

PLAN OF OPERATION 2025-2026



Sustainable Microenterprise and Resilient Transformation (SMART) Project





20/02/2025 to 30/06/2026

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Project Background:

As one of the fastest growing economies, Bangladesh has made robust progress in social and economic parameters, maintaining a consistent GDP growth in the last three decades. The country has achieved lower-middle income status in 2015. The poverty rate dropped from 40 to 24.3 percent from 2005 to 2016, according to the Household Income and Expenditure Survey. Human development outcomes have also significantly improved in many dimensions. Among other things, the country has also made a strong economic recovery from the impact of COVID-19 pandemic.

Bangladesh is considered as one of the most vulnerable countries to the effects of climate change, with high susceptibility to extreme weather events like cyclones, floods, and storm surges. Extreme heat, sea level rise, strong winds, and droughts are also part of the climate and geophysical hazards that the country faces. Despite making small contributions to global greenhouse gas (GHG) emissions—less than 0.21 percent of the total in 2020—Bangladesh ranks seventh among 180 countries on the list of the economies most affected by climate change from 2000 to 2019, according to the Global Climate Risk Index.

Cottage, Small and Medium enterprises are critical for the growth and development of Bangladesh. According to the Bangladesh Bureau of Statistics (2012), the country had 42,792 active manufacturing units of which 40.6 percent were microenterprises, 36.6 percent were small enterprises, and 14.3 percent were medium-sized enterprises based on the criteria of total number of employees under the national CSME definition. These CSMEs contributed more than 25 percent of the country's GDP and 40 percent of the manufacturing output in 2014. The CSMEs also provide 56 percent of the country's total employment. However, the sustainable growth of the MEs is hindered due to the lack of targeted policies and institutional constraints. On the other hand, MEs are unaware of resource inefficiencies, cleaner production practices, and access to finance to adopt climate-resilient RECP and green practices. MEs also often follow unsafe practices that expose workers to occupational health risks and produce contaminated products.

Palli Karma-Sahayak Foundation (PKSF) is mandated for poverty alleviation through the generation of sustainable employment by providing appropriate financing, skill training, and other necessary services. As a second-tier organization, PKSF implements all programs and projects through its Partner Organizations (POs) all over the country. PKSF has more than 200 active Partner Organizations across the country.

PKSF launched its Microenterprise program titled '*Agrosor*' to extend financial services to the progressive clients of its Partner Organizations (POs) for undertaking enterprises that require bigger funds. PKSF defines an economic entity of BDT 0.1 million to BDT 20.0 million of investment, excluding the value of land and building, and partial or full-time employment of less than 100 persons, is considered as a microenterprise. The total number of microenterprise borrowers in the 'Agrosor' program is around 2.60 million. This ME loan has been distributed throughout the country by PKSF in four major sub-sectors that are agriculture, services, processing, and trade.

PKSF is now implementing several projects supported by development agencies including IFAD, World Bank, and Asian Development Bank (ADB). The Sustainable Enterprise Project (SEP), funded by the World Bank, focuses on the adoption of environmentally sustainable practices by targeted microenterprises. Building on the success and lessons learned from the SEP, PKSF is going to implement a project titled 'Sustainable Microenterprise and Resilient Transformation (SMART)'.

The SMART project focuses on providing support to microenterprises operating in agribusiness, manufacturing, and services, with a specific emphasis on environmentally stressed areas susceptible to climate change and natural disasters. Additionally, the project aims to foster changes within the microcredit ecosystem, encouraging the development of environmentally friendly businesses and the adoption of operational safety standards within microenterprises. The Project places significant emphasis on capacity building, technology adoption, knowledge dissemination, and behavioral change among microenterprises. This multifaceted approach ensures the promotion of green growth solutions that are both sustainable and beneficial for the environment.

To maximize environmental and climate co-benefits, SMART project laid out interventions based on priority principles, including business clusters, pollution reduction, ecosystem preservation, economic and climatic vulnerability, and potential for replication and scaling.

Project Title: Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of Dry Fish processing Microenterprises

Project Duration: 3 Years 4 months (20 February, 2025 to 30 June, 2028)

Project Coverage area:

Number of Districts	Number of Upazilla
01	06
Branch	Union
11	20

SMART Project working areas are Cox'sBazar Sadar-01, Cox'sBazar Sadar-02, Kutubdia Sadar, Dhurong, Moheshkhali Sadar, Kalarmarchara, Matarbari, Badarkhali, Teknaf, Hnila and Sonarpara branch under Cox'sBazar Sadar, Kutubdia, Teknaf, Moheshkhali, Chakaria, Ukhiya Upazilla of Cox'sBazar District.

Target Beneficiaries: 1000MEs.

Goal of the SMART Project:

To increase resource-efficient and resilient green growth of microenterprises (MEs)

Specific Objectives of the Project:

- To adopt resource efficient and good practices in dry fish production
- To increase the technical know-how and capacity of MEs
- To increase safe dry fish production and market promotion
- Promote circular economy in waste management (organic and plastic waste)

The Stakeholders:

Direct stakeholders were target beneficiaries and indirect stakeholders were Government officials, Dept. of Fisheries, Govt. Agriculture Officials, Dept. of Environment, Forestry & Climate Change, Fisheries Researchers, DRRO authority, BORI, BFRI, Dry Fish Producers Association, Boat owners Association, UP members/Chairman, Councilors/Mayor, Political Leader, Social Leaders, Bangladesh Navy, Coast Guard, District Administration, PKSF and World Bank etc.



Project Agreement and Supportive Documents:



SUB-PROJECT GRANT AGREEME

This Grant Agreement hereinafter called 'Agreement' is made and executed at the office of Palli Karma-Sahayak Foundation (PKSF), Dhaka on this 20th day of February month of 2025 of the Christian Era;

BETWEEN

Palli Karma-Sahayak Foundation, a company not-for profit established by the Government of-Bangladesh and registered under the Companies Act, 1913 (As replaced by the companies Act 1994) having its office at PKSF Bhaban, Plot E-4/B, Agargaon Administrative Area, Dhaka-1207, Bangladesh hereinafter called PKSF (which expression shall unless repugnant to or excluded by the context mean and include its legal representative, successors-in-interest, administrators and assigns) of the ONE PART;

AND

"COAST Foundation" is an organization registered from the Societies Registration Act XXI of 1860 and its registration No. S-13496/2021, Dated 03/02/2021, Licensed under Microcredit Regulatory Act-2006 and its Sanad No. 00956-04041-00068, Dated 29/11/2007, having its Head office at House #13 (1st floor), Road #2, Shyamoli, Dhaka-1207, hereinafter called "the Partner Organization (PO)" (which expression shall unless repugnant to or excluded by the context mean and include its legal representatives, successors-in-interest, administrators and assigns) of the OTHER PART;

REGARDING THE SUB-PROJECT TITLED

"Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises"

Financed under the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project of PKSF

WHEREAS

- (A) PKSF has made funds available under the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project, hereinafter referred to as SMART project.
- (B) PKSF would provide grant financing to the Partner Organizations, hereinafter referred to as POs for its proposed above-mentioned sub-project.

THE PARTIES HEREBY AGREE AS FOLLOWS:

Definitions

 a) "PKSF' refers to 'Palli Karma-Sahayak Foundation'. PKSF is an apex institution registered as a not for profit organization under the Companies Act 1913(as replaced by the Companies Act, 1994);



- b) 'SMART' means 'Sustainable Microenterprise and Resident Transformation (SMART)' project. 'SMART' project is being implementing by PKSF to increase resourceefficient and resilient green growth of microenterprises (MEs).
- SMART project Policy and Guidelines' means the policies and guidelines established by PKSF to implement sub-projects, including operations, procurement, financial management, monitoring and evaluation, Environmental and Social Management System (ESMS), -Environmental and Social Commitment Plan (ESCP) between PKSF and PO, Project Operational Manual (POM) and Grievance Redress Mechanism (GRM) to deal with environmental, social and others related issues. The policies and guidelines can be amended or changed by PKSF.
- d) 'NGO' meaning Non Governmental Organization is a private organization that pursues activities "to relieve suffering, promote the interests of the poor, protect the environment, provide basic social services, or undertake community development". In wider usage, the term 'NGO' can be applied to any not for profit organization, which is independent from government.
- e) 'PO' refers to Partner Organization. The PO is the NGO that has been selected to implement the sub-project under the SMART project by PKSF. The NGO has participated in the Subproject Proposal (SPP) under SMART project and has been selected through a rigorous screening process to implement its proposed sub-project.
 - f) 'Sub-project' refers to the project proposed by the NGO and approved by the PKSF under SMART project.
 - g) 'Beneficiaries' means the target group of the project will be commercially viable microenterprises from the agribusiness, manufacturing, and service sectors.
 - h) 'Sub-project Proposal (SPP)' refers to the final and definitive version of the sub-project submitted by the PO and subsequently approved by PKSF.
 - Activity' refers to the activities/actions described in the detailed project proposal to be undertaken by the PO for achieving the objectives of the SMART project.
 - Financial Year' refers to the Financial Year of PKSF beginning on 1st July of a calendar year and ending on 30th June of the following calendar year.
 - k) 'Agreement' refers to the agreement between PKSF and the PO for providing a grant to the PO for the above-mentioned sub-project to achieve the goal, objectives and outputs of the sub-project and thereby to increase resource-efficient and resilient green growth of microenterprises (MEs).
 - 'Grant' refers to conditional financial assistance provided by PKSF to the PO under this
 agreement to support and implement the activities under the above-mentioned sub-project.
 - "Staff" means the designated employees (full time and part time) recruited for the purpose of implementing the sub-project.
 - n) , 'Working area' means the geographical area that will be covered under the sub-project.
 - o) 'Taka' and 'Tk' means the legal currency of Bangladesh.



PART A: PURPOSE OF THIS AGREEMENT

- a) The purpose of this agreement is to make the grant facility of PKSF available to the PO for ultimate receipt by the sub-project.
- b) To satisfactory performance of the PO in implementing the sub-project in the sub-project geographical area.
- c) To establish an effective grant financing mechanism to channel funds from PKSF to the PO in order to increase resource-efficient and resilient green growth of microenterprises (MEs)
- d) To establish functioning community mechanisms in target communities for the purpose of responding effectively.

PART B: GRANT CONDITIONS

Except, as PKSF shall otherwise agree the conditions of the agreement includes:

- (a) This agreement is made for the sub-project titled "Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises" of Tk. 4,60,00,000 /- (Four Crore Sixty Lac Taka) only as grant financing under SMART project of PKSF.
- (b) As an Initial Advance under this agreement, COAST Foundation receives Tk 92,00,000/-(Ninety Two Lac Taka) only for the mentioned project through BEFTN/Online transfer. The remaining amount of this agreement will be disbursed in one or more than one installment on a half yearly reimbursement basis subject to satisfactory performance of the PO in implementing the sub-project.
- c) The amount received as initial advance will be adjusted with the reimbursement bill within a reasonable timeframe as determined by PKSF. This ensures that all amounts from the initial advance are fully adjusted prior to the submission of the last reimbursement bill for the sub-project. The Partner Organization (PO) of the sub-project must record this advance in their accounting records and financial statements as a 'Grant Received in Advance'.
- (d) In case of violation of any condition under this agreement or failure to achieve the subproject's goal, objectives and outputs PKSF will have the authority to change/cancel the approved grant amount before the end of the sub-project period.
- (e) The PO shall ensure its commitment to achieving the described goal, objectives and outputs of the sub-project as specified in the detailed Project Proposal. In furtherance of achieving the goal, objectives and outputs the PO shall undertake to carry out the activities in accordance with the Agreement.
- (f) The PO shall establish and maintain procedures and adhere to operational policies in a manner satisfactory to PKSF for implementing the sub-project's activities in order to achieve the objectives of the sub-project.



- (g) The PO shall ensure that the proceeds of this the procedures and on the terms and conditions control or referred to in this Agreement.
- (h) The PO shall exchange views with PKSF with regard to the performance of its obligations under the Agreement and on any other matter relating to the implementation of the subproject.
- (i) The PO shall promptly inform PKSF of any condition which interferes with, or threatens to interfere with reaching the objectives of the sub-project or with the performance of the PO according to its obligations under the Agreement. PKSF and the PO will consult and take such measures as deemed necessary in order to overcome such obstacles.
- (j) The PO shall maintain transparent Accounting Information System (AIS) and Management Information System (MIS) tools as per prior approval/consent from PKSF.
- (k) The PO shall exercise its rights under the Agreement in such a manner as to: (i) protect the interests of the Government, PKSF, the World Bank; (ii) comply with its obligations under the Agreement; and (iii) achieve the objectives of SMART project.
- (I) The PO shall duly perform all its obligations under the Agreement. Except as PKSF shall otherwise agree, the PO shall not take part in or concur with any action which would have the effect of assigning, amending, abrogating or waiving the Agreement or any provision thereof.
- (m) The PO shall keep detailed records, take due care of the equipments purchased from proceeds of this agreement and maintain such assets in such a manner so as to derive maximum output from them.
- (n) The PO shall appoint appropriate personnel according to the Sub-project proposal and take appropriate measures to ensure that the personnel can be retained after the phasing-out of the grant component as envisaged in the Agreement and also take adequate measures to sustain project benefits by deploying its own resources after expiration of the project or through any other means as agreed with PKSF that ensures to satisfactory performance of the PO in implementing the sub-project in the sub-project geographical area.
- (o) The PO shall provide all relevant information to the World Bank and PKSF for inspect the sub project, its operation and any relevant records and documents.

PART C: GENERAL CONDITIONS OF THE AGREEMENT

a. Duration

The Project is valid for 41 (Forty one) months from the date of signing. A Project extension period might be decided by PKSF and PO mutually for this sub-project. The sub-project implementation period cannot exceed 30/06/2028.

b. Working area

The sub-project will be implemented in the following geographical area:

Name of the district/s: Cox's Bazar

Name of the Upazila/s: Cox's Bazar Sadar, Kutubdia & Teknaf

number of union/s 11, name of the unions: Khuruskul, Chowfoldondi, Jhilongjha, Baraghope, Ali Akbar Dail, Kaiyarbil, North Dhurong, South Dhurong, Lemshikhali, Teknaf Sadar and Hnila.

The PO cannot reduce or expand the working area without prior concurrence of PKSF.

c. Mode of Financing-

1. PKSF will finance the sub-project in the following way:

i. Through an initial grant advance, and

 Through subsequent half yearly reimbursement(s) based on the satisfactory performance and progress of the activities according to the approved activity plan.

The sub-project will be financed through shared financial contributions from the POs and PKSF as outlined in Part B grant portion of this Agreement and accepted by PKSF.

d. Terms of the sub-project

- 1. The sub-project's activities should be noted and should not be overlapped with other activities of the PO and other NGOs in the sub-project working area.
- The sub-project should benefit directly or indirectly the micro entrepreneur in the working area.
- 3. The PO shall maintain and apply appropriate procurement procedures as per the Simplified Procurement Guideline, Public Procurement Rule of 2008, Public Procurement Act of 2006, and the World Bank's Guideline for all procurements related to the sub-project. Before final the procurement plan, PO shall follow the SMART project procurement guideline and ensure prior review and post review thresholds as specified by the PKSF. The PO shall handle complaints related to procurement's under the sub-project according to the Complain Redress System of PKSF. The sub-project interventions must be environment-friendly and socially/culturally accepted and must comply with the Environmental and Social Commitment Plan (ESCP) between PKSF and PO. The PO will ensure that policies and procedures including reporting requirements are maintained, and qualified and experienced staff in adequate numbers are retained to implement the ESCP between PKSF and PO, as provided in said ESCP.
- Activities associated with this sub-project must not have any adverse impact on the environment.
- The microenterprises who will get loan from the SMART project must adopt at least 2 (two) Resource Efficient and Cleaner Production (RECP) practices.
- The PO shall ensure sustainability of project interventions through consultation with the community and local government in order to secure the sustainability of the activities before closure of the sub-project agreement period.
- The Sub-project Proposal and Environmental and Social Commitment Plan (ESCP) between PKSF and PO will be an integral part of this agreement.

e. Financial Management of SMART project

- The PO shall maintain books and accounts as per Bangladesh Accounting Standard (BAS)/ International Accounting Standard (IAS) and follow PKSF's Accounting Guideline.
- The PO shall comply with and maintain the financing conditions as per the finance and accounts instructions of SMART project.
- The first disbursement to PO will be made as an advance grant against the sub-project budget and implementation plan. Subsequent funds will be released to PO on a Half-yearly reimbursement basis and based on actual expenditures and satisfactory performance of the PO in implementing the sub-project.
- 4. PKSF should undertake due diligence in checking and verifying the Half-yearly claims of the PO. The PO shall report progress to PKSF on financial matters and on activities on a monthly basis and attach to such reports bank statements for the relevant period.
- 5. The PO shall open and maintain a separate bank account for the sub-project.
- 6. The initial advance paid by PKSF in favour of the PO will be accounted for as an advance in the PO's books of accounts and financial reports, until actual expenditures are reported by the PO and further verified and accepted by PKSF.
- The PO shall maintain procedures and records adequate to monitor the progress of the project and to reflect the operations and the financial condition of the PO. The PO shall maintain such records for each Fiscal Year, in accordance with appropriate accounting principles acceptable to PKSF.
- The PO shall follow the approved budget line items in accounting for sub-project expenditures. The SMART project has no provision for incurring any expenses outside the approved budget line items.
- Sub- project grant funds can only be used for the activities of the sub-project as approved by the PKSF. Any other use of such funds will be considered a violation of the agreement.
- Before any major expense of the sub-project, the PO shall inform PKSF in order to ensure that such expenses are justified and clear to PKSF.

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f. Inspections and Auditing

- The PO shall send annual audit reports to PSST The Audit firm must be selected from PKSF's list of audit firms/internationally affiliated audit firms. PO shall submit audit report within six month at the end of every financial year.
- 2. The World Bank and/or persons or auditors appointed by the World Bank may inspect and/or audit PO's accounts and records and other documents relating to the sub-project. Any failure to comply with this obligation may constitute a prohibited practice subject to agreement termination and/or the imposition of sanctions by the PKSF (including without limitations determination of ineligibility) in accordance with prevailing PKSF's sanctions procedures. The World Bank should consult with PKSF before this kind of action.

PART D: SPECIAL CONDITIONS OF THE AGREEMENT

- a) The initial advance will be made by PKSF after satisfactory completion of all documentation formalities including obtaining the resolution adopted by approved the Executive Committee/Governing Body of the PO to accept assistance from PKSF, the agreement signed by authorized representative of the PO, and proof of a bank account opened for the sole purpose of operating the sub-project.
- b) PO will take all necessary actions at negotiation and resolve any confusion, conflict or misunderstanding relating to implement the sub-project.
- c) The PO shall solve any kind of legal problem regarding implementing the sub-project.
- d) The PO will follow the Grievance Redress Mechanism (GRM) of SMART project Policy and Guideline.
- e) PKSF reserves the right to replicate the sub-project anywhere in the country.
- f) The PO shall recruit experienced staff and will be responsible for providing them with all necessary orientation/training to enable them to implement and manage the sub-project in accordance with the Sub-project Proposal and implementation plan.
- g) The PO should share the sub-project Environmental and Social Management Plan (ESMP) with the target communities and incorporate their feedback in the project design for environmental sustainability.
- h) The PO shall place a signboard at the site of the sub-project clearly stating its title, objectives and activities and that it is being 'Financed under the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project of PKSF.
- The Executive Committee/Governing Body of the PO shall have quarterly consultations on all matters relating to the sub-project and regularly send minutes of such consultations to PKSF.
- j) The sub-project cannot support any activities which might have significant long-term environmental impacts. In case PKSF expects the sub-project to result in negative environmental impacts at the inception stage, PKSF will recommend the PO to conduct an Initial Environmental Examination (IEE). Appropriate mitigation and enhancement measures should be developed during project inception.
- k) No sub-project activity shall be carried out in disputed lands, lands restricted for development or environmentally sensitive areas.

PART E: OBLIGATIONS TO PO

In accordance with the project agreement between PKSF and the World Bank dated 11 May 2023, the PO shall-

 a. carry out its Sub-project with due diligence and efficiency and in accordance with sound technical, economic, financial, managerial, environmental and social standards and practices satisfactory to the PKSF, including in accordance with the provisions of the Anti-Corruption Guidelines of the World Bank applicable to PO;

b. provide, promptly as needed, the resources required for the purpose;

 c. procure the goods, works and services to be financed out of the Sub-project in accordance with the provisions of this Agreement;

 maintain policies and procedures adequate to enable it to monitor and evaluate in accordance with indicators acceptable to the PKSF, the progress of the Sub-project and the achievement of its objectives;

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(i) maintain a financial management system and reparts financial statements in accordance with consistently applied accounting standards accordance by the World Bank, both in a manner adequate to reflect the operations, resources and expenditures related to the Sub-project; and

(ii) at the PKSF's request, have such financial statements audited by independent auditors appointed by the PKSF from a list of auditors acceptable to the World Bank, in accordance with consistently applied auditing standards acceptable to the PKSF, and promptly furnish the statements as so audited to the PO;

f. enable PKSF and the World Bank to inspect the Sub-project, its operation and any relevant records and documents. PKSF will be the focal point in this regard.

g. prepare and furnish to the PKSF and the World Bank all such information as the PKSF shall reasonably request relating to the foregoing. PKSF will be the focal point in this regard.

h. Comply with all SMART project Policies and Guidelines.

- i. Ensure proper utilization of the grant allocation to the sub-project.
- Prepare all activity and financial reports in time and submit them to PKSF on monthly/quarterly/Half-yearly basis as per PKSF requirement.
- k. Submit to PKSF a copy of resolutions adopted by its Executive Committee/Governing Body for accepting the grant and of any other document as may be required by PKSF prior to initiating disbursement/reimbursement under the agreement.
- Provide all information, statements, documents and reports as requested by the PKSF and provide all necessary assistance to PKSF officials regarding regular monitoring (environment, social, financial, procurement, implementation) of the sub-project on the field level.
- m. Undertake auditing of the books and accounts related to the sub-project every year with a Chartered Accountancy firm to ensure transparent accounting as detailed in part C of this agreement.
- n. Allow PKSF to review the books of accounts and other records for inspection/verification.
- Keep the baseline survey data of the beneficiaries under the sub-project available throughout the project agreement period and make them available to PKSF upon its request.
- p. Notify the PKSF no later than 24 hours after learning of the accidents or incident.

PART F: MONITORING AND REPORTING

- a. The PO will submit the monthly/quarterly/Half-yearly management (including Environment & Social), financial and Procurement reports to PKSF as per PKSF requirement. PKSF will provide the reporting formats.
- b. The PO's head office shall be responsible for regular supervision and monitoring of the subproject and keep PKSF regularly update about the progress of the activities under the subproject.
- c. The performance of the sub-project will be regularly monitored by PKSF. Criteria for, and the process of evaluation of the sub-project shall be determined by PKSF. Moreover, PKSF may appoint external agencies for the evaluation of the sub-project.
- d. PKSF internal audit department will audit the sub-project at least once in a year.
- e. In case PKSF deems the sub-project successful and the project will be considered for replication and scale-up through PKSF's own initiative.

PART G: TERMINATIONS AND LEGAL ACTION

- The facilities under this agreement might be suspended or terminated at any time for any of the following reasons:
 - If PO fails to maintain PKSF standards in relation to financial management and reporting, PKSF may hold back/suspend reimbursements until such time as the matter is settled to PKSF's satisfaction and in accordance with the sub-project grant agreement.
 - ii) In case and according to the judgment of PKSF, grant funds are not being utilized prudently and efficiently for achieving the objectives of the sub-project grant agreement.

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- iii) In case and according to the judgment of PKSF the grant funds are not being utilized for the purpose they have been provided for.
- b. In any of the above-mentioned events, PKSF shall have the right to take legal action against the PO to make full/partly return of the disbursed grant amount.

PART G: MISCELLANEOUS

- PKSF shall have right to change or amend the terms and conditions of this agreement at any time.
- b. The agreement shall be effective upon signature by both parties.
- c. All annexures mentioned below are integral part of this agreement.
 - List of annexures:

ANNEXURE 1: Letter of authorization by the PO regarding the execution of the grant agreement and financial transaction and PO's resolution.

ANNEXURE 2: Letter of acknowledgement of the receipt of advance and reimbursement. ANNEXURE 3: Detail Sub-project Proposal

ANNEXURE 4: Environment and Social Commitment Plan (ESCP) between PKSF & PO

In witness whereof, the parties hereto, acting through their representatives thereinto duly authorized, have caused this agreement to be signed in their respective names as of the day and year first above written.

For and on behalf of	For and on behalf of
COAST Foundation	Palli Karma-Sahayak Foundation (PKSF)
(Signature) 20.02.2025 M. Rend Kain Clewflury Executive Director COAST Foundation	(Signature)
M. Rezaul Karim Chowdhury Executive Director COAST Foundation House #13 (1st floor), Road #2, Shyamoli, Dhaka-1207	Md. Mashiar Rahman Deputy Managing Director Palli Karma-Sahayak Foundation (PKSF) PKSF Bhaban, Plot: E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207
Witness:	Witness:
	1.
20.02.25- Sairqui Islam Chowdhury Deputy Director-EnD COAST Foundation	Manager (Programme) Pall Karma Schurch Foundation (PKSF)
2. Chowdhur, ir Hossain Execu, rec. 37 SANGIMM	2. Back 20.02.2025 Md, Selim Reza Serior Proprinte Kanager (Apacuture) SMART Project Pall Karma-Sabayak Foundation (PKSF)

[COAST Foundation]

[Sub-sector: Dry Fish Processing and Trade]

[Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises]

ENVIRONMENTAL AND SOCIAL COMPLIANCE PLAN (ESCP) Between PKSF and COAST Foundation

[Date: 20/02/2025]

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MA	TERIAL MEASURES AND ACTIONS	TIMEFRAME	RESPONSIBLE
IME	LEMENTATION ARRANGEMENTS AND CAPACITY SUPPORT		
A	ORGANIZATIONAL STRUCTURE Establish an Environment and Climate Change Unit (ECCU) at PO level during the project period, with one E&S Officer who has experience in dealing with E&S related activities.	Within three (03) months of contract awarded by the PMU. Recruitment of the E&S Officer at PO level will be completed within three (03) months of the award of contract. Retain the E&S Officer at PO- ECCU level for the entire period of Project implementation.	PO
в	CAPACITY BUILDING PLAN/MEASURES PO with the support of PKSF will provide training to MEs on COVID-19, Labor and Working Conditions, Grievance Redress Mechanism, GBV/SEA/SH, Occupational Health and Safety, Workplace risk management, Prevention of accidents at work sites, Health and safety rules, Preparedness and response to emergency situations	Within six months after GoB approval and once in every six months thereafter.	POs with the support of PMU
c	REGULAR REPORTING Prepare and submit regular monitoring reports to PKSF on the environmental, social, health, and safety (E&S) performance of the Project. The reports should include the status of screening, preparation, and implementation of E&S documents (such as ESMP and waste management plans), a summary of stakeholder engagement activities, grievance submissions and their resolution, E&S performance of POs and MEs, and the status of incidents and accidents reported. Other relevant aspects should also be included as necessary.	POs will submit the quarterly (every three-months) reports to the PKSF	POs
Ε	INCIDENTS AND ACCIDENTS Promptly notify the PKSF of any incident or accident related to the Project which has, or is likely to have, a significant adverse effect on the environment, the affected. communities, the public or workers, including, inter alia, cases of sexual exploitation and abuse (SEA), sexual harassment (SH), and accidents that result in death, serious or multiple injury, serious mismanagement of in handling waste, security breach etc. Provide sufficient detail regarding the scope, severity, and possible causes of the incident or accident, indicating immediate measures taken or that are planned to be taken to address it, and any information provided by any Micro Enterprise (ME), as appropriate.	Notify the PKSF no later than 24 hours after learning of the incident or accident. Provide subsequent report to the World Bank within twenty (20) days from the incident reporting.	PO

¹ For all actions, consult with the country lawyer to ensure consistency with the legal agreement in cases where some actions need to be completed before the project becomes effective (effectiveness condition) or before certain disbursements can occur (disbursement condition).

Co.

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MA	TERIAL MEASURES AND ACTIONS	TIMEFRAME	RESPONSIBLE	
11	 ENVIRONMENTAL AND SOCIAL ASSESSMENTS AND/OR PLANS Adopt, and implement, the existing ESMS of PKSF Carry out E&S screening for all the sub-projects activities identified in the exclusion list set out in the ESMS will be ineligible to receive financing under the Project. Prepare sub-project specific ESMPs based on the screening outcomes. MEs to adopt and implement the subproject ESMPs as set out in the ESMS. 	-E&S Screening to be carried out prior to implementation of the subprojects. -Prepare sub-project ESMPs within three (03) months of the recruitment of E&S Social officer for each sub-project. -In addition, adopt ESMP to the carrying out of sub-project that requires the adoption of such ESMP. Once adopted, implement the respective ESMP throughout Project implementation	PO	
1.2	MANAGEMENT OF POs Incorporate the relevant aspects of the ESCP, including ensuring that the MEs comply with the ESHS specifications of their respective contracts including, inter alia, the relevant E&S instruments identified during E&S screening, ESMS and code of conduct, into the ESHS specifications of the procurement documents and contracts with MEs, as appropriate.	As part of the preparation of procurement documents and respective contracts. Supervise .MEs throughout Project implementation.	PO	
2.1	LABOR MANAGEMENT PROCEDURES Prepare, adopt and implement, and cause to be implemented by MEs with the support of POs, the Labor Management Procedures (LMP) as part of the ESMS for the Project, including, inter alia, provisions on working conditions, management of workers relationships, occupational health and safety (including personal protective equipment, and emergency preparedness and response), code of conduct (including relating to SEA and SH), forced labor, child labor, grievance arrangements for Project workers , and applicable requirements for contractors, subcontractors of sub-projects and MEs as required.	Adopt the LMP outlined in the ESMS prior to engaging workers and thereafter implement the LMP throughout Project implementation.	PO and MEs	
2.3	GRIEVANCE MECHANISM FOR PROJECT WORKERS Establish and operate a grievance mechanism (also responsive to SEA/SH) for the Project as described in the ESMS. • Local level GRC for all sub-projects	The GRC at the local level will be established before commencement of sub-project activities and thereafter maintained and operated throughout Project implementation.	PO and MEs	
3.1	WASTE MANAGEMENT PLAN Prepare and implement a Waste Management Plan (WMP) if screening report warrant, as part of the ESMP prepared for the Project, to manage hazardous and non- hazardous wastes, consistent with ESS3. Incorporate resource efficiency and pollution prevention and management measures in the ESMP to be prepared. Adopt and implement waste management measures as set out in the ESMS and sub project ESMP, if required. Update bidding documents and subproject ESMPs to include required waste management mitigation measures as applicable, consistent with ESS3.	As per ESMS before implementation of any sub- project. Same timeframe as for the adoption of the subproject ESMPs.	PO and MEs	
4.1	COMMUNITY HEALTH AND SAFETY	Same timeframe as for the preparation and implementation of the ESMPs.	PO	

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MAT	TERIAL MEASURES AND ACTIONS	TIMEFRAME	RESPONSIBLE
	Assess and manage specific risks and impacts to the community arising from Project activities including, inter alia, wastes, noise, and air emission from the production activities of MEs that may impact community health and safety and include mitigation measures in the subproject ESMPs to be prepared in accordance to the ESMS. Incorporate measures to manage traffic and road safety risks as required in the ESMP		
4.3	SEA AND SH RISKS Update, adopt and implement the Gender and SEA/SH section of the ESMS, to assess and manage the risks of SEA and SH. If required, as per ESMS develop Project specific GBV/SEA/SH Action Plan.	Adopt the GBV/SEA/SH Action Plan before undertaking Project activities that pose SEA/SH risks, and therefore implement the GBV/SEA/SH ^a Action Plan throughout Project implementation.	PO
5	INDIGENOUS PEOPLES [FRAMEWORK] [PLAN] or [PLANS] Prepare and implement an Indigenous Peoples Plan (IPP) [for each activity under the Project for which such IPP is required], if IPS are identified during screening	Same timeframe as for the adoption of the subproject ESMPs,	POs
6	CHANCE FINDS Describe and implement the chance find procedure in the ESMS and as part of the subproject ESMP, if required.	Implement the chance find procedures throughout Project implementation.	PO
7	STAKEHOLDER ENGAGEMENT PLAN Implement Stakeholder Engagement Plan (SEP) as set out in the updated ESMS for the Project, consistent with ESS10, which shall include measures to, inter alia, provide stakeholders with timely, relevant, understandable, and accessible information, and consult with them in a culturally appropriate manner, which is free of manipulation, interference, coercion, discrimination and intimidation.	Implement the SEP throughout Project implementation.	PO and ME
8	LOCAL GRIEVANCE MECHANISM Establish, publicize, maintain, and operate an accessible grievance mechanism, to receive and facilitate resolution of concerns and grievances in relation to the Project, promptly and effectively, in a transparent manner that is culturally appropriate and readily accessible to all Project- affected parties, at no cost and without retribution, including concerns and grievances filed anonymously, in a manner consistent with ESS10 and PKSF ESMS. The grievance mechanism shall be equipped to receive, register, and facilitate the resolution of SEA/SH complaints, including through the referral of survivors to relevant gender-based violence service providers, all in a stafe confidential and survivor-centered manner	Establish the local level grievance mechanism before commencement of Project activities, and thereafter maintain and operate the mechanism throughout Project implementation.	PO and ME

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Project Management Organogram:



Subject: Terms of Reference (ToR)

- A. Position Title: Project Manager (PM)
- B. Position Objectives: The implementation of SMART Project.

COAST Foundation is implementing a sub-project titled 'Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)'project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Dry fish processing and trade sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and COAST Foundation. The Project will be implemented across Cox'sBazar district (Cox'sBazar Sadar, Kutubdia, Teknaf, Moheshkhali, Chakaria and Ukhiya Upazilla).

C. Specific Responsibilities

The 'Project Manager' is responsible for overall implementation, supervision and monitoring of the project at the field. His/her duties and responsibilities, which are essential but not limited to:

SI.	Task	Standard of Accepted Performance (SOAP)
1	Strategic planning & coordination	 S/he will ensure the project activities are well-planned, scheduled, and effectively coordinated among team members and stakeholders. S/he will allocate the resources and utilized efficiently and effectively to achieve project objectives. S/he will provide clear strategic direction to the project team S/he will ensure to implement Project activities according to the approved work plan and timelines. S/he will be monitoring regularly of project progress against objectives and targets.
2	Budget control and implement the proposal	 S/he will analyze and control the project budget. S/he will strictly maintain the donor & organization financial rules & regulation. S/he will properly maintain the budget of the project activities. S/he will properly implement the SMART Project Proposal
3	Training/workshop/budget	 S/he will prepare training module. S/he will prepare training schedule & curriculum. S/he will prepare training budget
4	Staffs supervised	 S/he will follow up staffs. S/he will provide staffs skill orientation. S/he will properly guide her/his staffs
5	Stakeholder and Donor communication	 S/he will well communicate with donor. S/he will well communicate with all kinds of stakeholder. S/he will communicate with beneficiaries. S/he will communicate with Govt. and on-Govt. Office/Organization/Institute
5	Site Visiting	 S/he will visit beneficiary living area of dry fish cluster and who are affected by Climate Change. S/he will Confirm the specific beneficiary who are get benefit from the SMART project. S/he will maintain the criteria of PKSF and IE management for beneficiary selection.
6	Properly check the financial registers	 S/he will check all kinds of financial registers. S/he will suggest keeping up date all financial records. S/he follows up the financial activities
7	Program visit and market linkage improvement	 S/he will visit field to monitoring program and financial activities. S/he will follow up her/his staffs in the field. S/he will visit different place to improve product market. S/he will join market related activities
8	Report Prepared	 S/he will prepare monthly financial report for Donor/organization. S/he will prepare every quarterly report for donor requirement.
9	Case study and news article prepared	 S/he will prepare Case study quarterly for donor. S/he will prepare News article every month for donor/organization

10	Advancing Planning and budget analysis	 S/he will prepare Yearly, Half Yearly, Quarterly and Monthly plan. S/he will analyze the program and budget. S/he will prepare the program planning. S/he will prepare reporting submit plan
11	Keeping assets in good quality	 S/he will ensure the assets and monitored. S/he will submit assets report monthly to the donor/organization. S/he will help to preserve all the project documents
12	Monitoring Program & activities	 S/he will provide supportive supervision to project staff S/he will monitor the program and activities. S/he will monitor the financial activities of all staff expenditures. S/he actively coordinates with other team members to implement the project activities and strengthen the Environment Club (EC) sustainably. S/he will monitor Progress against the projects logical Framework. S/he is identifying challenges and addressing possible pressures.
13	Disaster related activities	 S/he will provide support to the groups about the disaster preparedness and will take part to the relief activities in the group or out of group of the community when necessary. S/he will also be involved with the selection process for any disaster victims. S/he will be involved any kind of disaster related activities if there will be any Instruction from the management.
14	Other Responsibilities	 S/he will have to do official assignments when instructed by the supervisor or Higher Management.

D. Planning:

S/he will prepare advance planning of the daily, weekly & monthly plan and submit to his/her 1st supervisor DD- En.D as well as his/her 2nd supervisor Director.

E. Reporting:

S/he will be reportable to his/her 1st supervisor DD- En.D and his/her 2nd supervisor will be Director.

F. Appraisal and Review:

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

Thanking you,

Sanat Kumar Bhowmik Deputy Executive Director, COAST Foundation.

Subject: Terms of Reference (ToR)

- A. Position Title: Environment and RECP Officer
- B. **Position Objectives:** The implementation of SMART Project.

COAST Foundation is implementing a sub-project titled 'Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)'project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Dry fish processing and trade sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and COAST Foundation. The Project will be implemented across Cox'sBazar district (Cox'sBazar Sadar, Kutubdia, Teknaf, Moheshkhali, Chakaria and Ukhiya Upazilla).

C. Specific Responsibilities

The 'Environment and RECP Officer' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

SI.	Task	Standard of Accepted Performance (SOAP)
1	Planning, Monitoring, and Supervising	 S/he will provide technical inputs on environment, RECP, climate vulnerability for project planning S/he will contribute to the development and implementation of monitoring plans and tools S/he will identify potential environmental related risks and propose mitigation strategies to the Project Manager. S/he will support the Project Manager in ensuring project activities are implemented with the SMART Project guidelines.
2	Awareness raising activities	 S/he will develop awareness-raising materials S/he will conduct engaging awareness sessions, workshops, and campaigns S/he will utilize participatory methods to ensure active engagement and understanding among MEs. S/he will document all awareness activities
3	Training/workshop	 S/he will develop training modules on environment, climate-resilient RECP, and climate vulnerability S/he will deliver interactive and hands-on training sessions to MEs S/he will adapt training content and delivery methods to MEs. S/he will assess the effectiveness of training through pre-test and post-test S/he will maintain comprehensive records of training
4	Facilitate MEs to implement RECP practices	 S/he will provide technical guidance and support to MEs S/he will assist MEs for implementing identified RECP measures S/he will link MEs with relevant resources for RECP implementation. S/he will regularly monitor the adoption and effectiveness of implemented RECP practices S/he will document case studies and lessons learned from RECP implementation by MEs.
5	RECP implementation	 S/he will conduct frequent field visits of implemented RECP practices. S/he will collect relevant data on RECP adoption S/he will analyze collected data of RECP implementation. S/he will prepare timely and accurate monitoring reports S/he will provide constructive feedback and guidance to MEs
6	Environmental and Social Management Plan (ESMP)	 S/he will conduct environmental and social assessments S/he will develop comprehensive and practical ESMPs S/he will facilitate the implementation and monitoring of the ESMPs
7	Facilitate & formation of Environment Clubs	 S/he will mobilize and engage community members S/he will provide guidance and support for the formation and functioning of the Environment Clubs S/he will facilitate the regular monthly meetings of the Environment Clubs S/he will organize and support the celebration of relevant days/weeks. S/he will develop and implement engaging youth engagement programs S/he will document the activities, achievements, and challenges of Environment Clubs.
8	Stakeholder and Donor communication	 S/he will well communicate with donor. S/he will well communicate with all kinds of stakeholder. S/he will communicate with beneficiaries. S/he will communicate with Govt. and on-Govt. Office/Organization/Institute

9	Staffs supervised	 S/he will follow up staffs. S/he will provide staffs skill orientation. S/he will properly guide her/his staffs
10	Advancing Planning and budget analysis	 S/he will prepare Yearly, Half Yearly, Quarterly and Monthly plan. S/he will analyze the program and budget. S/he will prepare the program planning. S/he will prepare reporting submit plan
11	Keeping assets in good quality	 S/he will ensure the assets and monitored. S/he will submit assets report monthly to the donor/organization. S/he will help to preserve all the project documents
12	Other Responsibilities	 S/he will have to do official assignments when instructed by the supervisor or Higher Management.

D. Planning:

S/he will prepare advance planning of the daily, weekly & monthly plan and submit to his/her 1st Supervisor PM as well as his/her 2nd supervisor DD- En.D.

E. Reporting:

S/he will be reportable to his/her 1st supervisor PM and his/her 2nd supervisor will be DD- En.D.

F. Appraisal and Review:

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

Thanking you,

Sanat Kumar Bhowmik Deputy Executive Director, COAST Foundation.

Subject: Terms of Reference (ToR)

- A. Position Title: Technical Officer
- B. **Position Objectives:** The implementation of SMART Project.

COAST Foundation is implementing a sub-project titled 'Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)'project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Dry fish processing and trade sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and COAST Foundation. The Project will be implemented across Cox'sBazar district (Cox'sBazar Sadar, Kutubdia, Teknaf, Moheshkhali, Chakaria and Ukhiya Upazilla).

C. Specific Responsibilities

The 'Technical Officer – Fisheries will work under the direct supervision of the Project Manager and will undertake the following duties and responsibilities, which are essential but not limited to:

SI.	Task	Standard of Accepted Performance (SOAP)
1	Planning, Monitoring, and Supervising	 S/he will provide technical inputs on environment, RECP, climate vulnerability for project planning S/he will contribute to the development and implementation of monitoring plans and tools S/he will identify potential risks and propose mitigation strategies to the Project Manager. S/he will support the Project Manager in ensuring project activities are implemented with the SMART Project guidelines.
2	Awareness raising activities	 S/he will develop awareness-raising materials S/he will conduct engaging awareness sessions, workshops, and campaigns S/he will utilize participatory methods to ensure active engagement and understanding among MEs. S/he will document all awareness activities
3	Training/workshop	 S/he will develop training modules on safe dry fish production, Waste Management, RECP, and climate vulnerability S/he will deliver interactive and hands-on training sessions to MEs S/he will adapt training content and delivery methods to MEs. S/he will assess the effectiveness of training through pre-test and post-test S/he will maintain comprehensive records of training
4	Facilitate MEs to implement RECP practices	 S/he will provide technical guidance and support to MEs S/he will assist MEs for implementing identified RECP measures S/he will link MEs with relevant resources for RECP implementation. S/he will regularly monitor the adoption and effectiveness of implemented RECP practices S/he will document case studies and lessons learned from RECP implementation by MEs.
5	Activity implementation	 S/he will conduct frequent field visits to implement project activities S/he will collect relevant data on project activities S/he will analyze collected data of project activities. S/he will prepare timely and accurate monitoring reports S/he will provide constructive feedback and guidance to MEs
6	Technical Support	 S/he will provide regular and need-based technical support to MEs at the cluster level S/he will provide technical guidance to the specific needs and capacities of individual MEs S/he will follow-up that necessary support is provide to ensure the RECP practices S/he will conduct the research and exploration to identify opportunities for circular economy and value-added product diversification S/he will provide support to MEs in exploring and accessing new market opportunities
7	Select MEs for demonstration	 S/he will support to select the suitable MEs for establishing demonstration sites S/he will ensure the demonstration setups are well-organized, functional S/he will regular follow up the demonstration MEs to monitor performance, gather data, and document lessons learnt.
8	Stakeholder and Donor communication	 S/he will well communicate with donor. S/he will well communicate with all kinds of stakeholder. S/he will communicate with beneficiaries. S/he will communicate with Govt. and on-Govt. Office/Organization/Institute
9	Staffs supervised	 S/he will follow up staffs. S/he will provide staffs skill orientation. S/he will properly guide her/his staffs

10	Advancing Planning and budget analysis	 S/he will prepare Yearly, Half Yearly, Quarterly and Monthly plan. S/he will analyze the program and budget. S/he will prepare the program planning. S/he will prepare reporting submit plan
11	Keeping assets in good quality	 S/he will ensure the assets and monitored. S/he will submit assets report monthly to the donor/organization. S/he will help to preserve all the project documents
12	Other Responsibilities	 S/he will have to do official assignments when instructed by the supervisor or Higher Management.

D. Planning:

S/he will prepare advance planning of the daily, weekly & monthly plan and submit to his/her 1st Supervisor PM as well as his/her 2nd supervisor DD- En.D.

E. Reporting:

S/he will be reportable to his/her 1st supervisor PM and his/her 2nd supervisor will be DD- En.D.

F. Appraisal and Review:

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

Thanking you,

Sanat Kumar Bhowmik Deputy Executive Director, COAST Foundation.

Subject: Terms of Reference (ToR)

- A. Position Title: MIS and Documentation Officer
- **B.** Position Objectives: The implementation of SMART Project.

COAST Foundation is implementing a sub-project titled 'Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)'project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Dry fish processing and trade sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and COAST Foundation. The Project will be implemented across Cox'sBazar district (Cox'sBazar Sadar, Kutubdia, Teknaf, Moheshkhali, Chakaria and Ukhiya Upazilla).

C. Specific Responsibilities

The 'MIS and Documentation Officer' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

SI.	Task	Standard of Accepted Performance (SOAP)
1	Monitoring, Data Collection and Record Keeping	 S/he will follow up and develop the documents for the project baseline study, end line study S/he will monitor the implementation of project activities by visiting the fields frequently S/he will conduct field-level and real-time data collection S/he will ensure proper record keeping of data S/he will provide required support to team members during RECP screening/profiling S/he will provide required support for filling up the MIS reporting templates/forms S/he will proper archiving/preservation of collected data to meet the periodic data needs
2	Data Verification, Entry and Cleaning	 S/he will verify the authenticity and validity of the collected data S/he will implement the real-time data collection using tab/mobile applications S/he will input verified data into relevant databases or software systems S/he will perform data cleaning to remove duplications, errors, or inconsistencies S/he will ensure that the integrity of data is maintained throughout the entry process
3	MIS Reporting and Documentation	 S/he will maintain organized and accessible records of all data and activities S/he will assist Project Manager to prepare monthly/quarterly/yearly project progress report S/he will document and inform the team members on the anticipated procedural challenges and changes regarding data management S/he will ensure that all the documentations are up-to-date and well aligned with organizational policies, regulations and guidelines S/he will capture key lessons, document best practices and case stories S/he will assist in-house teams or consultants to prepare video documentaries, booklets, brochures, posters, banners, etc.
4	Awareness raising activities	 S/he will develop awareness-raising materials S/he will conduct engaging awareness sessions, workshops, and campaigns S/he will utilize participatory methods to ensure active engagement and understanding among MEs. S/he will document all awareness activities
5	Training/workshop	 S/he will develop training modules on safe dry fish production, Waste Management, RECP, and climate vulnerability S/he will deliver interactive and hands-on training sessions to MEs S/he will adapt training content and delivery methods to MEs. S/he will assess the effectiveness of training through pre-test and post-test S/he will maintain comprehensive records of training
6	Facilitate MEs to implement RECP practices	 S/he will provide technical guidance and support to MEs S/he will assist MEs for implementing identified RECP measures S/he will link MEs with relevant resources for RECP implementation. S/he will regularly monitor the adoption and effectiveness of implemented RECP practices S/he will document case studies and lessons learned from RECP implementation by MEs.
7	Activity implementation	 S/he will conduct frequent field visits to implement project activities S/he will collect relevant data on project activities

		 S/he will analyze collected data of project activities. S/he will prepare timely and accurate monitoring reports S/he will provide constructive feedback and guidance to MEs
8	Stakeholder and Donor communication	 S/he will well communicate with donor. S/he will well communicate with all kinds of stakeholder. S/he will communicate with beneficiaries. S/he will communicate with Govt. and on-Govt. Office/Organization/Institute S/he will maintain liaison and coordination with PKSF regarding monitoring, evaluation, reporting, and documentation as well as make extensive field visits on a regular basis;
9	Advancing Planning and budget analysis	 S/he will prepare Yearly, Half Yearly, Quarterly and Monthly plan. S/he will analyze the program and budget. S/he will prepare the program planning. S/he will prepare reporting submit plan
10	Keeping assets in good quality	 S/he will ensure the assets and monitored. S/he will submit assets report monthly to the donor/organization. S/he will help to preserve all the project documents
11	Other Responsibilities	 S/he will have to do official assignments when instructed by the supervisor or Higher Management.

D. Planning:

S/he will prepare advance planning of the daily, weekly & monthly plan and submit to his/her 1st Supervisor PM as well as his/her 2nd supervisor DD- En.D.

E. Reporting:

S/he will be reportable to his/her 1st supervisor PM and his/her 2nd supervisor will be DD- En.D.

F. Appraisal and Review:

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

Thanking you,

Sanat Kumar Bhowmik Deputy Executive Director, COAST Foundation.

Subject: Terms of Reference (ToR)

- A. Position Title: Accounts and Finance Officer
- **B.** Position Objectives: The implementation of SMART Project.

COAST Foundation is implementing a sub-project titled 'Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)'project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Dry fish processing and trade sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and COAST Foundation. The Project will be implemented across Cox'sBazar district (Cox'sBazar Sadar, Kutubdia, Teknaf, Moheshkhali, Chakaria and Ukhiya Upazilla).

C. Specific Responsibilities

The 'Accounts and Finance Officer' will work under the direct supervision of the Project Manager and will undertake the tasks and duties to assist implementation of the sub-project. The specific tasks are, but not limited to, as follows:

SI.	Task	Standard of Accepted Performance (SOAP)
		S/he will maintain project accounts in accordance
1	Maintaining Accounts	S/he will maintain separate books of account on an accrual basis
		S/he will prepare monthly/annual financial statements
		• S/he will monitor the flow of funds from the PKSF to project and project to microenterprise
		S/he will ensure a smooth flow of funds from the project to Microenterprise level for project
2	Fund Management	implementation
		S/he will ensure that adequate internal control and arrangement are in place for proper
		utilization, management, and accounting of funds
		and other relevant work plans
3	Budget and Financial	• S/he will prepare the budget of a new cost proposal, training, and other project activities
	Reporting	• S/he will ensure that shared cost amounts are budgeted for each proposal of the sub-project
		• S/he will prepare monthly financial report and half-yearly reimbursement bill for the project
		S/he will ensure strong monitoring system of the project through frequent field visits
4	Project Monitoring	• S/he will review external and internal audit report along with management letter of the
		projects
		S/he will ensure that the project procurement rules are complied with the project
	Administration and Procurement	procurement
5		 S/he will prepare and regularly update the procurement plan(s)
5		S/he will manage logistics and procurements
		S/he will verifying current inventory levels and keeping records to prevent inventory gaps
		S/he will overseeing the day-to-day administrative tasks
		S/he will maintain the project bank account and prepare monthly bank Reconciliation
		 S/he will maintain liaison and coordinate with SMART-PMU of PKSF regarding accounts and hudget
		 S/be will support internal audit section for internal audit and support external auditors with
6	Stakeholder and Donor	necessary information of the project
	Communication	 S/he will well communicate with all kinds of stakeholder.
		S/he will communicate with beneficiaries.
		S/he will communicate with Govt. and on-Govt. Office/Organization/Institute
		• S/he will maintain liaison and coordination with PKSF regarding monitoring, evaluation,
		reporting, and documentation as well as make extensive field visits on a regular basis;
	Advancing Planning	 S/ne will prepare Yearly, Hair Yearly, Quarterly and Monthly Budget plan. S/be will analyze the program and budget
7	and budget	 S/he will prepare the budget planning
	analysis	S/he will prepare financial report and submit.

8	Keeping assets in good quality	•	S/he will ensure the assets and monitored. S/he will submit assets report monthly to the donor/organization. S/he will help to preserve all the project documents
9	Other Responsibilities	•	S/he will have to do official assignments when instructed by the supervisor or Higher Management.

D. Planning:

S/he will prepare advance planning of the daily, weekly & monthly plan and submit to his/her 1st Supervisor PM as well as his/her 2nd supervisor DD- En.D.

E. Reporting:

S/he will be reportable to his/her 1st supervisor PM and his/her 2nd supervisor will be DD- En.D.

F. Appraisal and Review:

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

Thanking you,

Sanat Kumar Bhowmik Deputy Executive Director, COAST Foundation.

Subject: Terms of Reference (ToR)

- A. Position Title: Assistant Technical Officer
- **B.** Position Objectives: The implementation of SMART Project.

COAST Foundation is implementing a sub-project titled 'Adopting Resource Efficient and Cleaner Production (RECP) technologies and practices for resilient green growth of dry fish processing microenterprises' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)'project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Dry fish processing and trade sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and COAST Foundation. The Project will be implemented across Cox'sBazar district (Cox'sBazar Sadar, Kutubdia, Teknaf, Moheshkhali, Chakaria and Ukhiya Upazilla).

C. Specific Responsibilities

The 'Assistant Technical Officer' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

SI.	Task	Standard of Accepted Performance (SOAP)
1	Planning, Monitoring, and Supervising	 S/he will provide technical inputs on environment, RECP, climate vulnerability for project planning S/he will contribute to the development and implementation of monitoring plans and tools S/he will identify potential risks and propose mitigation strategies to the Project Manager. S/he will support the Project Manager in ensuring project activities are implemented with the SMART Project guidelines.
2	Awareness raising activities	 S/he will develop awareness-raising materials S/he will conduct engaging awareness sessions, workshops, and campaigns S/he will utilize participatory methods to ensure active engagement and understanding among MEs. S/he will document all awareness activities
3	Training/workshop	 S/he will develop training modules on safe dry fish production, Waste Management, RECP, and climate vulnerability S/he will deliver interactive and hands-on training sessions to MEs S/he will adapt training content and delivery methods to MEs. S/he will assess the effectiveness of training through pre-test and post-test S/he will maintain comprehensive records of training
4	Facilitate MEs to implement RECP practices	 S/he will provide technical guidance and support to MEs S/he will assist MEs for implementing identified RECP measures S/he will link MEs with relevant resources for RECP implementation. S/he will regularly monitor the adoption and effectiveness of implemented RECP practices S/he will document case studies and lessons learned from RECP implementation by MEs.
5	Activity implementation	 S/he will conduct frequent field visits to implement project activities S/he will collect relevant data on project activities S/he will analyze collected data of project activities. S/he will prepare timely and accurate monitoring reports S/he will provide constructive feedback and guidance to MEs
6	Technical Support	 S/he will provide regular and need-based technical support to MEs at the cluster level S/he will provide technical guidance to the specific needs and capacities of individual MEs S/he will follow-up that necessary support is provide to ensure the RECP practices S/he will conduct the research and exploration to identify opportunities for circular economy and value-added product diversification S/he will provide support to MEs in exploring and accessing new market opportunities
7	Select MEs for demonstration	 S/he will support to select the suitable MEs for establishing demonstration sites S/he will ensure the demonstration setups are well-organized, functional S/he will regular follow up the demonstration MEs to monitor performance, gather data, and document lessons learnt.
8	Stakeholder and Donor communication	 S/he will well communicate with donor. S/he will well communicate with all kinds of stakeholder. S/he will communicate with beneficiaries. S/he will communicate with Govt. and on-Govt. Office/Organization/Institute

9	Staffs supervised	 S/he will follow up staffs. S/he will provide staffs skill orientation. S/he will properly guide her/his staffs
10	Advancing Planning and budget analysis	 S/he will prepare Yearly, Half Yearly, Quarterly and Monthly plan. S/he will analyze the program and budget. S/he will prepare the program planning. S/he will prepare reporting submit plan
11	Keeping assets in good quality	 S/he will ensure the assets and monitored. S/he will submit assets report monthly to the donor/organization. S/he will help to preserve all the project documents
12	Other Responsibilities	 S/he will have to do official assignments when instructed by the supervisor or Higher Management.

D. Planning:

S/he will prepare advance planning of the daily, weekly & monthly plan and submit to his/her 1st Supervisor PM as well as his/her 2nd supervisor DD- En.D.

E. Reporting:

S/he will be reportable to his/her 1st supervisor PM and his/her 2nd supervisor will be DD- En.D.

F. Appraisal and Review:

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

Thanking you,

Sanat Kumar Bhowmik Deputy Executive Director, COAST Foundation.

Staff wise Responsibilities: Major responsibilities of our staffs are mentioned below:

Name of the Position	Major Responsibilities
Project Manager (PM)	 The 'Project Manager' is responsible for overall implementation, supervision and monitoring of the project at the field. His/her duties and responsibilities, which are essential but not limited to: Coordinate project management activities, resources, equipment, and information. Provide strategic direction for project implementation and supervise the project. Identify and mitigate project risks and issues to ensure successful project delivery. Facilitate project meetings, training, and workshops, and Environment Club meetings Manage project budgets, procurement, reimbursement, as well as track project performance. Ensure and supervise documentation on events, program learnings and impact, case studies, and reports. Ensure and supervise preparation and submission of project progress reports in a timely manner (monthly, quarterly, yearly). Maintain regular communication with local government as well as govt. offices such as DoF, BFRI, BSTI, DoE etc. Report to senior management regarding project progress regularly. Any other tasks or duties assigned by the senior management of the organization
	Assist the Project Manager in planning, monitoring, and supervising the implementation
Environment and RECP Officer	 Assist the Project Manager in planning, monitoring, and supervising the implementation of project activities. Create awareness among the microenterprises about environment, climate-resilient RECP, climate vulnerability, and Occupational Health and Safety (OHS). Provide training on Environment, Climate Resilient RECP and Climate vulnerability at ME level. Facilitate MEs to implement RECP practices. Make regular field visits to monitor RECP practices including data collection, analysis, and reporting. Educate project staff about environment, climate-resilient RECP, climate vulnerability, and OHS issues. Guide project staff to implement climate-resilient RECP and OHS practices. Prepare sub-project-specific Environmental and Social Management Plan (ESMP). Facilitate formation of Environment Clubs, including arrangement of regular monthly meeting, celebration of national and international days, and youth engagement program. Maintain liaison and coordination with local authorities like DoE. Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the COAST Foundation.
Technical Officer	 Assist the Project Manager in planning, monitoring, and supervising the implementation of project activities. Assist to identify potential microenterprises (MEs), select appropriate climate-resilient and resource-efficient cleaner production (RECP) practices for MEs and motivate them to adopt those practices. Provide technical support to MEs at cluster level. Select MEs for demonstration, set-up demonstration, and follow-up the MEs. Prepare training manuals, leaflets, case stories of the sub-project. Impart training on new/improved climate-resilient, safe dry fish production, waste management, resource-efficient and cleaner production/Food processing technologies, GAP/GMP, climate change vulnerability, etc. Assist in organizing field days, exposure visits, meetings, workshops, seminars, fairs, Environment Club meetings etc. Explore circular economy, value-added product diversification, and new market potentiality. Assist to produce monthly, quarterly, and annual progress report as per the requirement of the management.

	 Regular field visit at project areas, tracking the MEs progress in adoption of the RECP
	practices and reporting.
	Maintain linkages with different government departments (i.e. DoF, BFRI, DoE),
	academicians, value-chain actors (insherman, inputs sellers, dry lish producer, market
	Any other tasks, duties, or specific tasks assigned by the Project Manager and
	• Any other tasks, duties, of specific tasks assigned by the Project Manager and management of the organization.
	Maintain sub-project accounts in accordance with International Accounting Standard
	(IAS), on a 'going concern' basis under Generally Accepted Accounting Principles:
	 Maintain separate books of account on an accrual basis under historical cost convention:
	 Prepare monthly/appual financial statements incorporating disclosure on income and
	• Trepare monthly/annual milancial statements incorporating disclosure on income and
	other notes and relevant information:
	Monitor the flow of funde from the DKSE to sub project and sub project to microenterprise
	Monitor the now of runds from the PKSF to sub-project and sub-project to microenterprise
	to ensure that appropriate procedures are followed;
	• I o ensure a smooth flow of funds from the sub-project to Microenterprise level for sub-
	project implementation;
	• Ensure that adequate internal control and arrangement are in place for proper utilization,
	management, and accounting of funds;
	Prepare yearly/half-yearly detailed sub-project budget in line with the procurement plan
	and other relevant work plans;
	 Prepare the budget of a new cost proposal, training, and other sub-project activities;
	 Ensure that shared cost amounts are budgeted for each proposal of the sub-project;
Accounts & Finance	• Prepare monthly financial report and half-yearly reimbursement bill for the sub-project;
Officer	Ensure strong monitoring system of the sub-project through frequent field visits;
	Review external and internal audit report along with management letter of the sub-
	projects:
	 Ensure that the project procurement rules are complied with the sub-project procurement:
	 Prepare and regularly undate the procurement plan(s):
	• Monage logistics and proguramente:
	 Manage logistics and procurements, Verifician extrant inventory levels and learning records to provent inventory genes.
	 Verifying current inventory levels and keeping records to prevent inventory gaps; Our provide the device device device the test of the second se
	Overseeing the day-to-day administrative tasks.
	Maintain the sub-project bank account and prepare monthly bank Reconciliation
	Statements;
	Maintain liaison and coordinate with SMART-PMU of PKSF regarding accounts and
	budget;
	• Support internal audit section for internal audit and support external auditors with
	necessary information of the sub-project;
	• Any other tasks, duties, or specific tasks assigned by the Project Manager and
	management of the COAST Foundation.
	Ensure that the baseline study and final evaluation of the sub-project level is completed
	smoothly and effectively;
	 Monitor the implementation of project-level activities by visiting the fields frequently;
	• Conduct field-level and real-time data collection maintaining consistent data collection
	standards/guidelines and/or protocols;
MIS and Documentation	• Ensure proper record keeping of data and provide required support to team members
Officer	during Resource-Efficient and Cleaner Production (RECP) screening/profiling and filling
	up the MIS reporting templates/forms;
	 Proper archiving/preservation of collected data to meet the periodic data needs;
	• Verify the authenticity and validity of the collected data by cross-checking with other
	records and re-visiting project participants;
	 Implement the real-time data collection using tab/mobile applications;

	 Input verified data into relevant databases or software systems;
	 Input vermed data into relevant databases of software systems, Derform data elegating to remove duplications, errors, or inconsistencies;
	 Perform data cleaning to remove duplications, errors, or inconsistencies,
	• Ensure that the integrity of data is maintained throughout the entry process;
	 Maintain organized and accessible records of all data and activities;
	 Assist Project Manager to prepare monthly/quarterly/yearly project progress report;
	 Document and inform the team members on the anticipated procedural challenges and changes regarding data management;
	• Ensure that all the documentations are up-to-date and well aligned with organizational policies, regulations and guidelines:
	 Capture key lessons, document best practices and case stories:
	 Assist in-house teams or consultants to prepare video documentaries, booklets, brochures, posters, banners, etc.
	 Maintain liaison and coordination with PKSF regarding monitoring, evaluation, reporting, and documentation as well as make extensive field visits on a regular basis;
	• Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the COAST Foundation.
	 Assist the Project Manager in implementing project activities.
	 Assist to identify potential microenterprises (MEs), select appropriate climate-resilient and resource-efficient cleaner production (RECP) practices for MEs and motivate them to adopt those practices.
	 Provide technical support to MEs at cluster level.
	 Select MEs for demonstration, set-up demonstration, and follow-up the MEs.
	 Assist the Technical Officer to prepare training manuals, leaflets, case stories of the sub- project, etc.
Assistant Technical	• Arrange training, field days, meetings, workshops, seminars, fairs, Environment Club meetings as per the project plan.
Officer	• Explore circular economy, value-added product diversification, new market potentiality.
	• Assist to produce monthly, guarterly and annual progress report as per the requirement
	of the management.
	 Regular field visit at project site, tracking the MEs' progress in adoption of the RECP practices and reporting;
	 Maintain linkages with different government departments (i.e., DoF, BFRI, DoE), academicians, value-chain actors (fisherman, inputs sellers, dry fish producer, market actors, waste & plastic traders, transporter etc.), private sector companies, etc.
	• Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the organization.

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		Particulars	Staff Recruitment and office set up	Staff recruitment	Project Implementation Unit (PIU) establishment	ToR preparation for Staff Job Responsibility	Plan of Operation	Project Inception Workshop		Iponent-1.1: Enhancing MEs' Enviro	Seminar & Workshop:	Basic training on Climate vulnerability and climate resilient RECP	Training on Environment friendly Safe dry fish Production technology	Training on Waste Management, Plastic recycling and Health Safety issues	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Project Inception Workshop, Project closing and Lesson Learned Workshop	Exposure Visit (ME)	Environment club (1 model, 5 general)	ponent-1.2: Demonstration of Clima	Assistance for RECP implementation 921 ME@ average 22,000	Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Assistance for Common Service establishment (Container type Cold Strutton establishment)
		SI. No	-	2	ო	4	5	9		Sub Com	Training,	1.1.1	1.1.2	1.1.3	1.1.4	1.1.5	1.1.6	1.1.7	Sub Com	1.2.1	1.2.2	1.2.3

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ology Transfer (Community mall scale Solar Panel, t for enhancing shelf-life of)	stration for Safe Dry fish tion in net covered Macha	nder & SONAR Jogy for marine fishing	aluation:	ie Survey	ie Video Documentary	valuation		rientation, Refresher q	-1.5: Enhancing Common F.	h organic waste collection ocessing Centre oment	(Marine and other	shment Water, Hygiene nitation facility	Breastfeeding Center tion and operation	sh washing floor pment with soak well for vater management	-1.6: Enabling MEs to devel	ry fish branding & ion	h and related product testing	e Workshop for promoting v fish	h Product Diversification naw, Fish Powder, Chips	Manager, TO-Technical Offic
.2.4 Techni level si Suppoi dry fist	.2.5 Demoi produc	.2.6 Fish Fi Techn	mitoring & Ev	1.4 Baselii	1.5 Baselii	1.6 Final E	nacity Buildin	4.25 Staff C Trainin	th Component	5.1 Dry fis. develo	5.2 Plastic	5.3 Establi and Sa	5.4 Rest & renova	5.5 Develc waste	th Component	3.1 Safe d	3.2 Dry fis. quality	3.3 Linkag safe dr	3.4 Dry Fix 8.4 (Balaci etc.)	ote: PM-Project

Foundation		Remarks										Activities will be done following the	implementation guideline of SMART PMU of PKSF											
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Sustai		Unit	Per Meeting	Per Meeting	Per Meeting	Per Meeting	Per Event	Per Event	Lumpsum	Per Unit	Per Unit	Per Person	Lumpsum	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Per Unit	Lumpsum
		Activities	Basic training on Climate vulnerability and climate resilient RECP	Training on Environment friendly Safe dry fish Production technology	Training on Waste Management, Plastic recycling and Health Safety issues	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Project Inception Workshop, Project closing and Lesson Learned Workshop	Exposure Visit (ME)	Environment club (1 model, 5 general)	Assistance for RECP implementation 921 ME@ average 22,000	Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Assistance for Common Service establishment (Container type Cold Storage establishment)	Technology Transfer (Community level small scale Solar Panel, Support for enhancing self-life of dry fish)	Demonstration for Safe Dry fish production in net covered Macha	Fish Finder & SONAR Technology for marine fishing boat	Baseline Survey	Baseline video documentary	Final Evaluation	End line Video documentary	Staff Orientation, Refresher training	Dry fish organic waste collection and processing Centre development	Plastic (marine and other plastics) recycling unit set up	Establishment Water, Hygiene and Sanitation facility	Rest & Breastfeeding Center renovation and operation
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Per Unit	Lumpsum	Per Unit	Per Meeting	Lumpsum
Raw fish washing floor Development with soak well for waste water management	Safe dry fish branding & promotion	Dry fish and related product quality testing	Linkage Workshop for promoting safe dry fish	Dry Fish product diversification (Balachaw, Fish Powder, Chips etc.)
23	24	25	26	27

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Trai		Total Target	32	4	2	2	1	2	1
		Unit	Per Meeting	Per Meeting	Per Meeting	Per Meeting	Per Event	Per Unit	Per Meeting
		Name of Training and Workshop	Basic training on Climate vulnerability and climate resilient RECP	Training on Environment friendly Safe dry fish Production technology	Training on Waste Management, Plastic recycling and Health Safety issues	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Project Inception Workshop, Project closing and Lesson Learned Workshop	Staff Orientation, Refresher training	Linkage Workshop for promoting safe dry fish
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Component wise Target for Fiscal Year of February'25-June'26:

Activity Head	Туре	Target Unit	Unit Cost	Total	SMART Contribution	COAST Contribution
HR Cost	l		I	1	l	l
Project Focal Person-01	Per Month	20	82000	1640000	-	1640000
Project Manager-01	Per Month	20	71750	1435000	1435000	-
Accounts and Finance Officer-01	Per Month	20	51250	1025000	1025000	-
Environment and RECP Officer	Per Month	20	51250	1025000	1025000	-
MIS and Documentation Officer-01	Per Month	20	51250	1025000	1025000	-
Technical Officer-01	Per Month	20	51250	1025000	1025000	-
Assistant Technical Officer-02	Per Month	40	35875	1435000	1435000	-
Sub-Total H	R Cost		00010	8610000	6970000	1640000
Administrative Expenses				1	1	1
Recruitment expenses	Lumpsum	2	40000	80000	40000	40000
Procurement meeting expenses	Per Meeting	12	2000	24000	-	24000
Vehicle (Motorcycle) Rent-7 Nos*6000 Tk.	Per Month	18	42000	756000	756000	-
Printing and Stationary	Per Month	18	5000	90000	90000	-
Internet & Phone bill	Per Person	18	4800	86400	86400	-
Office rent	Per Month	18	14000	252000	-	252000
Utility expenses	Per Month	18	3000	54000	54000	-
Bank Charge	Lumpsum	2	30000	60000	60000	-
Publication (Leaflet, Bruiser, poster, signboard, booklet, billboard, etc.)	Lumpsum	2	35000	70000	70000	-
Quarterly Meeting Expenses, etc.	Per Meeting	6	5000	30000	30000	-
Project sign board (Branch office-5, Project Office-1)	Per Meeting	6	2000	12000	12000	-
Staff Orientation, Refresher training	Per Unit	2	75000	150000	150000	-
Sub -Total of Administ	trative Expenses			1664400	1348400	316000
Office Equipment & Furniture						
Package -1: Office equipment (Desktop, laptop, printer cum scanner, router etc.)	Per Unit	1	450,000	450000	450000	-
Package -2: Furniture (Table, Executive chair, Visitor Chair, File Cabinet etc.)	Lumpsum	1	130,000	130000	130000	-
Sub-Total of Office Equi	pment & Furnitur	е		580000	580000	
Monitoring & Evaluation:						
Baseline Survey	Per Unit	1	250,000	250000	250000	
Baseline video documentary	Per Unit	1	175,000	175000	175000	
Final Evaluation	Per Unit	0	0	0	0	
End line Video documentary	Per Unit	0	0	0	0	
Internal Audit	Lumpsum	2	30,000	60000		60000
External Audit	Per Unit	2	40,000	80000	80000	
Sub-project Monitoring/Travel cost, etc.	Lumpsum	2	45,000	90000	90000	
Sub-Total of Monitori	ng & Evaluation			655000	595000	60000
Sub component-1.3: Digitalization of Enviro	onmental and Fina	ancial Mar	nagement Sys	stem:		
Environmental (RECP tracking) & Financial Management System Apps Develop/ MoU with Apps Authority	Per Unit	1	248111	248111	248111	-
Tab for monitoring	Per Unit	5	30,000	150000	150000	-
Sub-Total of Digitalization of Environmenta	al and Financial M	lanageme	nt System	398111	398111	0

Activity Head	Туре	Target Unit	Unit Cost	Total	SMART Contribution	COAST Contribution
Program Cost	L		•			
Basic training on Climate vulnerability and climate resilient RECP	Per Meeting	32	28,000	896,000	824,320	71,680
Training on Environment friendly Safe dry fish Production technology	Per Meeting	4	28,000	112,000	103,040	8,960
Training on Waste Management, Plastic recycling and Health Safety issues	Per Meeting	2	28,000	56,000	51,520	4,480
Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Per Meeting	2	60,000	120,000	110,400	9,600
Project Inception Workshop, Project closing and Lesson Learned Workshop	Per Event	1	60,000	60,000	55,200	4,800
Exposure Visit (ME)	Per Event	1	100,000	100,000	90,000	10,000
Environment club (1 model, 5 general)	Lumpsum	2	169,000	338,000	338,000	-
Sub Tot	al			1,682,000	1,572,480	109,520
Assistance for RECP implementation 921 ME@ average 22,000	Per Unit	710	22,000	15,620,000	7,810,000	-
Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Per Unit	20	165,000	3,300,000	1,320,000	-
Assistance for Common Service establishment (Container type Cold Storage establishment)	Per Person	1	190,000	190,000	190,000	-
Technology Transfer (Community level small scale Solar Panel, Support for enhancing shelf life of dry fish)	Lumpsum	2	577,500	1,155,000	462,000	-
Demonstration for Safe Dry fish production in net covered Macha	Per Unit	17	30,000	510,000	204,000	-
Fish Finder & SONAR Technology for marine fishing boat	Per Unit	15	400,000	6,000,000	3,000,000	-
Sub Tota	al			26,775,000	12,986,000	-
Dry fish organic waste collection and processing Centre development	Per Unit	1	1,500,000	1,500,000	600,000	-
Plastic (marine and other plastics) recycling unit set up	Per Unit	1	1,200,000	1,200,000	480,000	-
Establishment Water, Hygiene and Sanitation facility	Per Unit	2	350,000	700,000	630,000	35,000
Rest & Breastfeeding Center renovation and operation	Lumpsum	2	235,000	470,000	389,300	80,700
Raw fish washing floor Development with soak well for waste water management	Per Unit	10	40,000	400,000	320,000	-
Sub Tot	al			4,270,000	2,419,300	115,700
Safe dry fish branding & promotion	Lumpsum	1	250,000	250,000	200,000	-
Dry fish and related product quality testing	Per Unit	15	12,000	180,000	180,000	-
Linkage Workshop for promoting safe dry fish	Per Meeting	1	60,000	60,000	55,200	4,800
Dry Fish product diversification (Balachaw, Fish Powder, Chips etc.)	Lumpsum	1	250,000	250,000	233,690	-
Sub Tot	al			740,000	668,890	4,800
PKSF SMART Co	ontribution				2,75,41,181	
COAST Contr	ibution				22,58,020	
Grand Total of	Budget				2,97,99,201	

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Name of	f Staff: Azmal Hoda Siddiky					Designa	ation: Project	Manager	
Budget Head	Activity Head	Type	Target Unit	Unit Cost	Total	SMART Contribution	COAST Contribution	ME Contribution	
1.1.1	Basic training on Climate vulnerability and climate resilient RECP	Per Meeting	32	28,000	896,000	824,320	71,680	,	
1.1.2	Training on Environment friendly Safe dry fish Production technology	Per Meeting	4	28,000	112,000	103,040	8,960	,	
1.1.3	Training on Waste Management, Plastic recycling and Health Safety issues	Per Meeting	2	28,000	56,000	51,520	4,480	1	
1.1.4	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Per Meeting	2	60,000	120,000	110,400	9,600	ı	
1.1.5	Project Inception Workshop, Project closing and Lesson Learned Workshop	Per Event	~	60,000	60,000	55,200	4,800		
1.1.6	Exposure Visit (ME)	Per Event	٢	100,000	100,000	90,000	10,000		
1.1.7	Environment Club (1 model, 5 general)	Lumpsum	2	169,000	338,000	338,000			
1.2.1	Assistance for RECP implementation 921 ME@ average 22,000	Per Unit	710	22,000	15,620,000	7,810,000		7,810,000	
1.2.2	Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Per Unit	20	165,000	3,300,000	1,320,000	I	1,980,000	
1.2.3	Assistance for Common Service establishment (Container type Cold Storage establishment)	Per Person	~	190,000	190,000	190,000	ı		
1.2.4	Technology Transfer (Community level small scale Solar Panel, Support for enhancing shelf life of dry fish)	Lumpsum	2	577,500	1,155,000	462,000	I	693,000	
1.2.5	Demonstration for Safe Dry fish production in net covered Macha	Per Unit	17	30,000	510,000	204,000		306,000	
1.2.6	Fish Finder & SONAR Technology for marine fishing boat	Per Unit	15	400,000	6,000,000	3,000,000		3,000,000	
1.4.4	Baseline Survey	Per Unit	1	250,000	250,000	250,000			
1.4.5	Baseline video documentary	Per Unit	1	175,000	175,000	175,000			
1.4.6	Final Evaluation	Per Unit	ı	-	I	I	I	I	
1.4.7	End line Video documentary	Per Unit		-	I		ı	ı	
1.4.25	Staff Orientation, Refresher training	Per Unit	2	75,000	150,000	150,000	0	ı	
1.5.1	Dry fish organic waste collection and processing Centre development	Per Unit	1	1,500,000	1,500,000	600,000	I	900,000	
1.5.2	Plastic (marine and other plastics) recycling unit set up	Per Unit	1	1,200,000	1,200,000	480,000	I	720,000	
1.5.3	Establishment Water, Hygiene and Sanitation facility	Per Unit	2	350,000	700,000	630,000	35,000	35,000	
1.5.4	Rest & Breastfeeding Center renovation and operation	Lumpsum	2	235,000	470,000	389,300	80,700	ı	
1.5.5	Raw fish washing floor Development with soak well for waste water management	Per Unit	10	40,000	400,000	320,000	I	80,000	
1.6.1	Safe dry fish branding & promotion	Lumpsum	-	250,000	250,000	200,000		50,000	
1.6.2	Dry fish and related product quality testing	Per Unit	15	12,000	180,000	180,000			
1.6.3	Linkage Workshop for promoting safe dry fish	Per Meeting	1	60,000	60,000	55,200	4,800	I	
1.6.4	Dry Fish product diversification (Balachaw, Fish Powder, Chips etc.)	Lumpsum	1	250,000	250,000	233,690	0	16,310	
	Grand Total				34.042.000	18.221.670	230,020	15.590.310	

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Name	of Staff: Harun Or Rashid					Desigi	nation: Technic	al Officer
SI. No	Activities	Unit	Total Target	Unit Cost	Total	SMART Contribution	COAST Contribution	ME Contribution
1.1.1	Basic training on Climate vulnerability and climate resilient RECP	Per Meeting	32	28,000	896,000	824,320	71,680	I
1.1.2	Training on Environment friendly Safe dry fish Production technology	Per Meeting	4	28,000	112,000	103,040	8,960	ı
1.1.4	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Per Meeting	2	60,000	120,000	110,400	9,600	
1.1.5	Project Inception Workshop, Project closing and Lesson Learned Workshop	Per Event	~	60,000	60,000	55,200	4,800	1
1.2.1	Assistance for RECP implementation 921 ME@ average 22,000	Per Unit	710	22,000	15,620,000	7,810,000	I	7,810,000
1.2.2	Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Per Unit	20	165,000	3,300,000	1,320,000	ı	1,980,000
1.2.3	Assistance for Common Service establishment (Container type Cold Storage establishment)	Per Person	~	190,000	190,000	190,000	ı	
1.2.5	Demonstration for Safe Dry fish production in net covered Macha	Per Unit	17	30,000	510,000	204,000		306,000
1.2.6	Fish Finder & SONAR Technology for marine fishing boat	Per Unit	15	400,000	6,000,000	3,000,000	1	3,000,000
1.5.1	Dry fish organic waste collection and processing Centre development	Per Unit	1	1,500,000	1,500,000	600,000	ı	900'006
1.5.3	Establishment Water, Hygiene and Sanitation facility	Per Unit	2	350,000	700,000	630,000	35,000	35,000
1.5.4	Rest & Breastfeeding Center renovation and operation	Lumpsum	2	235,000	470,000	389,300	80,700	ı
1.5.5	Raw fish washing floor Development with soak well for waste water management	Per Unit	10	40,000	400,000	320,000	ı	80,000
1.6.1	Safe dry fish branding & promotion	rumsdwn	٦	250,000	250,000	200,000	-	50,000
1.6.2	Dry fish and related product quality testing	Per Unit	15	12,000	180,000	180,000		
1.6.3	Linkage Workshop for promoting safe dry fish	Per Meeting	1	60,000	60,000	55,200	4,800	I
1.6.4	Dry Fish product diversification (Balachaw, Fish Powder, Chips etc.)	Lumpsum	1	250,000	250,000	233,690	0	16,310
	Grand Total				30,618,000	16,225,150	215,540	14,177,310

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Name of	Staff: Md. Mostafa Hossain)		Designat	ion: Environm	ient & RECP (Officer
Budget Head	Activity Head	Type	Target Unit	Unit Cost	Total	SMART Contribution	COAST Contribution	ME Contribution
1.1.1	Basic training on Climate vulnerability and climate resilient RECP	Per Meeting	32	28,000	896,000	824,320	71,680	1
1.1.3	Training on Waste Management, Plastic recycling and Health Safety issues	Per Meeting	2	28,000	56,000	51,520	4,480	1
1.1.4	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Per Meeting	2	60,000	120,000	110,400	9,600	I
1.1.5	Project Inception Workshop, Project closing and Lesson Learned Workshop	Per Event	-	60,000	60,000	55,200	4,800	1
	Environment club (1 model, 5 general)	Lumpsum					ı	ı
	Formation of Environment Club (6 Club)	Per Unit	.	50,000	50,000	50,000	ı	ı
1.1.7	Monthly Meeting of Environment Club (6 Club x 6 times)	Per Meeting	108	1,000	108,000	108,000	I	I
	Day observations	Per Event	с	40,000	120,000	120,000	I	ı
	Youth Engagement (Environmental awareness)	Per Event	с	20,000	60,000	60,000	,	1
1.2.1	Assistance for RECP implementation 921 ME@ average 22,000	Per Unit	710	22,000	15,620,000	7,810,000	1	7,810,000
1.2.4	Technology Transfer (Community level small scale Solar Panel, Support for enhancing shelf life of dry fish)	Lumpsum	2	577,500	1,155,000	462,000	I	693,000
1.2.6	Fish Finder & SONAR Technology for marine fishing boat	Per Unit	15	400,000	6,000,000	3,000,000	ı	3,000,000
1.5.2	Plastic (marine and other plastics) recycling unit set up	Per Unit	ſ	1,200,000	1,200,000	480,000	ı	720,000
1.5.3	Establishment Water, Hygiene and Sanitation facility	Per Unit	2	350,000	700,000	630,000	35,000	35,000
1.5.4	Rest & Breastfeeding Center renovation and operation	Lumpsum	2	235,000	470,000	389,300	80,700	ı
1.6.2	Dry fish and related product quality testing	Per Unit	15	12,000	180,000	180,000	I	I
1.6.3	Linkage Workshop for promoting safe dry fish	Per Meeting	-	60,000	000'09	55,200	4,800	I
1.6.4	Dry Fish product diversification (Balachaw, Fish Powder, Chips etc.)	Lumpsum	1	250,000	250,000	233,690	0	16,310
	Grand Total				27,105,000	14,619,630	211,060	12,274,310

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Designation: MIS Documentation Officer 16,310 7,876,310 Contribution 50,000 7,810,000 Ш Ы 195,020 Contribution ı ı 71,680 COAST 10,000 8,960 4,480 9,600 4,800 80,700 4,800 0 0 Contribution 11,015,670 200,000 55,200 250,000 175,000 7,810,000 110,400 389,300 180,000 150,000 103,040 338,000 233,690 SMART 824,320 55,200 90,000 51,520 19,087,000 15,620,000 250,000 180,000 120,000 56,000 60,000 100,000 338,000 470,000 250,000 150,000 896,000 112,000 60,000 250,000 175,000 Total Unit Cost 250,000 12,000 28,000 28,000 28,000 60,000 60,000 100,000 169,000 22,000 235,000 60,000 250,000 250,000 175,000 75,000 Target Unit 710 15 32 4 2 2 2 2 <u>____</u> <u>_</u> 2 <u>_</u> ı · · <u>_</u> ~ 、 Lumpsum Lumpsum Lumpsum Lumpsum Per Unit Per Unit Meeting Per Unit Per Unit Per Unit Per Unit Per Unit Meeting Meeting Meeting Meeting Event Event Type Per Per Per Per Per Per Per Training on Environment friendly Safe dry fish Production Dry Fish product diversification (Balachaw, Fish Powder, Assistance for RECP implementation 921 ME@ average Training on Waste Management, Plastic recycling and Health Workshop on Promoting Safety issues for Marine Fisherman Rest & Breastfeeding Center renovation and operation Bangladesh Navy, Coast Guard and relevant authority) Project Inception Workshop, Project closing and Lesson Basic training on Climate vulnerability and climate **Grand Total** Linkage Workshop for promoting safe dry fish Dry fish and related product quality testing Activity Head Staff Orientation, Refresher training Safe dry fish branding & promotion Environment club (1 model, 5 general) Name of Staff: Md. Salman Kawsar Baseline video documentary End line Video documentary Exposure Visit (ME) -earned Workshop Baseline Survey Final Evaluation resilient RECP Safety issues Chips etc.) technology 22,000 Budget 1.4.25 1.1.6 1.1.3 1.1.4 1.1.5 1.2.1 1.5.4 1.6.3 1.6.4 1.4.4 1.4.5 1.4.6 1.1.1 1.1.2 1.1.7 1.6.1 1.6.2 1.4.7 Head

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Name of	Staff: Ajad Uddin				Designat	<u>ion: Assistar</u>	nt Technical C	Officer
Budget Head	Activity Head	Type	Target Unit	Unit Cost	Total	SMART Contribution	COAST Contribution	ME Contribution
1.1.1	Basic training on Climate vulnerability and climate resilient RECP	Per Meeting	32	28,000	896,000	824,320	71,680	ı
1.1.2	Training on Environment friendly Safe dry fish Production technology	Per Meeting	4	28,000	112,000	103,040	8,960	ı
1.1.3	Training on Waste Management, Plastic recycling and Health Safety issues	Per Meeting	2	28,000	56,000	51,520	4,480	ı
1.1.4	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Per Meeting	2	60,000	120,000	110,400	9,600	ı
1.1.5	Project Inception Workshop, Project closing and Lesson Learned Workshop	Per Event	1	60,000	60,000	55,200	4,800	ı
1.1.6	Exposure Visit (ME)	Per Event	٢	100,000	100,000	90,000	10,000	
1.1.7	Environment club (1 model, 5 general)	Lumpsum	2	169,000	338,000	338,000	ı	
1.2.1	Assistance for RECP implementation 921 ME@ average 22,000	Per Unit	710	22,000	15,620,000	7,810,000	ı	7,810,000
1.2.2	Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Per Unit	20	165,000	3,300,000	1,320,000	ı	1,980,000
1.2.3	Assistance for Common Service establishment (Container type Cold Storage establishment)	Per Person	1	190,000	190,000	190,000	I	ı
1.2.4	Technology Transfer (Community level small scale Solar Panel, Support for enhancing shelf life of dry fish)	Lumpsum	2	577,500	1,155,000	462,000	I	693,000
1.2.5	Demonstration for Safe Dry fish production in net covered Macha	Per Unit	17	30,000	510,000	204,000	ı	306,000
1.2.6	Fish Finder & SONAR Technology for marine fishing boat	Per Unit	15	400,000	6,000,000	3,000,000	I	3,000,000
1.5.1	Dry fish organic waste collection and processing Centre development	Per Unit	1	1,500,000	1,500,000	600,000	I	900,000
1.5.2	Plastic (marine and other plastics) recycling unit set up	Per Unit	Ł	1,200,000	1,200,000	480,000	ı	720,000
1.5.3	Establishment Water, Hygiene and Sanitation facility	Per Unit	2	350,000	700,000	630,000	35,000	35,000
1.5.4	Rest & Breastfeeding Center renovation and operation	Lumpsum	2	235,000	470,000	389,300	80,700	
1.5.5	Raw fish washing floor Development with soak well for waste water management	Per Unit	10	40,000	400,000	320,000	I	80,000
1.6.1	Safe dry fish branding & promotion	Lumpsum	1	250,000	250,000	200,000	I	50,000
1.6.2	Dry fish and related product quality testing	Per Unit	15	12,000	180,000	180,000	ı	ı
1.6.3	Linkage Workshop for promoting safe dry fish	Per Meeting	1	60,000	60,000	55,200	4,800	·
1.6.4	Dry Fish product diversification (Balachaw, Fish Powder, Chips etc.)	Lumpsum	1	250,000	250,000	233,690	0	16,310
	Grand Total				33,467,000	17,646,670	230,020	15,590,310

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Name of	Staff: Shahadur Rahman Khan	·			Designat	tion: Assistan	nt Technical C	Officer
Budget Head	Activity Head	Type	Target Unit	Unit Cost	Total	SMART Contribution	COAST Contribution	ME Contribution
1.1.1	Basic training on Climate vulnerability and climate resilient RECP	Per Meeting	32	28,000	896,000	824,320	71,680	1
1.1.2	Training on Environment friendly Safe dry fish Production technology	Per Meeting	4	28,000	112,000	103,040	8,960	ı
1.1.3	Training on Waste Management, Plastic recycling and Health Safety issues	Per Meeting	2	28,000	56,000	51,520	4,480	ı
1.1.4	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Per Meeting	2	60,000	120,000	110,400	9,600	ı
1.1.5	Project Inception Workshop, Project closing and Lesson Learned Workshop	Per Event	-	60,000	60,000	55,200	4,800	I
1.1.6	Exposure Visit (ME)	Per Event	-	100,000	100,000	000'06	10,000	ı
1.1.7	Environment club (1 model, 5 general)	Lumpsum	2	169,000	338,000	338,000	ı	ı
1.2.1	Assistance for RECP implementation 921 ME@ average 22,000	Per Unit	710	22,000	15,620,000	7,810,000	ı	7,810,000
1.2.2	Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Per Unit	20	165,000	3,300,000	1,320,000	ı	1,980,000
1.2.3	Assistance for Common Service establishment (Container type Cold Storage establishment)	Per Person	-	190,000	190,000	190,000	I	I
1.2.4	Technology Transfer (Community level small scale Solar Panel, Support for enhancing shelf life of dry fish)	Lumpsum	2	577,500	1,155,000	462,000	ı	693,000
1.2.5	Demonstration for Safe Dry fish production in net covered Macha	Per Unit	17	30,000	510,000	204,000		306,000
1.2.6	Fish Finder & SONAR Technology for marine fishing boat	Per Unit	15	400,000	6,000,000	3,000,000		3,000,000
1.5.1	Dry fish organic waste collection and processing Centre development	Per Unit	٢	1,500,000	1,500,000	600,000	ı	900,000
1.5.2	Plastic (marine and other plastics) recycling unit set up	Per Unit	-	1,200,000	1,200,000	480,000	-	720,000
1.5.3	Establishment Water, Hygiene and Sanitation facility	Per Unit	2	350,000	700,000	630,000	35,000	35,000
1.5.4	Rest & Breastfeeding Center renovation and operation	Lumpsum	2	235,000	470,000	389,300	80,700	I
1.5.5	Raw fish washing floor Development with soak well for waste water management	Per Unit	10	40,000	400,000	320,000	ı	80,000
1.6.1	Safe dry fish branding & promotion	Lumpsum	1	250,000	250,000	200,000		50,000
1.6.2	Dry fish and related product quality testing	Per Unit	15	12,000	180,000	180,000	ı	ı
1.6.3	Linkage Workshop for promoting safe dry fish	Per Meeting	1	60,000	60,000	55,200	4,800	ı
1.6.4	Dry Fish product diversification (Balachaw, Fish Powder, Chips etc.)	Lumpsum	1	250,000	250,000	233,690	0	16,310
	Grand Total				33,467,000	17,646,670	230,020	15,590,310

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Name of Staff: Md. Azharul Islam

Designation: Accounts & Finance Officer

Activity	Head	Type	Target Unit	Unit Cost	Total	SMART Contribution	COAST Contribution
Project Focal Person-01		Per Month	20	82000	1640000		1640000
Project Manager-01		Per Month	20	71750	1435000	1435000	I
Accounts and Finance Officer	-01	Per Month	20	51250	1025000	1025000	1
Environment and RECP Office	er	Per Month	20	51250	1025000	1025000	
MIS and Documentation Office	er-01	Per Month	20	51250	1025000	1025000	1
Technical Officer-01		Per Month	20	51250	1025000	1025000	I
Assistant Technical Officer-02		Per Month	40	35875	1435000	1435000	I
	Grand Total				8610000	6970000	1640000

	Detail Imple	mentation Plan (DIP)
Sub-Project practices f	ct Name: Adopting Resource Efficient or resilient green growth of dry fish p	and Cleaner Production (RECP) technologies and rocessing microenterprises
Sub-Comp	onent-1.1: Enhancing MEs' Environm	ental-Knowledge Capacity
Budget Code	Activity Name	Details Activities
1.1.1	Basic training on Climate vulnerability and climate resilient RECP	MF Loanee/Participant List Venue Selection Resource Person Banner & Multimedia Foods & Snacks Stationery Purchase Participants Transport Allowance
		Training Schedule & Module Training Guideline follow (Pre-test & Post-test) Kobo Data Entry Demonstration
1.1.2	Training on Environment friendly Safe dry fish Production technology	MF Loanee/Participant List Venue Selection Resource Person Banner & Multimedia Foods & Snacks Stationery Purchase Participants Transport Allowance Training Schedule & Module Training Guideline follow (Pre-test & Post-test) Kobo Data Entry
1.1.3	Training on Waste Management, Plastic recycling and Health Safety issues	MF Loanee/Participant List Venue Selection Resource Person Banner & Multimedia Foods & Snacks Stationery Purchase Participants Transport Allowance Training Schedule & Module Training Guideline follow (Pre-test & Post-test) Kobo Data Entry Demonstration
1.1.4	Workshop on Promoting Safety issues for Marine Fisherman (Bangladesh Navy, Coast Guard and relevant authority)	Participant List & Invitation Venue Selection Resource Person Banner & Multimedia Foods & Snacks

		Stationery Purchase
		Participants Transport Allowance
		Training Schedule & Module
		Training Guideline follow (Pre-test & Post-test)
		Kobo Data Entry
		Presentation Preparation
		Participant List & Invitation
		Venue Selection
		Resource Person
		Banner & Multimedia
	Project Inception Workshop, Project	Foods & Snacks
1.1.5	closing and Lesson Learned	Stationery Purchase
	Workshop	Participants Transport Allowance
		Training Schedule & Module
		Training Guideline follow (Pre-test & Post-test)
		Kobo Data Entry
		Presentation Preparation
		Formation of Environment Club (1 Model, 5 General)
	Member List	
		Place for EC
	Environment Club (1 Medel 5	Furniture Purchase
1.1.6	Ceneral)	Monthly Meeting Conduction
		Signboard Set up
		Day/Week Observation
		Day/Week Observation Environmental Youth Campaign
		Day/Week Observation Environmental Youth Campaign IEC Materials
	Sub component-1.2: Demonstration	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity &
1.2	Sub component-1.2: Demonstration Skills development to adopt climate	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & e-resilient RECP:
1.2	Sub component-1.2: Demonstration Skills development to adopt climate	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & e-resilient RECP: Loanee Member
1.2	Sub component-1.2: Demonstration Skills development to adopt climate	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & e-resilient RECP: Loanee Member RECP Baseline Screening (ODK)
1.2	Sub component-1.2: Demonstration Skills development to adopt climate	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & e-resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up
1.2	Sub component-1.2: Demonstration Skills development to adopt climate	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & e-resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement
1.2	Sub component-1.2: Demonstration Skills development to adopt climate	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & e-resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve
1.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & eresilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment
1.2 1.2.1	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & -resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant
1.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & eresilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report
1.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & -resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment
1.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & eresilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment eKPI Card entry and MIS Entry
1.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & -resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment eKPI Card entry and MIS Entry ME List (at least 3 ME for selecting 01)
1.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & -resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment eKPI Card entry and MIS Entry ME List (at least 3 ME for selecting 01) ME Selection Criteria/Checklist
1.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & -resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment eKPI Card entry and MIS Entry ME List (at least 3 ME for selecting 01) ME Selection Criteria/Checklist Approval from COAST
1.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & -resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment eKPI Card entry and MIS Entry ME List (at least 3 ME for selecting 01) ME Selection Criteria/Checklist Approval from COAST ME Applied for Loan
1.2 1.2.1 1.2.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000 Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & -resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment eKPI Card entry and MIS Entry ME List (at least 3 ME for selecting 01) ME Selection Criteria/Checklist Approval from COAST ME Applied for Loan ME Agreement with Project
1.2 1.2.1 1.2.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000 Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & -resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment eKPI Card entry and MIS Entry ME List (at least 3 ME for selecting 01) ME Selection Criteria/Checklist Approval from COAST ME Applied for Loan ME Agreement with Project Procurement Committee & Process Completion
1.2 1.2.1 1.2.2	Sub component-1.2: Demonstration Skills development to adopt climate Assistance for RECP implementation 921 ME@ average 22,000 Resource Efficient Dry Fish Enterprise Development (Fish Dryer technology)	Day/Week Observation Environmental Youth Campaign IEC Materials of climate-resilient RECP and Technical capacity & e-resilient RECP: Loanee Member RECP Baseline Screening (ODK) RECP Promissory Form Fill Up Loan Disbursement ODK Approver, MIS Software Entry, Verify & Approve RECP Assessment 1st Installment Grant RECP Implementation & Report 2nd Installment eKPI Card entry and MIS Entry ME List (at least 3 ME for selecting 01) ME Selection Criteria/Checklist Approval from COAST ME Applied for Loan ME Agreement with Project Procurement Committee & Process Completion Construction Work Complete

		RGCS MIS Entry	
		Follow up & eKPI	
		ME List (at least 3 ME for selecting 01)	
		ME Selection Criteria/Checklist	
		Approval from COAST	
	Assistance for Common Service	ME Applied for Loan	
1.2.3	establishment (Container type Cold	ME Agreement with Project	
	Storage establishment)	Grant Disbursement	
		Purchase Completed	
		RGCS MIS Entry	
		Follow up & eKPI	
		Community Consultation Meeting	
		Community Member/ME List	
		ME Selection Criteria/Checklist	
	Technology Transfer (Community	BOQ, Design and Approval from COAST	
1.2.4	level small scale Solar Panel,	ME Applied for Loan	
	dry fish)	ME Agreement with Project	
		Purchase Completed	
		RGCS MIS Entry	
		Follow up & eKPI entry	
		ME List (at least 3 ME for selecting 01)	
	Demonstration for Safe Dry fish production in net covered Macha	ME Selection Criteria/Checklist	
		Approval from COAST	
		ME Applied for Loan	
1.2.5		ME Agreement with Project	
		Procurement Committee & Process Completion	
		Construction Work Complete	
		RGCS MIS Entry	
		Follow up & eKPI	
		ME List (at least 3 ME for selecting 01)	
		ME Selection Criteria/Checklist	
		Approval from COAST	
	Fish Finder & SONAR Technology for marine fishing boat	ME Applied for Loan	
1.2.6		ME Agreement with Project	
		Procurement Committee & Process Completion	
		Construction Work Complete	
		RGCS MIS Entry	
		Follow up & eKPI	
1.5	Sub component-1.5: enhancing com ME clusters:	nmon facilities and enabling environmental systems for	
		ME List (at least 3 ME for selecting 01)	
		ME Selection Criteria/Checklist	
1.5.1	Dry fish organic waste collection and processing Centre development	BOQ and Approval Process	
1.0.1		ME Applied for Loan	
		ME Agreement with Project	

		Procurement Committee & Process Completion	
		Constructions work and Machinery setup	
		Construction Work Complete	
		RGCS MIS Entry	
		Follow up & eKPI	
		ME List (at least 3 ME for selecting 01)	
		ME Selection Criteria/Checklist	
		BOQ and Approval Process	
4.5.0		ME Applied for Loan	
	Plastic (marine and other plastics)	ME Agreement with Project	
1.3.2	recycling unit set up	Procurement Committee & Process Completion	
		Constructions work and Machinery setup	
		Construction Work Complete	
		RGCS MIS Entry	
		Follow up & eKPI	
		ME List (at least 3 ME for selecting 01)	
		ME Selection Criteria/Checklist	
		BOQ and Approval Process	
	Establishment Water, Hygiene and Sanitation facility	ME Applied for Loan	
1 5 0		ME Agreement with Project	
1.5.3		Procurement Committee & Process Completion	
		Constructions work and Machinery setup	
		Construction Work Complete	
		RGCS MIS Entry	
		Follow up & eKPI	
		Baseline Situation Report	
1.5.4		Center Assistant Recruitment	
	Rest & Breastfeeding Center renovation and operation	BOQ for Constructions	
		Approval from PKSF and COAST	
		Procurement Process follow	
		Constructions Work Complete	
		NRGCS MIS Entry	
		ME List (at least 3 ME for selecting 01)	
		ME Selection Criteria/Checklist	
		BOQ and Approval Process	
	Raw fish washing floor Development	ME Applied for Loan	
1.5.5	with soak well for waste water	ME Agreement with Project	
	management	Procurement Committee & Process Completion	
		Constructions work and Machinery setup	
		Construction Work Complete	
		RGCS MIS Entry	
		Follow up & eKPI	
1.6	green products:	o develop a green value chain and expand markets for	
1.6.1	Safe dry fish branding & promotion	ME List (at least 3 ME for selecting 01)	

		ME Selection Criteria/Checklist
		BOQ and Approval Process
		ME Applied for Loan
		ME Agreement with Project
		Procurement Committee & Process Completion
		Constructions work and Machinery setup
		Construction Work Complete
		RGCS MIS Entry
		Follow up & eKPI
		Approval from COAST
	Drv fish and related product quality	Individual Consultant (ICS) Procurement Process Completed
1.6.2	testing (Pesticides Residue, Heavy	Sample Collection and Sent for Lab Test
	metal, E. coli., salmonella sp.) Test	Completed Lab Test
		Payment Complete
		Certificate Provide
		Participant List & Invitation
		Venue Selection
		Resource Person
1.6.3		Banner & Multimedia
		Foods & Snacks
	Linkage Worksnop for promoting safe dry fish	Stationery Purchase
		Participants Transport Allowance
		Training Schedule & Module
		Training Guideline follow (Pre-test & Post-test)
		Kobo Data Entry
		Presentation Preparation
		ME List (at least 3 ME for selecting 01)
		ME Selection Criteria/Checklist
	Dry Fish product diversification (Balachaw, Fish Powder, Chips etc.)	BOQ and Approval Process
		ME Applied for Loan
161		ME Agreement with Project
1.6.4		Procurement Committee & Process Completion
		Constructions work and Machinery setup
		Construction Work Complete
		RGCS MIS Entry
		Follow up & eKPI

Daily Field Visit Reporting Format:

Project Name:						
Name of Staff:		Designation	Date:			
	Daily	Activities a	and Planning Rep	ort		
Morning/ Evening	Perform Activities	Visiting Area	Achievement (Specific/mentioning MEs name and Task) Pending Tasks Plan for Tomorrow			

COAST Foundation

Signature & Date:

Supervisor Comment:

Statutory Requirement and Compliance Indicator:

SL No	Project Title	Adopting Resource Efficient and Cleaner Production (RECP) Technologies and Practices for resilient green growth of dry fish processing microenterprises.
1	Donor name and address:	Palli Karma Sahayak Foundation (PKSF), Agargaon Administrative Area, E-4/B, Dhaka- 1207, Bangladesh
2	Project duration:	20 th February, 2025 to 30 th June, 2028
		Total Budget: 59,72,00,000/-
3	Total Budget:	Grants: 4,60,00,000/- Loan: 55,12,00,000/- IE's Contribution: 52,44,000/-
4	FD-7, FD -6 reference and date:	N/A
5	MoU reference and date:	20 th February,2025
6	Donor Focal Person and Contact:	Md. Selim Reza, Senior Program Manager (Enterprise Development-Aquaculture), Mobile: 01724-997594
7	COAST Focal Person and	Barequl Islam Chowdhury, Deputy Director-Enterprise Development
	Contact:	Mobile: 01713-328811
8	PC/PM and contact:	Azmal Hoda Siddiky,
		Phone: 01313-798915
9	Donor Finance Focal	Miton Bonik Babu, Program Manager, SMART Project, PKSF. Mobile: 01832060263
	Contact:	
10	Project Finance Officer	Md. Ali Abbas, Assistant Director_ Finance Monitoring, Compliance & Training
	and Contact:	Mobile: 01713-328825
11	Project Area:	Cox's Bazar Sadar, Kutubdia, Moheshkhali, Ukhiya, Chakaria and Teknaf Upazilla
12	Types and number of	1000MEs.
	target people:	
13	Project Bank account	PKSF SMART COAST Dry Fish Project,
	details:	Bank name: Prime Bank PLC. Account No. 2154319016323, Cox's Bazar Branch.
14	Statutory documents	Details Sub-Project Proposal (DSPP), Approved Budget, COAST Policies and Reports,
	preserved:	PKSF Financial Guidelines, PKSF Project implementation Guideline, Procurement
		Guidelines, Communication Guidelines, RECP implementation guidelines.

	Periodic Program Last date of Submission Prepared by		Review by	Submitted to	
	Report to	of Report			
15	Programmatic Report	2 working days after the	Project	Deputy Director-	Executive Director
		end of month	Manager	Enterprise Development	
16	Environment and Social	2 working days after the	Environment &	Project Manager	Deputy Director-
	Report	end of month	RECP Officer		Enterprise
					Development
16.1	Case Study	5 th of each month	MIS &	Project Manager	Deputy Director-
			Documentation		Enterprise
			Officer		Development
Periodic Finance Report to Donor:					
		2 working days after the	Accounts and	Assistant	Deputy Director-
17	VAT Report	end of month	Finance Officer	Director_	Enterprise
				Finance	Development
				Monitoring	
17.1	Monthly Financial	2 working days after the	Accounts and	Assistant	Deputy Director-
	Report	end of month	Finance Officer	Director_	Enterprise
				Finance	Development

				Monitoring		
17.2	Budget Variance	2 working days after the end of month	Accounts and Finance Officer	Assistant Director_ Finance Monitoring	Deputy Director- Enterprise Development	
17.3	Burn Rate Report	5 th of each month	Accounts and Finance Officer	Assistant Director_ Finance Monitoring	Deputy Director- Enterprise Development	
17.4	COAST Contribution Report	2 working days after the end of month	Accounts and Finance Officer	Assistant Director_ Finance Monitoring	Deputy Director- Enterprise Development	
17.5	Procurement Report	2 working days after the end of month	Accounts and Finance Officer	Assistant Director_ Finance Monitoring	Deputy Director- Enterprise Development	
18	Monitoring: MEAL Report (Newsletter, Quarterly Plan, Data Segregation Report, PPMM report, CFRM Beneficiaries Feedback)	10 th of each month	MIS & Documentation Officer	Project Manager	Deputy Director- Enterprise Development	
19	Loanee Data MIS Software Entry and Monthly Report	2nd of each Month	MIS & Documentation Officer	Project Manager	Deputy Director- Enterprise Development	
20	Final Program Report	3 working days after the end of project period	Project Manager	Deputy Director- Enterprise Development	Deputy Director- Enterprise Development	
21	Final financial report	3 working days after the end of project period	Accounts and Finance Officer	Assistant Director_ Finance Monitoring	Deputy Director- Enterprise Development	
22	Key conditionality as per Donor MoU (Major points additional to COAST Policies, Finance and HR) (Use separate sheet for details)	 Final Fund will be tr this fund as inter pr specified in this agr A separate SND Ac cost of the impleme Through an initial g based on the satisfa the approved activit Fund disbursement quarterly progress a written request for t All the bills and you 	 Final Fund will be treated as a restricted fund and the COAST must not use this fund as inter program loan or any other form whatsoever other than as specified in this agreement. A separate SND Account should be maintained for bearing the operation cost of the implementation of the program. Through an initial grant advance and through subsequent reimbursement (s) based on the satisfactory performance and progress of the activities according to the approved activity plan. Fund disbursement schedule will be quarterly subject to the submission of quarterly progress and financial reports, plan of activities, budget and written request for the next quarter. All the bills and vouchers will be preserved in PIU 			

In addition, have to submit qualitative reports explaining the impact of the services provided during the reporting period and also be given suggestions and comments.

Statutory conditions and scope:

- Program will have been implemented through COAST recruited staff. Not sub-contract to 3rd parties, unless otherwise agreed in advance in writing between PKSF and COAST.
- Training program will be implemented in target people considering the project activities, Objectives and Principles.
- COAST will be provided organogram and ToR's of all staff working under this Project.
- To maintain a separate bank account for this program and also maintain acceptable accounting standards.
- Out of budget expenses cannot be incurred without written approval from PKSF.
- Documents have to be preserved for possible future inspection and audit.
- Regular monitoring is needed from senior person for quality control and COAST internal monitoring system to be developed on a monthly basis.
- Groups have to form to provide the development services. Technologies will be used to increase skill in the training sessions as soon as possible.
- Training and orientation program will be continued as per Project Proposal.
- Provided monthly financial report and technical report.

SL No	Name	Position	Cell phone	Email	Unit	Work station
1	Barequl Islam Chowdhury	Deputy Director- Enterprise Development	01713328811	barek@coastbd.net	01	COAST Principal Office
2	Azmal Hoda Siddiky	Project Manager	01313798915	azmal@coastbd.net	01	(PIU) Cox's Bazar Sadar
3	Harun Or Rashid	Technical Officer	01313798918	harun@coastbd.net	01	(PIU) Cox's Bazar Sadar
4	Md. Mostafa Hossain	Environment and RECP Officer	01313798917	mostafa@coastbd.net	01	(PIU) Cox's Bazar Sadar
5	Md. Azharul Islam	Accounts & Finance Officer	01313798916	mdazharul@coastbd.net	01	(PIU) Cox's Bazar Sadar
6	Md. Salman Kawsar	MIS & Documentation Officer	01313798921	salman@coastbd.net	01	(PIU) Cox's Bazar Sadar
7	Shahadur Rahman khan	Assistant Technical Officer	01313798920	shahadur@coastbd.net	01	(PIU) Cox's Bazar Sadar
8	Ajad Uddin	Assistant Technical Officer	01313798919	ajad@coastbd.net	01	(PIU) Cox's Bazar Sadar

Key Staff list and Given Information for quick Communication which are as below Chart-

Prepared by: Project Manager Reviewed by: Deputy Director-En.D Approved by: Deputy Executive Director