performance indicator(s):								
	Number of Social Hubs (SH) established and functional in host community multipurpose centres								
	Number of Social Change Agents (SCA) (adolescents and youth 15-24 year) are trained in and engaged for positive social change in their community					4,687,700	84,000	4,603,700	-
	Number of adolescents and youth are trained and engaged in u-report through u-reporting portal from host community								
	Number of Rohingya and host adolescents and youth (15-24 years, 50% boys and 50% girls) trained on peace building, conflict resolution, and tolerance								
	Number of host community adolescents and youth (15-24 years, 50% boys and 50% girls) trained on child rights and access to justice through awareness sessions								
5.1	Social Hub maintenance and management in host community	X	X	X	X	2841600	0	2841600	0
5.2	Provide Internet Café Space for Youth and Adolescents in Social Hubs	X	X	X	X	1231800	0	1231800	0
5.3	Indoor- Outdoor sports event and social engagement of Social Change Agents	X	X	X	X	120000	6000	114000	0
5.4	TOT on MeWeUs Module for Program Staff (3 Days, 1 Batch)	X				150900	51600	99300	0
5.5	Refresher training on MeWeUs Module for Program Staff (3 Days, 1Batch)					59000	26400	32600	0
5.6	Identify, Capacity Building of Social Change Agents (SCA) in camps and host community	X	X	X	X	224000	0	224000	0
5.7	Campaign on Social Cohesion and Peace Building with adolescent and youth based on Issues					60400	0	60400	0

PD Output 6:	Community Engagement 13838 parents and community members benefited from community engagement initiatives. Performance indicator(s): Number of community-based child protection committees (CBCPC) are trained and attended meeting with effective actions on child protection concerns Number of community-based multipurpose centre (MPC) management committees (CBMMC) trained and attended meeting on systems strengthening in the community Number of parents and community peoples are benefited from child protection, positive parenting, environmental protection, disaster response, usages of bio-friendly product and awareness services including COVID19 prevention measures through community engagement initiatives					8,913,730	30,900	8,650,030	232,800
6.1	PCC orientation and Quarterly meeting Conduction Cost	X	X	X	X	299030	0	299030	0
6.2	CBCPC orientation and monthly meeting Conduction Cost	X	X	X	X	167400	0	167400	0
6.3	Training on Social Cohesion and Peach Building for Community Mobilizer		X			69300	30900	38400	0
6.4	Staff for Community Engagement and Camp Coordination	X	X			7945200	0	7945200	0
6.5	COVID-19 awareness and response and Contingency Fund for disaster		X			200000	0	200000	0
6.6	COVID-19 Protective Equipment's for Clubs and MPCs Learners and Committee	X				232800	0	0	232800
PD Output 7:	Staff Capacity Building and Compliance Project staff are capacitated and ensure the compliance Performance indicator(s): - Number of staff trained on PSEA and code of conduct -Number of staff trained on child protection in emergency, safeguarding and disability inclusion					241,000	90,800	150,200	-
7.1	PSEA ToT Training for program Staff	X				99000	33600	65400	0
7.2	Child protection in emergency, safeguarding and disability inclusion training for program staff		X	X		142000	57200	84800	0
PD Output 8:	Contingency Plan The project has contingency place in place to respond disaster and ensure the child protection needs with					200,000	-	200,000	-

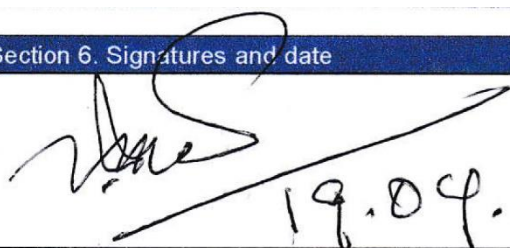

	lifesaving support, including repair and construction of facilities Performance indicator(s): - Number of MPC and facilities secured by contingency plan - Number of children received lifesaving and emergency support in disaster								
8.1	Contingency Fund to Respond any disaster for facilities repair, maintenance	X	X	X	X	140000	0	140000	0
8.2	Emergency and lifesaving services including foods, emergency supply etc. at the time of disaster	X	X	X	X	60000	0	60000	0
Subtotal for the outputs						90,558,130	3,351,600	85,883,730	1,322,800
PD Output 9:	Effective and efficient programme management					17,290,465	4,097,519	13,192,946	-
9.1	Standard activity: In-country management & support staff[1] pro-rated to their contribution to the programme	X	X	X	X	9950465.4	2333519.4	7616946	0
9.2	Planning, monitoring, evaluation and communication, pro-rated to their contribution to the programme (Office, Sub-office, Venue, travels, etc.)	X	X	X	X	6788000	1752000	5036000	0
9.3	Operational costs pro-rated to their contribution to the programme (Equipment, office supplies, maintenance)	X	X	X	X	552000	12000	540000	0
Subtotal for the programme costs						107,848,595	7,449,119	99,076,676	1,322,800
HQ Support (7% of the cash component)						-	-	-	-
Total programme document budget						107,848,595	7,449,119	99,076,676	1,322,800

* UNICEF specifies whether subsequent year funding in the programme budget is indicative for planning purposes only. UNICEF Offices can add additional columns for multi-year planning.

Section 4. Partnership management plan (To be completed with UNICEF as part of finalization of the programme document)	
4.1 HACT programmatic visit	Dates planned: 3 programmatic visits will be conducted by Jannatul Ferdous Ruma and Sadia Ritu.
4.2 Final partnership review	Date planned: 15 January 2023
4.3 Cash transfer modality(ies)	DCT and Reimbursement: 3 DCT and one reimbursement
4.4 Observations/ Risk management measures/ Capacity building activities (if any)	Low risk partner through micro assessment and medium risk for PSEA. COAST has submitted updated PSEA documents to reassessment on current status which is now under review process in UNICEF.

Section 5. Other requirements	
5.1 Additional reporting required	Specify any reporting requirements in addition to the FACE form and attached standard programme progress/final report COAST Foundation will submit a monthly ONA report, quarterly narrative summary of progress report directly to the PD Manager and through the partner reporting portal to UNICEF. At the same time, 5W and other relevant reports to the CPSS will be shared by a general requirement.
5.2 Applicable technical specifications or guidance	COAST Foundation will adhere to all relevant global CPHA Minimum Standards (CPMS), Child Safeguarding, Vulnerable Adult Safeguarding and Sexual Exploitation and Abuse (PSEA) standard, policy and protocols. Each activity site will develop a CP policy and will be displayed along with the UNICEF and PSEA reporting mechanisms. Currently COAST Foundation is assessed as a medium risk partner for PSEA therefore COAST Foundation has been following PSEA policy as staff and program participants to minimize its level of low risk. All staff and volunteers have received training on PSEA and child safeguarding. All program participants will be awarded on PSEA and safeguarding. COAST Foundation has formed a PSEA focal point, and they regularly monitor the program participants and staff SEA related issues intensively. UNICEF has been providing support to the COAST Foundation to improve PSEA and Safeguarding capacity by providing training, materials and policy practicing follow up.
5.3 Procurement and logistics considerations, if applicable	Some logistic items will be supplied by UNICEF. For example, laptop for program staff and desktop, tab, camera, awareness materials for program participants. COVID 19 prevention materials for program staff and program participants will be supplied by UNICEF as per need. COAST will procure materials for program activities implementation related materials. For example, raw materials for vocational education and training, mask production, sanitary pad production, soap production, case management support, psychosocial support, life skill-based education support, community engagement and market promotion related interventions. All supply and procurement materials will have individual code for tracking that has been procured under this project.
5.4 Other	

Section 6. Signatures and date

 19.04.22	Sheldon Yett Representative UNICEF Bangladesh  28 April 2022
CSO Authorised Officer name, signature and date	UNICEF Authorised Officer, signature and date

Nezrul Karim Chowdhury
Executive Director
COAST Foundation