

**COAST Foundation
Ukhiya Relief Operation Centre (UROC)
Ukhiya, Cox's Bazar**

**Provide integrated ECD services and Basic Education for Rohingya Refugee
Children in Cox's Bazar District**

Plan of Operation: year 6 (2022-2023)



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Non-Education Partner



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1. Introduction and Project brief:

After the Rohingya influx, it was so urgently needed Education in Emergency (EiE) for their children. As a part of humanitarian assistance, COAST Foundation, in partnership with UNICEF, has been implementing an education program for Rohingya children aged 3-18 years since May 2018. Through the partnership, COAST successfully managed 84 Learning Centers (LC) and 50 ECD centers in Rohingya refugee camp 14 to ensure access to progressive learning for Rohingya children. Considering the continued demand for education services in the camp, UNICEF and COAST have agreed to continue a partnership to ensure the children's quality education. The new partnership will continue to support the operation of the 84 LCs and 50 ECD centers and included 17 CBLF only for out of school girls to provide access to learning for a total of 8,424 children (50% girls). The plan of operation will be the main implementation guideline of the program.

Duration: 4 June 2023 to 3 June 2024		Program documents reference no.: BGD/PCA2022179/PD2023634	
Sector: Education	Location: Camp 14 Hakim Para, Ukhiya, Cox's Bazar		Budget: 99,399,388 BDT
Staff: Total=329. Host= 106 (12 PIU, 6 Pos, 84 HTs, 4 CSO + Guards) // Rohingya= 223 (3 RMT, 10 RTM, 101 RT, 50 ECD Facilitators, 17 Chaperone and 42 SGCs)			

Goal:
End of the project, Rohingya children able to demonstrate the learning outcomes as per their class/grade.

- Objective:**
- By 3 June 2024, 1500 children (3-5 years old) demonstrate early learning and development outcomes through regularly attending one of the 50 integrated ECD centers (CBLFs)
 - By 3 June 2024, 6,720 children (5-18 years old) demonstrate grade-specific learning outcomes through regularly attending one of the 84 Learning Centers
 - By 3 June 2024, 204 out of school girls (11-18 years old) accessed quality education under Myanmar curriculum through 17 Community-Based Learning

Main focusing area of education program (Ensuring quality education):

- As per the curriculum of Cox's Bazar education sector, there are two official languages English and Burmese. The major subjects are English, Burmese, Life skills, Math, Social Studies and Science
- Teachers and staff capacity building training to enhance the technical skills for implementing the program activities smoothly
- Community engagement (parents, CESG members, religious and community leaders)

Cross cutting areas:

- ✓ Girls' education (Girls only sessions)
- ✓ Community Based Learning Facilities (CBLF) for 11-18 years out of school girls
- ✓ Inclusive education of Children with Disabilities (CWD) and rehab support
- ✓ EdTech activities (Radio program, distance learning)
- ✓ Disaster Risk Management (DRM)

Summary of Program participants: 16391

- Learners ECD, LC & CBLF : 8424
- Parents, community leaders and stakeholders : 7744
- FDMN staff : 223

Shift & grade wise learners' information: (As of August 2023)

Interventions	Number of Shifts	Learners' information	Teacher allocation
ECD	100	1049	50
KG	18	338	9
Grade-1	34	1009	17
Grade-2	48	1721	24
Grade-3	41	1334	20
Grade-4	26	499	13
Grade-6	1	12	1

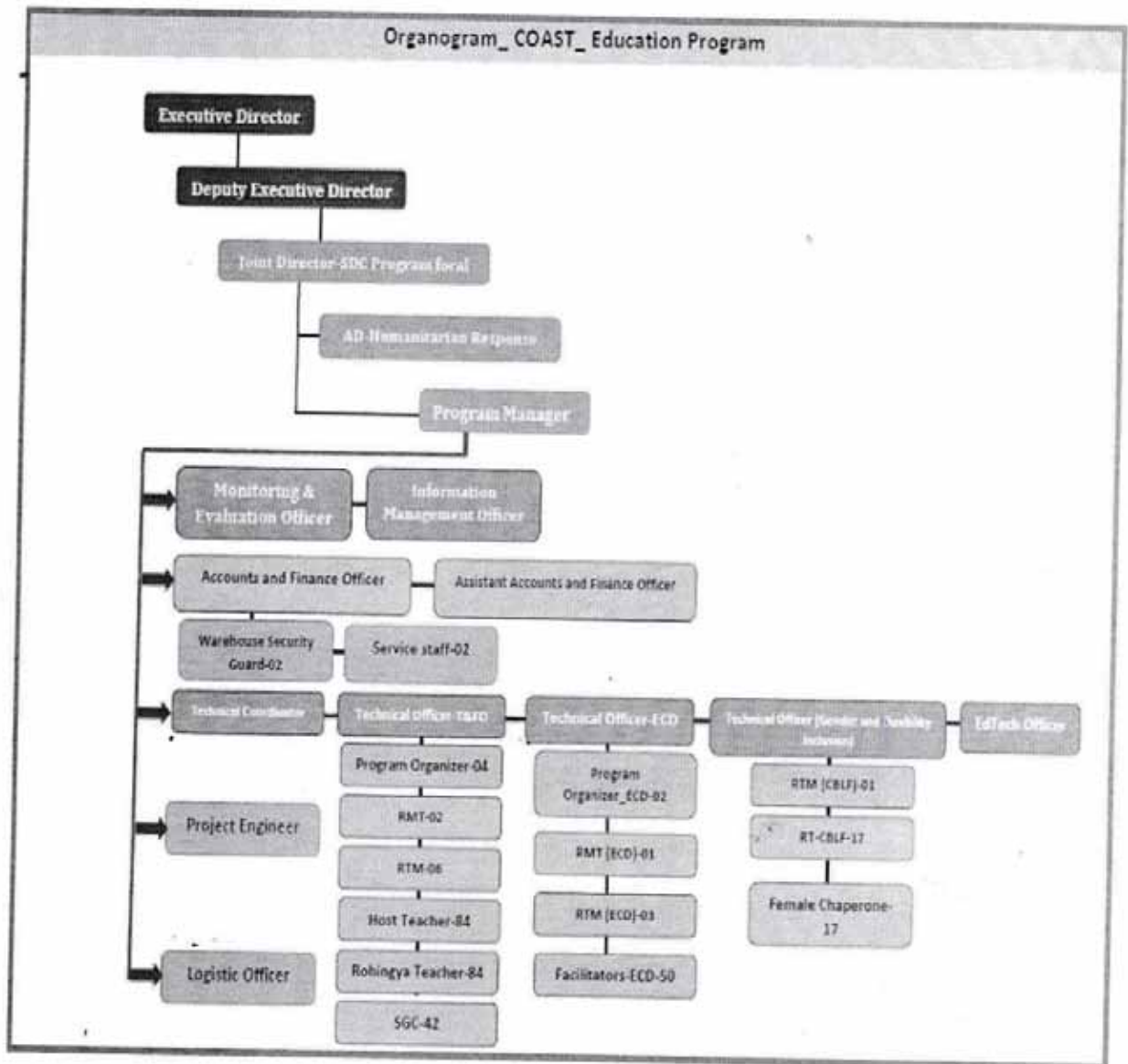
ECD	Early Childhood Development	ACRONYM	RMT	Rohingya Master Trainer
LC	Learning Centre		RT	Rohingya Teacher
CBLF	Community Based Learning Facilities	FDMN	HT	Host Teacher
CESG	Community Education Support group	PIU	PIU	Project Implementation Unit
CWD	Children with Disabilities	PO	SGC	Security Guard cum Cleaner
DRM	Disaster Risk Management	HT	RT	Rohingya Teacher
EdTech	Technology based Education	CSO	RTM	Rohingya Teacher Mentor
			PCA	Project Cooperation Agreement

2. Result framework:

Result framework					
Result statement	Performance indicator/s	Location	Baseline	Target	Means of Verification
Output 1: By 3 June 2024, 1500 children (3-5 years old) demonstrate early learning and development outcomes through regularly attending one of the 50 integrated ECD centers (CBLFs)	# of children (3-5 years old) enrolled in the integrated ECD centers (CBLFs) including children with disabilities	Ukhiya	1124 (B-552, G-572) (51% girls, 1% CwD)	1500 unique learners (50% girls, 2% CwD)	Enrolment register
	# of ECD learners who demonstrate age-appropriate development outcomes	Ukhiya	0	85%	Formative assessment results
	# of the 50 ECD facilitators who demonstrate improved facilitation skills, including for play-based learning	Ukhiya	0	90%	Classroom observation tool
	# of activities implemented as per annual activity plan by ECD-CESG members	Ukhiya	0	12	CESG meeting reports and activity plans
	# of children (3-5 years old) who attend the integrated ECD center regularly (=>80%)	Ukhiya	80% (50 % girls)	85% (50% girls)	Attendance register, online attendance tracker
	# of Children (3-5 years old) received individual learning materials	Ukhiya	Unknown	1500	ONA
Output 2: By 3 June 2024, 6,720 children (5-18 years old) demonstrate grade-specific learning outcomes through regularly attending one of the 84 Learning Centers	# of Learning Centers repaired or reconstructed including gender-disaggregated WASH facilities	Ukhiya	0	42	ONA, Access to Education Dashboard, facility inspection checklists
	# of children (5-18 years old) enrolled in the 84 Learning Centers under the Myanmar curriculum or ALP	Ukhiya	5537 (B-2924, G-2613) (47% girls, 0.9% CwD)	6720 (50% girls, 2% CwD)	Enrollment register
	# of learners (5-18 years old) who attend the Learning Center regularly (=>80%)	Ukhiya	75% (47% girls, 1% CwD)	80% (50% girls, 2% CwD)	Attendance register
	# of learners in Grade 3, 4 and 5 demonstrating the acquired knowledge and skills for their grade to transition into the next MC grade	Ukhiya	0%	80% (50% girls, 2%	End of academic year assessment results, Placement test.

	# of LC teachers who demonstrate improved subject knowledge and pedagogical skills to teach the Myanmar curriculum	Ukhiya	LC: 60% (39% female) CBLF: 0%	80% LC: 168 ECD: 50 CBLF: 17	Classroom observation tool, training reports, teacher assessment
	# of teacher receiving above 85% on the assessment for use of technology for instruction	Ukhiya	0%	80%	Assessment tool for use of technology for instruction
	# of activities implemented as per annual activity plan by ECD, LC and CBLF-CESG members	Ukhiya	0	12	CESG meeting reports and activity plans
	# of teachers and staff who demonstrate understanding of PSEA and reporting channels.	Ukhiya	Unknown	200	None
	# of parents of enrolled learners who demonstrate basic understanding on how to support their children's literacy development	Ukhiya	0	70% (50% male)	Parents self-assessment and FGD report
	# Number of Children (5-18 years old) received individual learning materials	Ukhiya	Unknown	6720	ONA
Output 3: By 3 June 2024, 204 out of school girls (11-18 years old) accessed quality education under Myanmar curriculum through 17 Community-Based Learning Facilities (CBLFs)	# of adolescent girls (11-18 years old) enrolled in the girls-only CBLFs under the Myanmar curriculum	Ukhiya	0	204	Enrolment register, students' profile
	# of adolescent girls aged (11-18 years) who attended the CBLF regularly (>=80%)	Ukhiya	0%	80%	Attendance register
	# of female chaperones who are trained to support girls education- related initiatives	Ukhiya	0	17	Activity report
	# of enrolled adolescent girls (11-18 years) who successfully complete one grade and transition into the next grade	Ukhiya	0	90	Graduation report
	# of out of school girls (11-18 years old) who received individual learning materials	Ukhiya	0	204	Monthly ONA report, material distribution list

3. Project Management Structure:



Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

4. Staff Roles and Responsibilities:

4.1 Program Manager:

Position Objectives: Project Manager is responsible mainly for the operation of the Program funded by UNICEF. S/he will carry out the overall responsibilities of the implementation process of the program i.e. management of program activities and staff, monitoring and supervision, preparing different types of reports.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Program Implementation	<ul style="list-style-type: none">S/he will prepare the action plan for the effective implementation of the program activities.S/he will ensure the desired quality in all the program activities and will be responsible for implementation of all the program components of the project.S/he will implement COAST management, education sector and UNICEF direction of program implementation strategy.S/he will have to attend UNICEF partners meeting, sector meeting and also attend different meeting, training and seminar and implement the decisions.
2	Reporting and Documentation	<ul style="list-style-type: none">S/he will prepare program reports both for the donor(s) and the organization and send as required.S/he will prepare and preserve program related documentations.S/he will prepare different types of formats to collect data and monitor the program and the staff activities.
3	Management and Monitoring	<ul style="list-style-type: none">S/he will ensure data collection, analysis and reporting.S/he will manage the staff of the program according to the organizational policy and donor's compliance.S/he will give assignments to the program staff and will monitor staff activities.S/he will conduct monthly basis meeting with all the staff of the project where the program target and achievement and necessary technical support will be discussed.S/he will review the achievement of project logical frame take necessary steps for achieving the activities
4	Financial and Administrative Management	<ul style="list-style-type: none">S/he will check and approve the bills of the staff and program expenditure under his/her control.S/he will be able to approve different cost related to operation.S/he will ensure the administrative management within the project as per COAST HR policyS/he will have to follow all policies and circulars and code of conduct of organization and ensuring to obey to all as required.
5	Field Visit	<ul style="list-style-type: none">S/he will be checking at least one Settlement in a weekS/he will follow up the activities of one colleague under his/her supervision in a week and s/he will also follow up the activities of one staff who are his/her secondary supervision.
6	Other works	<ul style="list-style-type: none">S/he will do any other duties and responsibilities when required for the interest of the organization.S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.

Planning: S/he will prepare his advance planning of quarterly and monthly. Also have to submit next month program plan to his/her 1st supervisor by last working day of each month.

Reporting: S/he will be reportable to AD- HR and JD-P&DC but UROC team leader is the 1st administrative supervisor.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.


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4.2 Monitoring and Evaluation Officer (M&EO):

Position Objectives: This position is basically overall responsible to monitor the program activities as per the result frame. S/he have to develop different monitoring tools and techniques and collect the data to prepare the reports that's will contribute to both organization and donor's objectives.

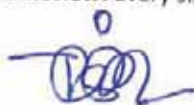
Specific Responsibilities:

SI	Task	Standard of Accepted Performance (SOAP)
01	Review and develop monitoring tools and technique and data collection	<ul style="list-style-type: none"> S/he will ensure that the base line survey is done according to the target and guideline. S/he will develop the monitoring tools and technique to collect the appropriate data for reporting as per the result framework. S/he will provide data analysis and reports as per the project needs and as per requirement of UNICEF. Regular and periodical performance assessment will be done on justification and effectiveness of existing monitoring tools and reporting system Targeting the organizational need and requirements new monitoring tools and methodologies will have to recommend for management Design plan of actions for smooth implementation of new tools.
02	Monthly progress report, others report and plan	<ul style="list-style-type: none"> S/he will have to prepare monthly progress report, data segregation report, UNICEF progress report and other online reporting like ONA, 4w, 5w etc. S/he will have to submit her/his quarterly, monthly and weekly plan to the 1st supervisor Donor's monitoring report will have to prepare according their needs and recommendation.
03	Field Visit, result monitoring and reporting	<ul style="list-style-type: none"> S/he will have to invest at least 50% (weekly 2-3 days or monthly 10-12 days) of total working hour for necessary field visit. S/he have to conduct output based monthly monitoring and prepare report Field visit and monitoring report will have to prepare with necessary analysis and recommendation just after field visit and submit to management.
04	Knowledge management and Professional development	<ul style="list-style-type: none"> S/he will study the Sector guideline and strategic plan for implementation and suggest the team members for professional development and quality implementation. S/he have to assist PM to take initiatives for introducing new techniques of implementation process as per the result framework S/he will have to follow all policies and circulars of organization and assist PM to ensuring and obey by all staff as required.
05	Supervision authority	This position will act as independently for completion of regular task and special assignment from management or donor's but apart from this s/he also acts as support supervisor of all other subordinate at field and project level that will contribute the achievement of organizational objectives.

Planning: S/he will prepare his advance planning of quarterly and monthly. Also have to submit next month program plan to his/her 1st supervisor by last working day of each month.

Reporting: S/he will be reportable to Program Manager

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.3 Accounts, Finance and Admin Officer:

Position Objectives: This position is basically responsible to maintain the overall financial management and as per organizational financial procedures and donor compliance. Also, s/he is responsible to implement the administrative issue, staff management and maintaining the personal documents of staff.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
01	Ensure necessary voucher preparation, check and verification	<ul style="list-style-type: none">S/he will ensure 100% physical verification before giving any vendors paymentS/he will ensure follow up of quotation collection procedures and its justificationS/he will ensure voucher preparation and cross checking according to organization or donor policy before making any payment.S/he will ensure all sort of signature (paid by, checked by and approved by sign)S/he will check the budgetary allocation and budget limit before payment of any voucherS/he will ensure that the vouchers preparation, checking and approving procedures are maintained with error free standard.S/he will follow instruction of finance manual in case of transaction
02	Daily cash book and Ledger updating (Tally software)	<ul style="list-style-type: none">S/he will ensure necessary entry in cash book for any transactionS/he will ensure that no erase will be happened in the cash bookS/he will follow up the updating of sector wise expenditure's ledger just after transaction and daily basis
03	Report Prepare, analysis and submission	<ul style="list-style-type: none">Monthly financial report will have to prepare for the organizationQuarterly donor 's financial report has to prepare and submit in time with necessary analysis, comments and recommendationsBank statement, Bank reconciliation and other necessary financial statement have to check with error free for organization and donorsFinancial progress reports have to analysis based on the target and objectives of the project which will commensurate future directions.
04	Administrative responsibilities	<ul style="list-style-type: none">Implement the administrative issues and maintain the documents properly (PF, leave report, HR report etc.)Follow up and maintain office management procedures and tools.S/he have to assist PM to take initiatives for introducing new techniques of implementation process as per the result frameworkS/he will assist to PM to ensure the administrative management within the project as per COAST HR policy
05	Field Visit and Other responsibilities	<ul style="list-style-type: none">S/he will have to field visit minimum 1-2 days in a week.S/he will have to do official assignments when instructed by the supervisor or management.S/he have to introduce and implement the process or procedures of financial management to the staffS/he have to conduct staff orientation as per need.S/he have to participate all types of coordination meeting (staff, teacher etc.) to assist PM for making decision.

Planning: S/he will prepare his advance planning of quarterly and monthly. Also have to submit next month program plan to his/her 1st supervisor by last working day of each month.

Reporting: S/he will be reportable to Project Manager;

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.4 Technical Coordinator (Training and Field Operation)

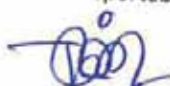
Position Objectives: Senior Technical Officer will be responsible to conducting the training on Teacher and the respective persons. S/H will carry forward the education sector's guideline and the implementation strategy. S/he will carry out the overall responsibilities and developing the training materials for staff and stakeholders.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Training materials (Module, contents and Methodology) development and conduction the training and meeting	<ul style="list-style-type: none"> S/he will responsible for developing training materials with the support of Technical officers. Research new technologies and methodologies in workplace. Implementation the planned activities as per Detailed Activity Plan (DAP) S/H will have to take the responsibilities of the training conduction following COAST training rules and sector guideline.
2	Staff capacity building and program implementation	<ul style="list-style-type: none"> Monitor and review the progress of POs and teachers through questionnaires and take initiatives to develop the low performers Design and expand training and development program based on the needs of the organization and the individual. Conduct all budgetary and non-budgetary training meeting for staff capacity development. Assess the POs and Teachers capacity and give proper guidance and assistance. S/he will ensure technical assistant to POs and Teachers and develop necessary technical tools, materials for staff capacity development. Take necessary steps for technology-based education by EdTech Officer Attend different training, meeting and seminar in camp, UNICEF and sector. Ensure participatory supervision and sometimes role-playing monitoring aspect. Ensuring regular field visit for gap identification and implement possible solution.
3	Camp coordination, Team work and reporting	<ul style="list-style-type: none"> S/he will work closely with CiC office, Education Sector as camp Focal point Implement the Sector strategy, guidelines LF management within all education partners at camp-14 S/he have to work very closely with MEO, Finance Section, TOs and POs for proper implementation of program activities and report as per need.
4	Knowledge management and Professional development	<ul style="list-style-type: none"> S/he will study the Sector guideline and strategic plan for implementation and suggest the team members for professional development and quality implementation. S/he have to assist PM to take initiatives for introducing new techniques of implementation process as per the result framework S/he will assist to PM to ensure the administrative management within the project as per COAST HR policy S/he will have to follow all policies and circulars of organization and assist PM to ensuring and obey by all staff as required.
5	Others	<ul style="list-style-type: none"> S/he have to done any other assignment given by the supervisor, UNICEF and sector.

Planning: S/he will prepare his advance planning of quarterly and monthly. Also have to submit next month program plan to his/her 1st supervisor by last working day of each month.

Reporting: S/he will be reportable to Project Manager;



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Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.

4.5 Technical Officer (Training and Field Operation)

Position Objectives: Technical Officer will be responsible to develop the training materials and conduct the training of Teacher and the respective persons. S/H will carry forward the education sector's guideline, implementation strategy and field operation.

Specific Responsibilities:

Sl	Responsibility	Task
1	Training materials develop and conduction the training and meeting	<ul style="list-style-type: none"> S/he will responsible to assist Technical Coordinator (TC) for developing training materials. Research new technologies and methodologies in workplace. Implementation the planned activities as per Detailed Activity Plan (DAP) Consider the costs of planned programmers and keep within budgets as assessing the return on investment of any training or development programmer is becoming increasingly important. S/H will have to take the responsibilities of the training conduction following COAST training rules and sector guideline.
2	Staff capacity building and program implementation	<ul style="list-style-type: none"> Monitor and review the progress of POs and teachers through questionnaires and take initiatives to develop the low performers Proper implement the project activities as per plan Conduct all budgetary and non-budgetary training meeting for staff capacity development. S/he will ensure technical assistant to POs and Teachers and develop necessary technical tools, materials for staff capacity development. Attend different training, meeting and seminar in camp, UNICEF and sector. Ensure participatory supervision and sometimes role-playing monitoring aspect. Ensuring regular field visit for gap identification and implement possible solution.
3	Coordination, Team work and reporting	<ul style="list-style-type: none"> S/he will coordinate all assigned LFs activities as per the guideline with the support of POs, teachers and other colleagues. S/he have to work very closely with MEO, Finance Section, TC and POs for proper implementation of program activities. S/he will report (training, meeting, camp progress report, UNICEF progress report) as per need S/he have to visit the LFs very closely for identifying the gaps and ensure proper solutions.
4	Knowledge management and Professional development	<ul style="list-style-type: none"> S/he will study the Sector guideline and strategic plan for implementation and suggest the team members for professional development and quality implementation. S/he have to assist PM to take initiatives for introducing new techniques of implementation process as per the result framework S/he will have to follow all policies and circulars of organization and assist PM to ensuring and obey by all staff as required.
5	Others	<ul style="list-style-type: none"> S/he have to done any other assignment given by the supervisor.

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

Reporting: S/he will be reportable to Program Manager but Technical Coordinator is your Section head so have to work closely with TC.



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Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.

4.6 Project Engineer

*** Position Objectives:** S/he will responsible all type of Engineering design and drawing, BoQ estimation, time frame of construction work of LF's etc. Regular LF visit to identify the risks to take the mitigation initiatives.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Basic activity	<ul style="list-style-type: none"> S/he will be responsible for all construction from the field level. S/he will responsible for monsoon preparedness, response and renovation activity of LCs. S/he will be to maintain database and assist in end user training and supporting documentation. S/he will be responsible Field and place survey report documents related work S/he will responsible for design, drawing, Estimation work. S/he will be responsible for construction vendor's orientation S/he will be responsible for Materials sample test & Selection S/he will be responsible Materials quality maintains during the work. S/he will be responsible implement the ESMP framework of UNICEF All infrastructure bill prepared and checked by him.
2	Reporting and documentation	<ul style="list-style-type: none"> S/he will be responsible for daily, weekly, activity progress report COAST and Donor. S/he will be responsible for damage tracker and monsoon preparedness reporting tracker. To keep systematic record of the progress and the development of field level construction information. Prepare repair and reconstruction report as per plan Prepare LC inspection report by visit the LCs and hang with display board
3	Knowledge management and Professional development-	<ul style="list-style-type: none"> S/he will study the Sector guideline and strategic plan for implementation and suggest the team members for professional development and quality implementation. S/he have to assist PM to take initiatives for introducing new techniques of implementation process as per the result framework S/he will have to follow all policies and circulars of organization AS per the demand s/he have to support to colleagues. S/he will be responsible to do any other assignments by PM

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

Reporting: S/he will be reportable to Project Manager;

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.7 Education Technology Officer (EdTech Officer)

Position Objectives: EdTech Officer will be responsible to support the development and preparation of the Education Technology related programs, to collaborate with teachers to design technology-enhanced lessons to enhance the learning experience, and to monitor the use of all Edtech devices and track technical issues with different mechanism such as a mobile device management (MDM) platform.

Specific Responsibilities:

Sl.	Responsibility/s	Task/s to be performed
01	Support to program development and planning	<ul style="list-style-type: none"> Develop and implement technology integration plans and work with teachers to develop and implement technology integration plans that align with the learning educational goal and objectives. Participate in strategic program discussion on the planning of education program especially those related to use of technology to support learning. Participate in education program meetings including program development and contingency planning to provide technical information, and support.
02	Support to capacity and technical development	<ul style="list-style-type: none"> Assist teachers and support staff to effectively use and implement education technology in the classroom for improving outcomes for students and supporting continuous personal development for staff. Provide training and support for teachers on the use of educational technology tools and resources. Function as a liaison with UNICEF (Partner/Donor) to ensure seamless coordination of technology tools supporting curriculum, instruction, and assessment. Support, POs and TOs for quality education.
03	Support to training materials development	<ul style="list-style-type: none"> Provide technical support and guidance to Program Organizers in children education programs. Organize and conduct trainings, workshops, and capacity-building sessions for children education staff. Support Educational Technology use through daily advising, collaborating, and training of teachers both in and out of the classroom.
04	Reporting and documentation	<ul style="list-style-type: none"> Maintaining Radio listening program proving necessary documents (audio, video and other materials), prepare a monthly progress report and share with UNICEF. Maintain electronics devices and its usage guideline to the users and keep update of technology related assets, materials and other need-based support. Any other duties and responsibilities assign by the supervisor would be performed.
05	Knowledge management and Professional development	<ul style="list-style-type: none"> S/he will study the Sector guideline and strategic plan for implementation and suggest the team members for professional development and quality implementation. S/he will assist to PM to ensure the administrative management within the project as per COAST HR policy S/he will have to follow all policies and circulars of organization and assist PM to ensuring and obey by all staff as required.

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

Reporting: S/he will be reportable to Program Manager but Technical Coordinator is your Section head so have to work closely with TC.



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Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.

4.8 Logistic and Supply maintenance Officer

Position Objectives: Logistic Officer is responsible mainly for the all-logistic support will be ensure in the field level and office. As a Logistic and Supply Maintenance Officer, your role involves managing the flow of goods and materials within an organization, ensuring timely delivery, and maintaining the overall supply chain

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1.	Supply Chain Management	<ul style="list-style-type: none"> You are responsible for overseeing the entire supply chain process, from procurement to distribution. This includes managing inventory levels, forecasting demand, and coordinating with suppliers and vendors to ensure timely delivery of goods and materials.
	Logistics Planning	<ul style="list-style-type: none"> You need to plan and optimize logistics operations to ensure efficient and cost-effective transportation of goods. This involves determining the most suitable transportation methods, negotiating contracts with shipping companies, and coordinating with freight forwarders and customs agents to ensure smooth movement of goods.
	Inventory & Risk Management	<ul style="list-style-type: none"> He/She all purchase and supplies item will be posting in the inventory register. Any inventory item when out from stock he/she will be out the demand note. Support the production of reports regarding program implementation by logistic item. As a Logistic and Supply Maintenance Officer, you need to identify and mitigate risks that could impact the supply chain. This includes conducting risk assessments, developing contingency plans for potential disruptions
3.	Materials distribution and assets management	<ul style="list-style-type: none"> He/She will distribute demand-based materials at LC and PIU. He/She have to manage the stock register and asset register properly. Every Month He/She will collect the demand from field level then submit to UNICEF and PIU. Ensure first in and first out of materials
4	Report Preparing	<ul style="list-style-type: none"> Every Month she/He will be report prepare on assets and supply status by Physical verification to PM and Accounts, Finance and Admin Officer (AFAO) She/he will be report preserve every Month Soft & Hard copy with sign and Signature. Responsible to prepare monthly, quarterly report on the project only inventory item as per COAST and UNICEF requirement. S/he will have to follow all policies and circulars of organization.

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

Reporting: S/he will be reportable to Program Manager but Accounts, Finance and Admin Officer (AFAO) is the Section head so have to work closely with AFAO.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

4.9 Technical Officer Gender & Disability Inclusion

Position Objectives: S/he will implement 17 CBLF at camp-14, She/he will be responsible to ensure PSEA, gender child safeguarding and disability inclusion process and strategy are aware by all staff. Also, S/H will carry forward the education sector's guideline and the implementation strategy.

Specific Responsibilities:

SL	Responsibility	Task
1*	Training materials develop and conduction the training and meeting	<ul style="list-style-type: none"> S/he will responsible to assist Technical Coordinator (TC) for developing training materials. Research new technologies and methodologies in workplace. Implementation the planned activities as per Detailed Activity Plan (DAP) S/H will have to take the responsibilities of the training conduction following COAST training rules and sector guideline.
3	Staff capacity building and program implementation	<ul style="list-style-type: none"> Monitor and review the progress of POs and teachers through questionnaires and take initiatives to develop the low performers Proper implement the project activities as per plan Established 17 CBLF at camp-14 with the support of colleagues Ensure disability inclusion in program and establish a referral mechanism to HI and CDD (UNICEF partners) Attend different training, meeting and seminar in camp, UNICEF and sector. Ensuring regular field visit for gap identification and implement possible solution.
4	Coordination, Team work and reporting	<ul style="list-style-type: none"> S/he will coordinate all assigned LFs activities as per the guideline with the support of POs, teachers and other colleagues. S/he have to work very closely with MEO, Finance Section, TC and POs for proper implementation of program activities. S/he will report (training, meeting, camp progress report, UNICEF progress report) as per need S/he have to visit the LFs very closely for identifying the gaps and ensure proper solutions.
5	Knowledge management and Professional development	<ul style="list-style-type: none"> S/he will study the Sector guideline and strategic plan for implementation and suggest the team members for professional development and quality implementation. S/he have to assist PM to take initiatives for introducing new techniques of implementation process as per the result framework S/he will have to follow all policies and circulars of organization.
6	Others	<ul style="list-style-type: none"> S/he have to done any other assignment given by the supervisor, UNICEF and sector. Have to response any report from COAST management, CiC, site management, sector, UNICEF and others relevant stakeholder.

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

Reporting: S/he will be reportable to Program Manager but Technical Coordinator is your Section head so have to work closely with TC.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.10 Assistant Accounts and Finance Officer

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

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
01	Field Visit	<ul style="list-style-type: none"> S/he will have to field visit minimum 2 days in a week for
	Voucher Check and verification	<ul style="list-style-type: none"> S/he will ensure 100% physical verification before giving any vendors payment S/he will ensure follow up of quotation collection procedures and its justification S/he will ensure cross checking and follow up of the justification of pricing of purchased materials
02	Ensure necessary voucher preparation and check	<ul style="list-style-type: none"> S/he will ensure voucher preparation and cross checking according to organization or donor policy before making any payment. S/he will ensure all sort of signature (paid by, checked by and approved by sign) S/he will check the budgetary allocation and budget limit before payment of any voucher S/he will ensure that the vouchers preparation, checking and approving procedures are maintained with error free standard.
03	Daily cash book and Ledger updating follow up	<ul style="list-style-type: none"> S/he will ensure necessary entry in cash book for any transaction S/he will ensure that no erase will be happened in the cash book S/he will follow up the updating of sector wise expenditure's ledger just after transaction and daily basis
04	Daily Transaction follow up	<ul style="list-style-type: none"> S/he will ensure vendor's payment (above 3000/-) through A/C payee cheque S/he will follow instruction of finance manual in case of transaction
05	Report Prepare, analysis and submission	<ul style="list-style-type: none"> Monthly financial report will have to prepare for the organization Quarterly donor's financial report has to prepare and submit in time with necessary analysis, comments and recommendations Bank statement, Bank reconciliation and other necessary financial statement have to check with error free for organization and donors Financial progress reports have to analysis based on the target and objectives of the project which will commensurate future directions.
06	Other administrative responsibilities	<ul style="list-style-type: none"> Follow up and maintain office management procedures and tools. Deal staff salary and benefits, appraisal procedures in time.
07	Other responsibilities	<ul style="list-style-type: none"> S/he will have to do official assignments when instructed by the supervisor or management.

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

Reporting: S/he will be reportable to Project Manager but have to work closely with Accounts and Finance Officer

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.11 Information Management Officer (IMO)

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

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Database Management	<ul style="list-style-type: none"> • He/ will be responsible for database management from the field level. • Maintain database and assist in training and supporting documentation. • Assist database develop in maintaining a Centralized Integrated Reporting System (CIRS) report. • Have to maintain the program participants database according the PD. • He / She, the report needs to be prepared and submitted as per project objectives.
2	Central Database Management	<ul style="list-style-type: none"> • He/She will be responsible for central database management.
3	Reporting	<ul style="list-style-type: none"> • He will be responsible for daily, weekly, Sw, activity progress tracker, and online reporting to donors. • He will be responsible for collecting and reporting emergency information. • All kinds of quantity-based reports will be on the shoulders of this post. • Show monthly dashboard-based reports and share with PIU team. • S/he will be responsible for convey exact data and report to donor requirements.
4	Develop field reporting format	<ul style="list-style-type: none"> • He/she will be responsible for creating the field reporting format. • Supervise data entry and data integration from the field on various aspects of data collection and disrespect.
5	Documentation and preservation	<ul style="list-style-type: none"> • He/she will be responsible for documentation and preservation. • Maintain a systematic record of progress and development of field level information and data. • Maintain files, email server and manage user access restrictions on file server • Develop and maintain databases for different aspects.
6	Field Visit	<ul style="list-style-type: none"> • He/She will check at least one settlement a week • He/She will follow the activities of a co-worker under his supervision within a week and he will also follow the data-related activities of an employee who is under his / her secondary supervision.
7	Other works	<ul style="list-style-type: none"> • He/She will perform any other duties and responsibilities if required in the needed of the organization. • He will liaison with other departments, programs and projects of the organization and maintain smooth communication with the stakeholders. • Always follow the COAST policy and code of conduct. • To provide professional support on different types of information to donor, PM, M&E and member staff for different purpose. • General IT troubleshooting, make recommendations for repair. • To document processes and procedures as required.

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

Reporting: S/he will be reportable to PM but have to work closely with Monitoring and Evaluation Officer.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.12 Program Organizer

Position Objectives: Smooth day to day operation of field activity of the project by following program implementation plan. Ensure the quality education in LF by following the guideline and technical assistance from TOs.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Planning Reporting and documentation	<ul style="list-style-type: none"> • Prepare daily, weekly and monthly plans. • Clear concept about the project activities and result frame and prepare plan in advance. • Report about project progress in the monthly meeting. • Collect different data from teachers to report properly • Prepare monthly achievement tracking report and ONA report • Update Individual data report on monthly basis and follow up the teachers for ensuring online attendance. • Use separate files based on camps and learning centers and save records.
3	Ensuring appropriate activities in the learning center	<ul style="list-style-type: none"> • Assist teachers in scheduling and conducting sessions, classes, etc. • To co-operate in the management of learning centers following the guidelines of the education sector and UNICEF and the principles of cost management. • Organizing regular teacher learning circles and assisting the teachers in improving the quality of attendance. • Identify the weaknesses of teachers through regular follow-up and review and take appropriate steps to improve quality. • Organize workshops, seminars, and mentoring programs for teachers to enhance their teaching skills, incorporate innovative teaching methods • Assist teachers to conduct CESG and parents meeting to implement the LF wise action plan • Participate in the external training need basis and ensuring inclusive education. • Ensure PSEA and Child safeguarding for all • Ensure disability inclusion and gender balance.
4	Communication with stakeholder	<ul style="list-style-type: none"> • Maintain regular liaison with camp in-charge, site management, and other stakeholders such as communicate with camp leaders and maintaining liaison with government and non-government officials. • Establish strong partnerships with parents, other partners and local stakeholders • Regularly update your stakeholders on the progress, achievements, and challenges of the program
	Knowledge management and Professional development	<ul style="list-style-type: none"> • S/he will study the Sector guideline and strategic plan for implementation • S/he will assist to PM to ensure the administrative management within the project as per COAST HR policy • S/he will have to follow all policies and circulars of organization • Assist low performer teachers as per need • S/he have to done any other assignment given by the supervisor

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

Reporting: S/he will be reportable to Technical Officer but Technical Coordinator is your Section head so have to work closely with TC.



Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.

4.13 Rohingya Master Trainer (RTM_MC/ECD)

Position Objectives: Rohingya Master Trainer is to facilitate effective training programs and capacity building initiatives for the Rohingya Teachers, Facilitators and Teacher Mentors, with the aim of empowering individuals, fostering skills development, and promoting self-sufficiency. Ensure the quality education in LCs/ECDs/CBLFs by following the guideline and technical assistance to them.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Planning Reporting and documentation	<ul style="list-style-type: none"> • Prepare daily, weekly and monthly plans. • Clear concept about the project activities and result frame and prepare plan in advance. • Report about project progress in the monthly meeting. • Collect different data from LF to report properly • Update Individual data report on monthly basis and follow up the teachers for ensuring online attendance. • Use separate files based on camps and learning centers and save records.
3	Ensuring appropriate activities in the learning center	<ul style="list-style-type: none"> • Assist teachers in scheduling and conducting sessions, classes etc. • Organizing regular teacher learning circles and assisting the teachers in improving the quality of attendance. • Assist teachers to conduct CESA and parents meeting to implement the LF wise action plan • Assist RTs for properly conducting classes • Ensure PSEA and Child safeguarding for all • Ensure disability inclusion and gender balance.
4	Communication with stakeholder	<ul style="list-style-type: none"> • Maintain regular liaison with camp in-charge, site management, and other stakeholders such as communicate with camp leaders. • Establish strong partnerships with parents, other partners and local stakeholders • Regularly update your stakeholders on the progress, achievements, and challenges of the program
5	Responsibilities for Training conduction and others	<ul style="list-style-type: none"> • Collaborate with Supervisor to identify the training needs and aspirations of the fellow colleagues. • Develop comprehensive training curricula, modules, and materials • Facilitate training sessions and workshops, to ensure effective knowledge transfer and skill acquisition. • Maintain accurate records of training activities, participant progress, and outcomes. • Prepare periodic reports detailing the achievements, challenges, and recommendations for improvement.
6	Knowledge management and Professional development	<ul style="list-style-type: none"> • S/he will study the Sector guideline and strategic plan for implementation • S/he will assist to PO to ensure the administrative management as per policy • S/he will have to follow all policies and circulars of organization • Assist low performer teachers as per need • S/he have to done any other assignment given by the supervisor

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

Reporting: S/he will be reportable to Program Organizer but Technical Officer (TO) and Technical Coordinator (TC) is your Section head so have to work closely with Them.



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Deputy Executive Director
COAST Foundation

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.

4.14 Rohingya Teacher Mentor (RTM_LCs/ECDs/CBLFs)

Position Objectives: Rohingya Teacher Mentor is to provide guidance, support, and professional development opportunities for teachers working within the Rohingya community, with the aim of improving instructional practices, enhancing student learning outcomes, and promoting continuous professional growth. Ensure the quality education in LCs/ECDs/CBLFs by following the guideline and technical assistance to them.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Planning Reporting and documentation	<ul style="list-style-type: none"> • Prepare daily, weekly and monthly plans. • Clear concept about the project activities and result frame and prepare plan in advance. • Report about project progress in the monthly meeting. • Collect different data from LF to report properly • Prepare monthly achievement tracking report and ONA report • Update Individual data report on monthly basis and follow up the teachers for ensuring online attendance. • Use separate files based on camps and learning centers and save records.
2	Ensuring appropriate activities in the learning center	<ul style="list-style-type: none"> • Assist teachers in scheduling and conducting sessions, classes etc. • Organizing regular teacher learning circles and assisting the teachers in improving the quality of attendance. • Assist teachers to conduct CESG and parents meeting to implement the LF wise action plan • Assist RTs for properly conducting classes • Participate in the external training need basis and ensuring inclusive education. • Ensure PSEA and Child safeguarding for all • Ensure disability inclusion and gender balance.
3	Communication with stakeholder	<ul style="list-style-type: none"> • Maintain regular liaison with camp in-charge, site management and camp leaders • Establish strong partnerships with parents, other partners and local stakeholders • Regularly update your stakeholders on the progress, achievements, and challenges of the program
4	Other responsibilities	<ul style="list-style-type: none"> • Organize and facilitate workshops, training sessions • Work closely with LFs committee to align mentoring efforts with the goals and priorities, • Excellent communication and interpersonal skills, with the ability to provide constructive feedback and build supportive relationships with teachers. • Establish mechanisms for assessing teacher progress, including regular check-ins, self-reflection exercises, and formative assessments.

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

Reporting: S/he will be reportable to Program Organizer but Technical Officer (TO) and Technical Coordinator (TC) is your Section head so have to work closely with Them.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.15 Host Community Teacher

Objective of the position: Regular teaching to learning center's children.

Roles and responsibilities:

Sl. #	Task	Standard of Accepted Performance (SOAP)
01	Daily, weekly and monthly work plan	<ul style="list-style-type: none"> - Making daily, weekly, monthly work plan. - Review progress and work done as per plan - Known about program budget, and making advance plan for proper implementation. - Progress presentation in monthly meeting and give next month advance plan
02	Giving basic information and goals of project and conduct session.	<ul style="list-style-type: none"> - Giving proper class conduction in good relationship with children. - Preserve various information about children. - Assist Po and TO for conduct different meeting and conduct another session and meeting
03	Conduction teaching activity	<ul style="list-style-type: none"> - Class conduction as per the lesson plan and take preparation before conducting the class regularly. - Making good advance preparation for every subject (MC) and regular class conduction. - Proper distribution and documentation of WFP biscuit. - Regular attend in TLC - All register update as per office direction - All material receives, proper storage and documentation in register. - Making good relationship with LCMC members to send their children in LC - Making good relation and assist with RT to ensure proper learning - Strictly follow the PSEA and Child safeguarding code of conduct, practice in classroom and also aware the community people for reporting system as well. - Data collection from the field if needed by using online or offline. - Ensure disability inclusion and gender balance
04	Reporting	<ul style="list-style-type: none"> - Inform all field related information and report. - Update all meeting register with present and signature - Inform daily activity progress to PO - Update daily online attendance register - Ensure data accuracy
05	Contact and any other responsibilities	<ul style="list-style-type: none"> - Making good relation with Majhi, site management and any other organization. - Making safe and secured learning center by making good relationship with stakeholder and community. - Ensure Learning center security - No using any material of learning center for personal matter. - Obey code of conduct of organization

Reporting: Program organizer will be his/her reporting person and TO will second supervisor.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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Deputy Executive Director
COAST Foundation

4.16 Rohingya Teacher

Objective of the position: Regular teaching to learning center children.

Roles and responsibilities:

Sl.	Task	Standard of Accepted Performance (SOAP)
01	Daily, weekly and monthly work plan	<ul style="list-style-type: none"> - Making daily, weekly, monthly lesson plan. - Review progress and work done as per plan - Known about program budget, and making advance plan for proper implementation. - Progress presentation in monthly meeting and give next month advance plan
02	Giving basic information and goals of project and conduct session.	<ul style="list-style-type: none"> - Giving proper class conduction in good relationship with children. - Preserve various information about children. - Assist Po and TO for conduct different meeting and conduct another session and meeting
03	Conduction teaching activity	<ul style="list-style-type: none"> - Class conduction as per the lesson plan and take preparation before conducting the class regularly. - Making good advance preparation for every subject (MC) and regular class conduction. - Proper distribution and documentation of WFP biscuit. - Regular attend in TLC. - All register update as per office direction - All material receives, proper storage and documentation in register. - Making good relationship with LCMC members to send their children in LC - Making good relation and assist with RT to ensure proper learning - Strictly follow the PSEA and Child safeguarding code of conduct, practice in classroom and also aware the community people for reporting system as well. - Data collection from the field if needed by using online or offline. - Ensure disability inclusion and gender balance
04	Reporting	<ul style="list-style-type: none"> - Inform all field related information and report. - Update all meeting register with present and signature - Inform daily activity progress to PO - Update daily online attendance register - Ensuring data accuracy
05	Contact and any other responsibilities	<ul style="list-style-type: none"> - Making good relation with Majhi, site management and any other organization. - Making safe and secured learning center by making good relationship with stakeholder and community. - Ensure Learning center security - No using any material of learning center for personal matter. - Obey code of conduct of organization

Reporting: Program organizer will be his/her reporting person and TO will second supervisor.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.17 ECD Facilitator

Objective of the position: Regular teaching to learning center children.

Roles and responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
01	Daily, weekly and monthly work plan	<ul style="list-style-type: none">• Making daily, weekly, monthly lesson plan• Review progress and work done as per plan• Share monthly achievement and challenge in monthly meeting
02	Relationship with children and assistance	<ul style="list-style-type: none">• Proper class conduction in good relationship with children as per lesson plan.• Preserve various information about children• Assist mentor to arrange meeting and training• Strictly follow the PSEA and Child safeguarding code of conduct, practice in classroom and also aware the community people for reporting system as well.• Ensure disability inclusion and gender balance
03	Conduction teaching activity and maintain register	<ul style="list-style-type: none">• Class conduction as per daily routine• Making good advance preparation for teaching and as well as playing• Proper distribution and documentation of biscuit.• Regular attendance in TLC• All register update as per office direction• All material receives, proper storage and documentation in register
04	Good Relationship with Community and House Visit	<ul style="list-style-type: none">• Making good relationship with CSGC members to run center properly• Continuous contact with parents and caregiver to send their children timely to center• Do regular house visit to ensure attendance
05	Reporting	<ul style="list-style-type: none">• Inform all field related information and report.• Update all meeting register with present and signature• Inform daily activity progress to PO and RTM
06	Contact and any other responsibility	<ul style="list-style-type: none">• Making good relation with Majhi, site management and any other organization.• Making safe and secured center by making good relationship with stakeholder and community.• Ensure ECD center proper decoration• No using any material of ECD center for personal matter.• Obey code of conduct of organization

Reporting: PO_ ECD will be his/her 1st Supervisor and TO will second supervisor.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.18 Common Service Organizer (CSO)

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

Roles and responsibilities:

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

Reporting: S/he will be reportable to Accounts, Finance and Admin- officer and 2nd supervisor is Project Manager.

Appraisal and Review: Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.19 Warehouse Security Guard

- A. Objective of the position:** The purpose of this position is to ensure the overall safety and security of warehouse.
- B. Roles and responsibilities:**
- Ensure that warehouse and stored materials are secure (keep alert for people with unusual behaviors/attitude around warehouse area)
 - Ensure safety and security all time by roster duty
 - Ensures the security, safety, and well-being of all personnel, visitors and the premises.
 - Contact to supervisors if a crime is committed or an accident occurs and report to supervisors on a regular basis.
 - Clean the warehouse and surrounding as regular basis.
 - Store the materials as per the instruction of Logistic and Supply maintenance Officer
 - Assist the Logistic and Supply maintenance Officer the maintaining the warehouse
 - Conducting security checks on doors, gates, windows, and other entryways to ensure they are secure
 - Service oriented attitude and keep always physically fit for the job requirements
 - Organized, focused and able to follow in detail given instructions by the supervisor
- C. Reporting:**
- You will be reportable to Accounts, Finance and Admin- officer but Logistic and Supply maintenance Officer is your functional supervisor.
- D. Appraisal and Review:**
- Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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4.20 LC Security Guard cum Cleaner (SGC)

- A. Position objective:** The position of security guard consists of protecting property, assets or staff. Duties and responsibilities include guarding, patrolling, and monitoring premises to prevent theft, violence, or infractions of rules, and maintain safety and security of the learners, project staff and learning facility.
- B. Main duties of the position:**
- Ensure that learning facilities, learners and relevant staff are secure (keep alert for people with unusual behavior/attitude around learning center area)
 - Ensure safe drinking water in water filter and sufficient water & WASH materials at latrine
 - Ensure LCs safety and security all time
 - Ensures the security, safety, and well-being of all personnel, visitors and the premises.
 - Contact to supervisors if a crime is committed or an accident occurs and report to supervisors on a regular basis.
 - Clean the class room and LCs surrounding as regular basis.
 - Carry the necessary material from sub office to LCs and LCs to sub office
 - Conducting security checks on doors, gates, windows, and other entryways to ensure they are secure
 - Service oriented attitude and keep always physically fit for the job requirements
 - Organized, focused and able to follow in detail given instructions by the supervisor (HT & RT)
- C. Reporting:**
- You're reportable to both Host and Rohingya Teachers (HT & RT) and also do perform duties as per instruction of Program Organizer (PO).
 - Any other duties and responsibilities assign by the supervisor would be performed.
- D. Appraisal and Review:**
- Every six months this ToR will be reviewed as per need after conducting the appraisal process.



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5. Workplan and budget summary

Workplan and budget summary					
Result Level	Result/activity	Timeframe	Total (CSO + UNICEF) [BDT]	CSO contribution	UNICEF contribution
Prog. Output	OUTPUT 3.1: EARLY LEARNING Output 1: By 3 June 2024, 1500 children (3-5 years old) demonstrate early learning and development outcomes through regularly attending one of the 50 integrated ECD centers (CBLFs)		9,831,650	260,500	9,571,150
Activity	Provide monthly incentive for 50 ECD Facilitators, 3 Rohingya teacher mentor and 1 Rohingya masters trainer for ECD intervention	Q1, Q2, Q3, Q4	6,594,000	0	6,594,000
Activity	Provide materials for 50 ECD centers	Q1, Q2, Q3, Q4	527,500	0	527,500
Activity	Provide capacity building for 50 ECD facilitators on pedagogy skill, subjective and formative assessment and orientation on PSEA	Q2, Q4	335,150	44,250	290,900
Activity	Community engagement for ECD	Q1, Q2, Q3, Q4	515,000	180,250	334,750
Activity	Provide program support cost including staff salary (100%) of 2 Programme Organizers-ECD and 1 Technical Officer-ECD for 50 ECDs operation	Q1, Q2, Q3, Q4	1,860,000	36,000	1,824,000
Prog. Output	OUTPUT 3.2: PRIMARY EDUCATION Output 2: By 3 June 2024, 6,720 children (5-18 years old) demonstrate grade-specific learning outcomes through regularly attending one of the 84 Learning Centers		56,671,290	2,384,450	54,286,840
Activity	Ensure 84 LCs repairs, maintenance and WASH supply	Q1, Q2, Q3, Q4	9,691,040	1,067,000	8,624,040
Activity	Provide 84 LC decoration, IEC, teaching learning and safety materials	Q1, Q2, Q3, Q4	1,438,200	0	1,438,200
Activity	Provide incentives to 168 LC teachers and 42 Security cum cleaners, 6 Rohingya teacher mentors and 2 Rohingya master trainer	Q1, Q2, Q3, Q4	33,948,000	0	33,948,000
Activity	Engage the communities through monthly parents and CESG meetings	Q1, Q2, Q3, Q4	2,889,600	983,400	1,906,200
Activity	Provide capacity building training to 168 teachers on PSEA, Pedagogical skill, subject knowledge on MC and formative and summative assessment	Q1, Q2, Q3, Q4	1,375,150	194,450	1,180,700
Activity	Identification and assistive device support for Children with Disability (CwD)	Q3	124,100	0	124,100

Activity	Provide program support cost including 11 staff 100% salary will be charged by UNICEF for 84 LCs operation	Q1, Q2, Q3, Q4	7,205,200	139,600	7,065,600
Prog. Output	OUTPUT 3.3: SECONDARY EDUCATION Output 3: By 3 June 2024, 204 out of school girls (11-18 years old) accessed quality education under Myanmar curriculum through 17 Community-Based Learning Facilities (CBLFs)		5,793,580	162,450	5,631,130
Activity	Provide incentives to 17 Rohingya teachers, 17 Female Chaperone and 1 Rohingya teachers’ mentor	Q1, Q2, Q3, Q4	4,444,000	0	4,444,000
Activity	Provide information & sign boards, first aid box, games materials for starting 17 CBLFs	Q1, Q2, Q4	191,250	0	191,250
Activity	Capacity building training to 17 teachers, 17 female chaperones on PSEA, Pedagogical skill, subject knowledge on MC for girls’ education under CBLFs	Q2	63,080	9,600	53,480
Activity	Organize CBLF-CESG and parents monthly meeting, dignity kits for girls	Q1, Q2, Q3, Q4	495,250	152,850	342,400
Activity	Provide staff salary (1 Technical Officer Gender & Disability Inclusion, 100% salary will be charged by UNICEF) for girl’s education and operation	Q1, Q2, Q3, Q4	600,000	0	600,000
Prog. Output	Effective and efficient programme management		18,660,454	4,147,227	14,513,227
Activity	In-country management & support		9,539,254	2,956,027	6,583,227
Activity	Operational costs		3,996,100	230,000	3,766,100
Activity	Planning, monitoring, evaluation, and communication		5,125,100	961,200	4,163,900
Sub-total for programme costs			93,519,224	6,954,627	84,002,347
Capacity Strengthening Costs			5,880,164		5,880,164
Total Cash budget			99,399,388	6,954,627	89,882,511

Supply Contribution Plan				
Provided by	Item	No. of units	Price/unit	Total Price
UNICEF	Solar Panel set including fan for LCs and ECD centers	82.00	25,000.00	2,050,000
UNICEF	School Bags for Student	2049.00	250.00	512,250
Total				2,562,250

6. Activity Gantt chart

A. Training Calendar:

Budget #	Name of training	Batch wise tentative conducting date				Responsible person
		Batch	Batch	Batch	Batch	
1	2	3	4	5	6	7
ECD						
1.3.1	2 days orientation on PSEA, child safeguarding and disability inclusion	11 Sep. to 12 Sep 2023	13 Sep to 14 Sep. 2023			GDIO, TC & TO
1.3.2	3 days basic training for all ECD facilitators and Rohingya Teacher's Mentor-RTM (ECD) on pedagogy, ECD model, and classroom management, one time)	09 Oct. to 11 Oct. 2023	16 Oct. to 18 Oct. 2023			TC & TO
1.3.3	Organizing training of ECD Facilitators on pedagogical subjective and formative assessment	10 March to 14 March 2024	17 March to 21 March 2024	12 May to 16 may 2024	19 may to 23 May 2024	TC & TO
LC						
2.4.3	Providing training for stakeholders on EPRP (community leader Maji, religious leader, selected parents) 1 time	20 Sep. 2023 PIU	21 Sep. 2023 RT program staff	27 Sep. 2023 all staff		Eng., TC & TO
2.5.1	2 days orientation on PSEA, child safeguarding and disability inclusion	09 Dec. to 10 Dec. 2023 HT	11 Dec. to 12 Dec. 2023 HT	13 Dec. to 14 Dec. 2023 RT	17 Dec. to 18 Dec. 2023 RT	GDIO, TC & TO
2.5.2	Training for Host teachers on Early Learning and Myanmar Curriculum (84 teachers and 5 POs 3 days 4 batches) 1 time	17 Sep. to 19 Sep. 2023	24 Sep. to 26 Sep. 2023	12 Nov. to 14 Nov. 2023	19 Nov. to 21 Nov. 2023	TC & TO
2.5.3	Basic training for Rohingya Teachers on Early Learning and Myanmar Curriculum (101RT + 9 RTM) 110 person X 3 days X 4 batches), trainers 8 person	15 Jan. to 17 Jan. 2024 (2 Batch)	12 Feb. to 14 Feb. 2024 (2 Batch)			TC & TO
2.5.4	Organizing formative and summative assessment training of primary teachers	09 July to 13 July 2023	16 July to 20 July 2023			TC & TO
2.5.5	Need based Sector and UNICEF guided training for 168 teachers with 20 staff	20 Jan. 2024 HT	21 Jan. 2024 HT	23 Jan. 2024 RT	24 Jan. 2024 RT	TC & TO
2.5.5	Need based Sector and UNICEF guided training for 168 teachers with 20 staff	17 Feb. 2024 HT	18 Feb. 2024 HT	20 Feb. 2024 RT	22 Feb. 2024 RT	TC & TO
CBLF						
3.3.1	2 days orientation on PSEA, child safeguarding and disability inclusion	11 Sep. to 12 Sep 2023	13 Sep to 14 Sep. 2023			GDIO, TC & TO
3.3.2	Basic training for 17 Rohingya teachers on primary education and Myanmar Curriculum-CBLF 1 time	17 Sep. to 19 Sep. 2023				TC & TO
3.3.3	Half day orientation with related staff on girls' education initiatives and implementation guidance. (Host and FDMN staff and volunteers)	08 Nov. 2023 PIU	09 Nov. 2023 all staff camp			TC & TO

B. Meeting calendar:

SL	Title of Meeting	Month wise date	Venue	Major ToR	Secretariat	Frequency
1	Budget head- 4.1.19 Monthly staff coordination meeting	2023-13 June, 05 July, 02 Aug., 03 Sep., 03 Oct., 05 Nov., 03 Dec., 2024- 02 Jan., 03 Feb., 02 March, 02 April, 02 May,	UROC	<ul style="list-style-type: none"> Program planning, progress review, challenges, learnings and way forward will be discussed All PO and PIU will be participated 	PM	Monthly
2	Budget head- 4.1.20 Monthly camp Education Sector meeting	2023- 14 June, 09 July, 14 Aug., 13 Sep., 16 Oct., 13 Nov., 11 Dec., 2024- 15 Jan., 12 Feb., 11 March, 15 April, 13 May.	CiC Office, Camp 14	<ul style="list-style-type: none"> Partner & other NGOs participation CiC update information to all Sector information circulate and update Program planning, progress review, challenges, learnings and way forward will be discussed 	Camp Education Focal	Monthly
ECD						
3	Budget head- 1.5.3 Monthly ECD facilitator refresher meeting	2023- 10 July, 24 July, 10 Aug., 11 Sep., 16 Oct., 13 Nov., 7 Dec., 2024- 10 Jan., 07 Feb., 06 March, 07 April, 08 May.	Camp- 14	<ul style="list-style-type: none"> Program planning, progress review, challenge and learning will be discussed Class room management, Lesson Plan Learning Center safety-security and cleaning 	TO & PO	Monthly
4	Budget head- 1.4.1 Monthly ECD Community Education Support Group (ECD-CESG) coordination meeting	2023- 09-13 July, 13-16 Aug., 10-13 Sep., 09-12 Oct., 12-15 Nov., 10-13 Dec. 2024- 14-17 Jan., 11-14 Feb., 10-13 March, 14-17 April, 12-15 May.	Camp-14	<ul style="list-style-type: none"> Ensure learner attendance Child safe guarding policy for Org. and UNICEF will be discussed PSEA for Org and UNICEF will be discussed Activity plan 	TO & PO	Monthly
5	Budget head- 1.4.2 Yearly mother assembly for community sensitization, learners' attendance and wellbeing	2024- 19 - 28 May	Camp-14	<ul style="list-style-type: none"> Challenges information and way forward note Will have had used the coordination of other NGOs Learning & achievement sharing with key stakeholders 	TO, PO	yearly
LC						

6	Budget head- 2.7.8 Monthly Host community teachers Refresher meeting	2023- 8-9 July, 23-24 July, 6-7 Aug., 10-11 Sep., 8-9 Oct., 11-12 Nov., 6-7 Dec., 2024- 6-7 Jan., 6-7 Feb., 5-6 March, 6-7 April, 4-5 May.	UROC	<ul style="list-style-type: none"> • Program planning, progress review, challenge and learning will be discussed • Class room management, Lesson Plan • Learning Center safety-security and cleaning 	PIU	Monthly
7	Budget head- 2.7.9 Monthly Rohingya Teachers Refresher Meeting	2023- 10 July, 24 July, 10 Aug., 11 Sep., 16 Oct., 13 Nov., 7 Dec., 2024- 10 Jan., 07 Feb., 06 March, 07 April, 08 May.	Camp- 14	<ul style="list-style-type: none"> • Program planning, progress review, challenge and learning will be discussed • Class room management, Lesson Plan • Learning Center safety-security and cleaning 	TO & PO	Monthly
8	Budget head- 2.7.10 Quarterly LC Security Guard and Cleaners refresher meeting	2023- 10 Aug., 13 Nov., 2024- 07 Feb & 08 May	Camp- 14	<ul style="list-style-type: none"> • Program planning, progress review, challenge and learning will be discussed • Learning Center safety-security and cleaning 	TO & PO	Monthly
9	Budget head- 2.4.1 Monthly meeting with Community Education Support Group (CESG) members	2023- 09-13 July, 13- 16 Aug., 10-13 Sep., 09-12 Oct., 12-15 Nov., 10-13 Dec. 2024- 14-17 Jan., 11- 14 Feb., 10-13 March, 14-17 April, 12-15 May.	Camp-14	<ul style="list-style-type: none"> • Ensure learner attendance • Child safe guarding policy for Org. and UNICEF will be discussed • PSEA for Org and UNICEF will be discussed • Activity plan 	TO & PO	Monthly
10	Budget head- 2.4.2 Monthly meeting with Parents and Caregivers	2023- 24-27 July, 27- 29 Aug., 24-26 Sep., 29-31 Oct., 26-29 Nov., 19-21 Dec., 2024- 28-30 Jan., 25- 27 Feb., 25-27 March, 28-30 April, 26-29 May.	Camp-14	<ul style="list-style-type: none"> • Planning, Progress review • LC safety and Security. • Distance education, Radio Program. • Parents awareness on importance of education, Child wellbeing, 	TO & PO	Monthly
CBLF						
11	Budget head- 3.4.2 Monthly CBLF- Community Education Support Group (CESG) coordination meeting	2023- 09-13 July, 13- 16 Aug., 10-13 Sep., 09-12 Oct., 12-15 Nov., 10-13 Dec. 2024- 14-17 Jan., 11- 14 Feb., 10-13 March, 14-17 April, 12-15 May.	Camp-14	<ul style="list-style-type: none"> • Ensure learner attendance • Child safe guarding policy for Org. and UNICEF will be discussed • PSEA for Org and UNICEF will be discussed • Activity plan 	GDIO & PO	Monthly

12	Budget head- 3.4.3 Monthly Parents and Caregiver meeting	2023- 24-27 July, 27-29 Aug., 24-26 Sep., 29-31 Oct., 26-29 Nov., 19-21 Dec., 2024- 28-30 Jan., 25-27 Feb., 25-27 March, 28-30 April, 26-29 May.	Camp-14	<ul style="list-style-type: none"> Planning, Progress review LC safety and Security. Distance education, Radio Program. Parents awareness on importance of education, Child wellbeing, 	TO & PO	Monthly
13	Budget head- 3.4.5 Half yearly block wise community led campaign	2023- 24-29 Dec. 2024-21-25 April	Camp- 14	<ul style="list-style-type: none"> Share successful story of whom participated to LC/SBK and Moab Making awareness of general education Making awareness against child marriage Making awareness of girl's education 	TO & PO	Program time
14	Budget head- 3.4.6 Yearly Learning sharing meeting with community influential leaders (Majhi & Religious leaders) for importance of girl's education	2024- 19 - 28 May	Camp- 14	<ul style="list-style-type: none"> Share successful story of whom participated to LC/SBK and Moab Making awareness of general education Making awareness against child marriage Making awareness of girl's education 	TO & PO	Program time

7. Statutory requirement and compliance indicator:

Project title:	Provide integrated ECD services and Basic Education for Rohingya Refugee Children in Cox's Bazar District
Program Partner and address	United Nations Children's Fund (UNICEF), Motel Road, Motel Upal, Cox's Bazar 4700 Bangladesh.
Project duration:	4 June 2023 to 3 June 2024
Total budget:	BDT. 99,399,388 (UNICEF- BDT. 92,444,761 & COAST contribution- BDT. 6,954,627)
PD reference and date:	BGD/PCA2022179/PD2023634 (Active date: 4 June 2022)
COAST focal person and contact:	Md. Mujibul Haque Munir, Joint Director-Projects & Development Communication (JD-P&DC), email: munir.coastbd@gmail.com, cell: 01713-367438
Donor focal person and contact:	Shahnam Karin, Construction Engineer, UNICEF- Cox's Bazar Field Office, email: skarin@unicef.org, cell: 01771007333
PC/PM and contact:	Jasim Uddin Molla, Program Manager, email: jasim@coastbd.net , cell: 01762624808, 01683507865
Donor Finance Focal contact:	Md Monirujzaman, Account Officer, email: mmonirujzaman@unicef.org, cell: 01918649896
Project Finance Officer and contact:	Md. Sariful Islam Bhuiyan, Accounts and Finance Officer, email: sarif.coast@gmail.com, cell: 01713-367420
Project Area:	Camp-14, Hakim para, Ukhiya, Cox's Bazar.
Types and number of target people:	<ul style="list-style-type: none"> Rohingya Children (3-18 years): 8424, Parents-caregiver, volunteer, community people and stakeholders- 7967. Total: 16,391

Project Bank Account details:		COAST Education Program, account no -3114-0320000278, Bangladesh Krishi Bank, Ukhiya Branch, Cox's Bazar.				
Statutory documents preserved:		Program Documents (PD), Approved Budget, COAST Policies and reports, all approval doc. Of CiC & RRRC			Yes	✓
Report Tracking:	Reports	Reporting dates	Prepared by	Reviewed By	Submission by	
	Quarterly and periodic DCT request	Quarterly	PM and Finance Officer	Finance Focal	Focal/PM	
	Quarterly and periodic liquidation report	Quarterly	PM and Finance Officer	Finance Focal	Focal/ PM	
	Prepare plan of operation	1 st month of program	PIU team	Program Focal	PM	
	Quarterly, monthly & weekly program plan and individual plan	Last day of the month	PM and individual	PM	PM	
	Monthly financial report	5 th day of next month	Accounts & Finance Officer	Finance Focal	Finance Officer	
	Monthly Progress Report/ COAST 5W	Last day of the month	MEO/ IMO	PM	PM	
	Monthly 5w report for sector	7 th day of next month	MEO/ IMO	PM	PM	
	Monthly LC database to UNICEF	7 th day of next month	MEO/ IMO	PM	PM	
	Monthly ONA report to UNICEF	10 th day of next month	MEO/ IMO	PM	PM	
	Newsletter and others report	3 rd day of next month	PM and MEO	PM	PM	
	Monthly BRR	4 th day of next month	Accounts & Finance Officer	Finance Focal	PM	
	Monthly field visit compiled report	Last day of the month	PM	JD- MEAL	PM	
	Monthly bank reconciliation report	3 rd day of next month	Accounts & Finance Officer	Finance Focal	PM	
	Half yearly assess inventory report	7 th day of next month	Logistic & Finance Officer	PM	Finance Officer	
	Yearly financial report	7 th day of next year	Accounts & Finance Officer	Finance Focal	Finance Officer	
	Monthly Logistic report	7 th day of next month	Logistic Officer	Finance Officer	PM	
	Internal training and meeting report	1 day after complete	TC/TO/MEO	PM	PM	
	External training and meeting report	1 day after complete	Trainee	PM	PM	
	Monthly Field progress report	3 rd day of next month	PO/ Mentor	TO/ TC	PM	
	Monthly field monitoring report	3 rd day of next month	MEO/ FMO	PM	PM	
	Monthly HR report	7 th day of next month	HR & Admin Officer	PM	PM	
	Monthly progress report to CiC	7 th day of next month	TC/ TO	PM	Camp focal	
	Program closing	Within 7 days	PM	Head- HR	PM	

	report to CiC and RRRC	after close			
	Report in Partner Reporting Portal (PRP)	With the liquidation report	PM/MEO	PM	PM
	Exit strategy of program	3 months before of close	TC/MEO	PM	PM
1. Key conditionality as per donor MoU (Major points additional to COAST policies; finance and HR): (Use separate sheet for details) / Statutory conditions:	<p><u>HACT & PCA Guideline:</u></p> <ol style="list-style-type: none"> Start expenditure from PD sign date Not paid Festival allowance from UN project Should not charge any expenses prior to initial month of FACE period in the liquidation report. Will only include expenditures that are paid. Prepare time sheet for share staff Over expenditure limit up to 120% Expenditure up to cutoff date Prior approval from UNICEF should be obtained for any reimbursement Bank charge should not be claimed as project expenses from UNICEF fund. VAT paid from IP and submit UNICEF for reimbursement Expenditures must be incurred within the agreed programme implementation period. Periodical payment allows only for respective tranche/ quarter. Expenditure recorded in accounting system represent the expense in actual budget line Original documentation including all bill, voucher, receipts, invoice and any other relevant documents which shall be kept by the IP for a period of 5 years after completion of last program document. The final FACE will be submitted no longer than thirty (30) days after the end of the program document. After completion of IP activity under any program document, the IP shall refund to UNICEF all unspent cash, supply and equipment's. Such refunds and returns shall be affected no later than 90 calendar day after the end date of program document. Reported expenditures should be actual expenditures. Fraudulent expenditures (fake documents, contracts) should not include in SoE. The actual expenditures reported should be consistent with the AWP or programme document, Request FACE Form and itemized cost estimate (ICE) The expenditures must be based on credible documentary evidence that is in line with the implementing partner's policies' Expenditures must be in line with competitive and transparent procurement process. Expenditure must authorize by appropriate authority of IP. Not paid any loan and personal cost of IP staff from project fund. Fines, penalties alcoholic beverages etc. not include in expenditure. Not allow double dipping. Retain this record at least 5 [five] years after receipt and acceptance of the final report. Budget Request and Expenditure: Organization will request quarterly Direct Cash Transfer (DCT) and can get 3 months for expenditure. Organization must have to submit liquidation report within 6 months The Organization will return the unspent fund to UNICEF as per the instruction of PD Manager. <p><u>Ineligible Cost as per HACT & PCA Document.</u></p>				

	<ul style="list-style-type: none"> • Expenditures not included in approved work plan budget, programme document budget (ICE) and FACE Form • Expenditures outside the agreed implementation period (cut off) • Unsupported and inadequately supported expenditures • Prices in excess of prevailing market prices without plausible justification • Unauthorized expenditures (not authorized by appropriate authority of IP) • Fraudulent expenditures (fake documents, contracts and collusions) • Loans to IP staff • Personal costs of IP staff • Prohibited expenditures (fines, penalties alcoholic beverages etc.) • Double dipping • Donor and IP policy not follow. • Preapproval not takes for reimbursement. • Over expenditure without approval. • Festival Allowance. • Expenses paid after submission of liquidation report • Amount that represents accruals of costs, expenditures actually not paid. • Expenditure not related to activity or not necessary for implementing the activity include PD. • Expenditure cover by another PD. • Value Added Tax (VAT). • Expenditure paid by another donor. • Debt service charge, foreign exchange loss • Expenditure that are not verifiable by record. • Expenditure that are not reasonable and justified under principles of sound financial, in particular the principles of Value for money. • Expenditure that related to obligation that were entered into after the end date of relevant PD. <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Development of program activities for implantation in the target areas considering the ELIBEC objectives and principles. • Planning, implementation and monitoring of the project activities in their defined working area. • Preparation of program budget and requirement. • Ensuring donor and GOB compliances by adhering to the policies and providing information and report as required. • Development and implementation participatory M&E effective programming in line with ELIBEC M&E Framework. • Ensuring the acceptable accounting principles are being followed in case of expense and expense recording. • Establishment of appropriate control mechanism to ensure that standard policies are being followed. • Establishment of necessary linkage, networks and liaison with relevant GO, NGO. • Coordination meeting <ul style="list-style-type: none"> a. Regular Progress Review- JD-SDC/DED, COAST b. Monthly Meeting (PIU, Field staff and Program Manager) • Both COAST & UNICEF will comply with the policies and procedures define in the Accounting Manual and its subsequent modifications. • Project 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
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	<p>in this agreement.</p> <ul style="list-style-type: none"> • A separate SND/CD Account should be maintained for bearing the operation cost of the implementation of the program. • Fund disbursement schedule will quarterly basis subject to the submission of quarterly progress and financial reports, plan of activities, budget (month wise break up) and written request for the next quarter. • COAST will inform the bank signatories with a certified list of new authorized signatories and specimen signatures by Executive Director or his authorized person. • Fund release will be as an advance amount and the expenses should be adjusted from the advance. • An inventory register shall be maintained by COAST. • COAST shall keep all vehicles, motorcycles and other equipment in good running condition by carrying out regular maintenance work.
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8. Staff list:

Name	Designation	Working Area	Mobile No.	Personal File #
Jasim Uddin Molla	Program Manager	UROC	01762-624808	4854
Dileep Bhowmik	Monitoring and Evaluation Officer	UROC	01313-798671	4623
Md. Sariful Islam Bhuiyan	Accounts, Finance and Admin Officer	UROC	01713-367420	786
Muhammad Jabedul Islam	Technical Coordinator (Training and Field Operation)	UROC	01313-798702	4782
Md. Azharul Hoque	Technical Officer (Training and Field operation)	UROC	01313-798703	4784
Md. Moniruzzaman	EdTech Officer	UROC	01719-404007	4476
Md. Saheb Ali	Technical Officer-ECD (Training and Field operation)	UROC	01313-798911	3646
Mohammad Zonaid	Project Engineer	UROC	01313-798808	5418
Suraya Nasrin	Technical Officer Gender & Disability Inclusion	UROC	01313-798677	5522
Razib Chandra Gosh	Information Management Officer	UROC	01712-638661	3105
Morshedur Rahman	Logistic and Supply maintenance Officer	UROC	01313-798705	5520
Nazmul Alam Kutube	Assistant Accounts and Finance Officer	UROC	01708-120394	5840
Mizanur Rahman-B	Program Organizer	Camp-14	01820-131193	5099
Josna Akter	Program Organizer	Camp-14	01883-581038	5199
Md. Mizanur Rahman-A	Program Organizer	Camp-14	01825-704194	5372
Mohammad Nasim	Program Organizer	Camp-14	01849-940454	5311
Mahbubul Alom	Program Organizer	Camp-14	01636-334053	5540
Ommay Salma Jahan	Program Organizer	Camp-14	01843-627096	5782



The End