



# Plan of Operation

Strengthening Peaceful Co-Existence Project

# LIST OF CONTENTS

1. **CONTENT LIST**
2. **PROJECT BRIEF**
3. **PLANNED RESULT OF ISC PROJECT**
4. **STAFF LIST**  
With contact details
5. **ORGANOGRAM**  
Structure of program staff
6. **STAFF TOR**  
Responsibilities and job description
7. **ACTION PLAN**  
In Details
8. **BUDGET**  
In Details
9. **TRAINING SCHEDULE**  
Plan of Training
10. **MEETING SCHEDULE**  
Plan of Meeting
11. **STATUTORY REQUIREMENT**  
Plan of Reporting
12. **PROJECT RISK ANALYSIS AND MITIGATION PLAN**

## Project at a Glance

**Project Name:** Strengthening Peaceful Coexistence through Community Engagement and Sensitization with the Host Community

**Donor:** UNHCR

**Project Period:** 1<sup>st</sup> January 2023 to 31 December 2023

**Total Budget:** BDT-66,51,989/=

**Available Fund:** BDT-66,51,989/=

**Total Project Staff-** 07. PC-1, FAO-1, FC-4, CSO-1

**Working Area-** Host –Rajapalong, Whykong and Hnila Upozila.

**Objectives:** Empowering Communication and Achieving Gender Equality

**Output:** Empowering Communication and Achieving Gender Equality

**Indicator:** # of advocacy initiative conducted

### Intended results:

With the implementation of the social cohesion activities to initiate advocacy among the persons of concern thrive as part of the empowered community and support to address impacts among the communities will have some changes in the communities. The project will conduct advocacy initiatives to promote social cohesion between the communities. The intended results are;

- Identify community-level issues through dialogues, discussion, workshop, session, interaction visit etc., and initiate advocacy approach through seminar, meeting, rally, media coverage etc.
- To address community-level issues and resolution, community leaders, local government authorities and relevant actors will work as the advocacy agents to the proper channels for a sustainable solution.
- Event-based (camp visit, dialogue, day observation, interactive session, dialogues between both the communities, etc.) knowledge sharing may create space for linkage among host and Rohingya community.
- The risk of youth engagement in different illegal means; drug smuggling, human trafficking, and other crimes and tends to clash with Rohingya people will be reduced through developing their skills by various training and workshop and engaging them with different social awareness activities.
- Through dialogues between both communities, joint project implementation, joint sports and social activities and day observation will accelerate the interaction between both the communities.

### Major Activities:

1. Sensitization meeting of the peaceful coexistence committee
2. Community support project implementation identified through the consultation meeting to address the impacts of host community
3. Conduct interactive sessions on Human Rights and sense of humanity with host community people who live the near camp.
4. Session with village police on their role to maintain social harmony and community level conflicts.
5. Sensitization session with religious leaders on peacebuilding, Social Cohesion and Human Rights at host community
6. Sensitization session at educational institutions on sense of humanity, Social Cohesion and Human Rights
7. Sensitization session with the Youth Club
8. World Refugee Day observation
9. Human Rights Day Observation:

10. Broadcasting Pro-Human Rights and Refugee Rights narratives using community radio and social media platforms
11. Workshop with local journalist to ensure peaceful coexistence through a balanced media narrative
12. Football match competition among the youth club members
13. Sports competition at educational institutions
14. Monthly project coordination meeting
15. Football coaching session for local football players
16. Monthly Desktop Newsletter publishing
17. Social awareness-raising campaign with local youth clubs on drug addiction, road safety, human trafficking, gender violence, etc.
18. Half Yearly planning meeting with host community youth clubs:
19. Advocacy meetings regarding social cohesion, peacebuilding and conflict resolution with UP and UPZ Parishad
20. Observation of 16 days of activism against gender-based violence with the local clubs.

# Planned Results.

## Improving Social Cohesion Project.

Duration- 1 January 2023 to 31 December 2023.



Output(s) Statement	Key Output activities	Output Indicator(s)	Pop. Type	Output Targets by Pop. Type	Output indicator disaggregation agreed for reporting					Timeframe (quarterly)				Means of Verification
					CoO	Gender	Age	Disability	Site	Q1	Q2	Q3	Q4	
MBDB00L11C Advocacy and support to address impacts on host communities	Advocacy initiatives and support to address impacts on host communities	# of advocacy initiatives conducted	Host Community	182 Initiatives	N/A	Female & Male	0- 17 & 18+	Yes & No	Rajapalong, Palong khali, Whykong, and Hnila Union	X	X	X	X	Social review report, Project activity report, project final performance report
	Facilitate peaceful coexistence initiatives within the refugee community and between refugee and host community	# of peaceful coexistence initiatives for host community	Host Community	6580 Individuals	N/A	Female & Male	0- 17 & 18+	Yes & No (1-3%) FOR EACH SESSION	Rajapalong, Palong khali Whykong and Hnila Union	X	X	X	X	Meeting minutes, Attendance Sheet, Committee list

### Staff list

**Project Name: Strengthening Peaceful Coexistence through Community Engagement and Sensitization with the Host Community, 2023**  
**COAST Foundation.**

SL	Name of Staff	Designation	Mobile Number	Email Address	Educational Qualification	Job Experience	Name of Responsible areas
01	Zahangir Alam	Project Coordinator	01713-328827	<a href="mailto:jahangir.coast@gmail.com">jahangir.coast@gmail.com</a>	MSS, LLB	16	Project Implementation Unit (PIU)
02	Md. Eakub	Finance and Admin officer	01713-367432	<a href="mailto:eakub.coast@gmail.com">eakub.coast@gmail.com</a>	M.COM	14	Project Implementation Unit (PIU)
03	Tanjir Uddin Roni	Sports Coordinator	01708-120418 01673865499	<a href="mailto:roni.coast@gmail.com">roni.coast@gmail.com</a>	MA in English	06	Raja Palong, Palong Khali, Whykong and Hinlla
04	Julfikar Hossain	Field Coordinator	01708-120412 01722-553216	<a href="mailto:julfikar.coast@gmail.com">julfikar.coast@gmail.com</a>	BA	13	Raja Palong, Palong Khali, Whykong and Hinlla
05	Ahammad Ullah	Field Coordinator	01708-120413 01825-082965	<a href="mailto:ahammadullah.coast@gmail.com">ahammadullah.coast@gmail.com</a>	MBA	09	Raja Palong, Palong Khali, Whykong and Hinlla
06	Md. Sahazahan	Field Coordinator	01313-798857 01633-129433	<a href="mailto:sahazahan.coast@gmail.com">sahazahan.coast@gmail.com</a>	MBA	08	Raja Palong, Palong Khali, Whykong and Hinlla
07	Morjia Akther	Common service organizer	01826-006991	<a href="mailto:morjia.coast@gmail.com">morjia.coast@gmail.com</a>	Five	07	Hnilla Office

# COAST\_ UNHCR Project\_Organogram\_2022.

Executive Director



JD-SDC



Project Coordinator



Finance and Admin  
Officer  
(PIU)



Sports Coordinator  
(Rajapalong, Whykong,  
Palong Khali and Hnila)



Field Coordinator  
(Rajapalong, Whykong,  
Palong Khali and Hnila)



Field Coordinator  
(Rajapalong, Whykong,  
Palong Khali and Hnila)



Field Coordinator  
(Rajapalong, Whykong, Palong  
Khali and Hnila)

**Subject: Terms of Reference**

**Program:** SPCP (Strengthening Peaceful Co-existence Project)

**A. Position Title:**

Project Coordinator

**B. Position Objectives:**

Program Coordinator is responsible mainly for the operation of the IPC Project funded by UNHCR. He will carry out the overall responsibilities of the implementation process of the program, management of program activities and staff, monitoring and supervision, preparing different types of reports.

**C. Specific Responsibilities:**

SL	Task	Standard of Accepted Performance (SOAP)
1	Program Implementation	<ul style="list-style-type: none"><li>S/he will prepare the action plan for the effective implementation of the program activities.</li><li>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.</li><li>S/he will monitor program activities; s/he will set guideline for the follow staff.</li></ul>
2	Reporting and Documentation	<ul style="list-style-type: none"><li>S/he will prepare program reports both for the donor(s) and the organization.</li><li>S/he will prepare and preserve program related documentations.</li><li>S/he will prepare different types of format to collect data and monitor the program and the staff activities.</li><li>S/he will prepare a monthly progress report mentioning the target and achievement of the program.</li></ul>
3	Management and Monitoring	<ul style="list-style-type: none"><li>S/he will ensure Data collection, analysis and reporting.</li><li>S/he will manage the staff of the program according to the organizational policy and donor's compliance.</li><li>S/he will give assignments to the program staff and will monitor staff activities.</li><li>S/hw will conduct monthly basis meeting with all the staff of the project where the program target and achievement and necessary technical support will be discussed.</li><li>S/he will revisit the project logical frame work and on the basis of the logical frame work s/he will take necessary steps for achieving the activities, results/outputs/objectives/goals.</li></ul>
4	Financial	<ul style="list-style-type: none"><li>S/he will approve the bills of the staff under his control.</li><li>S/he will be able to approve different cost related to operation.</li></ul>



SL	Task	Standard of Accepted Performance (SOAP)
	Management	
5	Routine Work	<ul style="list-style-type: none"> <li>S/he will ensure that routine functions of the section are done properly and timely by the staffs of the section as per TOR.</li> </ul>
6	Field Visit	<ul style="list-style-type: none"> <li>S/he will follow up the activities of one colleague under his/her supervision in a week and s/he will also follow up the activities of one staff who are his/her secondary supervision.</li> <li>S/he will visit two days in a week and will ensure the technical support when deemed necessity.</li> <li>S/he will visit and meeting with Union Parishd bodies.</li> <li>In a week s/he will perform one night stay in the field offices where the IPC program is being implemented.</li> </ul>
7	Other works	<ul style="list-style-type: none"> <li>S/he will do any other duties and responsibilities when required for the interest of the organization.</li> <li>S/he will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders.</li> </ul>

**D. Planning:**

- S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1<sup>st</sup> supervisor for next month by 28<sup>th</sup> of each month.

**E. Reporting:**

- S/he will be reportable to Joint Director- SDC

**F. Appraisal and Review:**

- Each year this ToR will be reviewed after conducting the appraisal process.

**Thanking and sincerely,**

Sanat K Bhowmik

Deputy Executive Director

COAST Trust

**Copy to:** Executive Director

DD-HRM/ JD-SDC

AD-ISC/ Personal file.

**Subject: Terms of Reference (TOR)**

**Program:** SPCP (Strengthening Peaceful Co-existence Project)

**A. Position Title:** Finance and Admin Officer

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

**C. Specific Responsibilities:**

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

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

**Planning:**

- S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1<sup>st</sup> supervisor for next month by 28<sup>th</sup> of each month.

**E. Reporting:**

- S/he will be reportable to Project Coordinator-ISCP while his/her 2<sup>nd</sup> supervisor will be JD-SDC

**F. Appraisal and Review:**

- Each year this ToR will be reviewed after conducting the appraisal process

**Thanks, and Sincerely**

Sanat K. Bhowmik

Deputy Executive Director

COAST Trust

**Copy to:** Executive Director

DD-HRM/ JD-SDC

PC/ Personal file.

COAST Trust, Principal Office, Dhaka. Date: 1 January 2023.

**Subject: Terms of Reference**

**Program: SPCP** (Strengthening Peaceful Co-existence Project)

**A. Position Title:** Sports Coordinator-

**B. Position Objectives:**

To coordinate overall Upazila level activities of ISC project

**C. Specific Responsibilities:**

SL	Task	Standard of Accepted Performance (SOAP)
1	Ensure Base line survey	<ul style="list-style-type: none"><li>S/he will ensure the Base line survey in the target and guideline.</li></ul>
2	Reporting	<ul style="list-style-type: none"><li>S/he will prepare monthly and quarterly report. S/he will prepare a compile report with the information of all the components under his/her responsibilities.</li></ul>
3	Sports Events	<ul style="list-style-type: none"><li>S/he will arrange different sports events and coaching for youths and students.</li></ul>
4	Supervision and Coordination	<ul style="list-style-type: none"><li>S/he will coordinate all the activities of his/her supervisees.</li><li>S/he will maintain liaison with GOs and NGOs and different stakeholders.</li></ul>
5	Other responsibilities	<ul style="list-style-type: none"><li>S/he will have to do official assignments when instructed by the supervisor or management.</li></ul>
6	Strengthen public Sector & Civil society.	<ul style="list-style-type: none"><li>S/he will ensure the Strengthen public Sector &amp; Civil society.</li><li>S/he will ensure monthly &amp; quarterly meeting with local Union Parishad.</li></ul>
7	Campaign and Advocacy related work	<ul style="list-style-type: none"><li>He will organize the different level seminar and campaign such as Refugee Rights and Human Rights Day.</li><li>He will discuss Human Rights and Refugee rights issues among Rohingya and Host Community people.</li><li>S/he will arrange different meetings, workshops, rallies as per program decision.</li></ul>

**Planning:**

- S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1<sup>st</sup> supervisor for next month by 28<sup>th</sup> of each month.

**E. Reporting:**

- S/he will be reportable to Project Coordinator - ISCP while his/her 2<sup>nd</sup> supervisor will be JD-SDC

**F. Appraisal and Review:**

- Each year this ToR will be reviewed after conducting the appraisal process

**Thanks, and Sincerely,**

Sanat K. Bhowmik

Deputy Executive Director

COAST Trust

**Copy to:**

Executive Director

DD-HRM/ JD-SDC

PC/ Personal file.

COAST Trust, Principal Office, Dhaka. Date: 1 January 2023.

**Subject: Terms of Reference**

**Program: SPCP** (Strengthening Peaceful Co-existence Project)

**A. Position Title:** Field Coordinator-

**B. Position Objectives:**

FC's will implement overall Upozila and camp level activities of SPC project

**C. Specific Responsibilities:**

SL	Task	Standard of Accepted Performance (SOAP)
1	Ensure Base line survey	<ul style="list-style-type: none"><li>S/he will ensure the Base line survey in the target and guideline.</li></ul>
2	Reporting	<ul style="list-style-type: none"><li>S/he will prepare monthly report. S/he will prepare a compile report with the information of all the components under his/her responsibilities.</li></ul>
3	Meeting, Workshop, rally	<ul style="list-style-type: none"><li>S/he will arrange different meetings, workshops, rallies as per program decision.</li></ul>
4	Supervision and Coordination	<ul style="list-style-type: none"><li>S/he will supervise the Rohigya volunteer.</li><li>S/he will coordinate all the activities of his/her supervisees.</li><li>S/he will maintain liaison with GOs and NGOs and different stakeholders.</li></ul>
5	Other responsibilities	<ul style="list-style-type: none"><li>S/he will have to do official assignments when instructed by the supervisor or management.</li></ul>
6	Strengthen public Sector & Civil society.	<ul style="list-style-type: none"><li>S/he will ensure the Strengthen public Sector &amp; Civil society.</li><li>S/he will ensure monthly &amp; quarterly meeting with local Union Parishad.</li></ul>
7	Campaign and Advocacy related work	<ul style="list-style-type: none"><li>He will organize the different level seminar and campaign such as Refugee Rights and Human Rights Day.</li><li>He will discuss Human Rights and Refugee rights issues among Rohingya and Host Community people.</li><li>S/he will arrange different meetings, workshops, rallies as per program decision.</li></ul>

**Planning:**

- S/he will prepare advance planning of the daily, weekly and monthly plan and submit to his/her 1<sup>st</sup> supervisor for next month by 28<sup>th</sup> of each month.

**E. Reporting:**

- S/he will be reportable to Project Coordinator - ISCP while his/her 2<sup>nd</sup> supervisor will be JD-SDC

**F. Appraisal and Review:**

- Each year this ToR will be reviewed after conducting the appraisal process

**Thanks, and sincerely,**

Sanat K. Bhowmik

Deputy Executive Director

COAST Trust

**Copy to:**

Executive Director

DD-HRM/ JD-SDC

PC/ Personal file.

## Project Work Plan

<b>Project Title</b>	<i>Strengthening Peaceful Coexistence through Community Engagement and Sensitization with the Host Community</i>
<b>Partner Name:</b>	<i>COAST Foundation</i>
<b>Budget Year:</b>	<i>2023</i>
<b>Partner Code:</b>	<i>1024018 - COAST Foundation</i>
<b>Cost Centre/s:</b>	<i>51022- Cox's Bazar</i>
<b>Pillar/s:</b>	<i>01- Refugee Programme</i>
<b>Situation/s: (if applicable)</b>	<i>1900</i>
<b>Project Start Date:</b>	<i>01-01-2023</i>
<b>Project Planned End Date:</b>	<i>31-12-2023</i>
<b>Total Project Budget:</b>	<i>BDT 6651989.76</i>
<b>Operation/Country:</b>	<i>BGDABC/Bangladesh</i>
<b>Impact Statement/s (with Impact Area):</b>	<i>8BDB02- Empowering Communications and Achieving Gender Equality</i>
<b>Outcome Statement/s (with Outcome Area):</b>	<i>MBDB00L - Self Reliance and livelihood interventions for person of concern (M Self-reliance, economic inclusion, and livelihoods)</i>
<b>Output Statement/s:</b>	<i>MBDB00L11C Advocacy and support to address impacts on host communities</i>



Output(s) Statement	Key Output activities	Output Indicator(s)	Pop. Type	Output Targets by Pop. Type	Output indicator disaggregation agreed for reporting - if and as applicable to the indicator, agreed by UNHCR and Partner*					Timeframe (quarterly)				Means of Verification
					CoO	Gender	Age	Disability	Site	Q1	Q2	Q3	Q4	
<Mandato ry. UNHCR Results Framework >	<Describe the main activities supporting the output>	<Mandato ry. UNHCR Results Framework >	<Mandato ry. UNHCR Results Framework >	<Mandato ry. Targets <b>disaggrega ted by Pop. Type</b> >	<As applica ble>	<As applicab le>	<As applica ble>	<As applicabl e>	<As applicabl e>	<Timeframe may be detailed on monthly basis, in agreement with UNHCR & Partner>				<Optional. How and where data is obtained for an indicator >
Analysis, advocacy and support to Address impacts on host communiti es	Advocacy initiatives and support to address impacts on host communities	# of advocacy initiative conducted	Host Communit y	201 Initiatives	N/A	Femal e & Male	0- 17 & 18+	Yes & No	Rajapalon g, Whykong, Hnila and palong khali	X	X	X	X	Social review report, project final performance report
	Reformation and introductory meeting of social cohesion committee of host and engaging Rohingya groups	# of social cohesion committee members engaged with the reformed committee	Host Commun ity	5 Committee	N/A	Femal e & Male	0- 17 & 18+	Yes & No	Rajapalo ng, Whykong , Hnila and palong khali	X				Meeting minutes, Attendance Sheet, Committee list
		# of the community support cohesion project is identified and implanted	Host Communit y	3 Committee										
				4 Projects	N/A	Femal e & Male	18+	Yes & No	N/A			X		Resolution, Consent note, Assessment report

	host and Rohingya community		Host Community	1 Event	N/A	Female & Male	18+	Yes & No	Rajapalong, Whykong, Hnila and palong khali				X	
	Broadcasting Pro- Human Rights and Refugee Rights narratives using community radio and social media platform	# of the event is broadcasted on the radio	Host Community	9 Events	N/A	Female & Male	18+	Yes & No	Rajapalong, Whykong, Hnila and palong khali	X	X	X	X	Production, and broadcasting, social media page
	Advocacy meetings regarding social cohesion, peacebuilding and conflict resolution with UP and UPZ Parishad	# of coordination meeting is completed	Host Community	4 Meetings	N/A	Female & Male	18+	Yes & No	Rajapalong, Whykong, Hnila and palong khali	X		X		Attendance Sheet, Report
	Consultation meeting with local journalists and civil society members on their role to initiate advocacy and support to address impacts on host community	# of consultation meeting is completed	Host Community	4 Meetings	N/A	Female & Male	18+	Yes & No	Rajapalong, Whykong, Hnila and palong khali			X	X	Attendance Sheet, Report

Meeting with village police on their role to maintain social harmony and community level conflicts	# of meeting with village police is completed	Host Community	3 Meetings	N/A	Female & Male	18+	Yes & No	Rajapalong, Whykong, Hnila and palong khali		X	X		Attendance Sheet, Report
Sports competitions between Rohingya and Host community Youths	#of sports competition is organized	Host Community	16 Events	N/A	Female & Male	18+	Yes & No	Rajapalong, Whykong, Hnila and palong khali		X		X	Report, Photos
Football Coaching	# of coaching event completed	Host Community	5 events	N/A	Female & Male	18+	Yes & No	N/A		X		X	Attendance Sheet, Report
Monthly Project Coordination Meeting	# of coordination meeting is completed	Host Community	4 Meetings	N/A	Female & Male	18+	Yes & No	N/A		X		X	Attendance Sheet, Report

Quarterly planning meeting with host community youth clubs	# of the planning meeting is completed	Host Community	36 Meetings	N/A	Female & Male	18+	Yes & No	N/A		X		X	Attendance Sheet, Report
Awareness-raising session on conflict management, social unity and Human Rights with Bazar Management committee	# of Awareness raising session is completed	Host Community	3 Sessions	N/A	Female & Male	18+	Yes & No	N/A		X		X	Attendance Sheet, Report
Sensitization session with religious leaders on peacebuilding, Social Cohesion and Human Rights	# of sensitization session is completed	Host Community	6 Sessions	N/A	Female & Male	18+	Yes & No	N/A		X		X	Attendance Sheet, Report

	<i>Sensitization session at educational institutions on peacebuilding, Social Cohesion and Human Rights Staff capacity building on peacebuilding, Social Cohesion, Human Rights and PSEA</i>	<i># of sensitization session is completed</i>	<i>Host Community</i>	<i>12 Sessions</i>	<i>N/A</i>	<i>Female &amp; Male</i>	<i>18+</i>	<i>Yes &amp; No</i>	<i>N/A</i>		<b>X</b>		<b>X</b>	<i>Attendance Sheet, Report</i>
	<i>Social awareness-raising campaign with local youth clubs on drug addiction, road safety, human trafficking, gender violence etc.</i>	<i># of campaign is completed</i>	<i>Host Community</i>	<i>4 Campaigns</i>	<i>N/A</i>	<i>Female &amp; Male</i>	<i>18+</i>	<i>Yes &amp; No</i>	<i>N/A</i>		<b>X</b>		<b>X</b>	<i>Attendance Sheet, Report</i>
	<i>Monthly Desktop Newsletter publishing</i>	<i># of desktop newsletter is published</i>	<i>Host Community</i>	<i>12 Publications</i>	<i>N/A</i>	<i>Female &amp; Male</i>	<i>18+</i>	<i>Yes &amp; No</i>	<i>N/A</i>		<b>X</b>		<b>X</b>	<i>Attendance Sheet, Report</i>

Description	Account	Situati on	Cost Cente r	Implem enter	Curre ncy	Unit	Qua ntity 202 2	Unit Cost 2023	Local Curr Value 2023	Total USD 2023 101.2130	Exchange Rate
sensitization meetings of the Social Cohesion Promotion Committees. (total 16 meetings in a year union. Every committee 10 persons). Per meeting participants 25 persons	618019	900	51022	1024018	BDT	meeti ng	16	5,000.00	80,000.00	790.41	101.2130
Conduct interactive session on social Cohesion, Peaceful coexistence & Human Rights with host community at 4 unions ( per union 3 sessions per session 20-25 participants)	618019	900	51022	1024018	BDT	sessio n	12	3,000.00	36,000.00	355.69	101.2130
Conduct interactive session on social Cohesion, Peaceful coexistence & Human Rights with religious leaders at 4 unios (per union 1 session per session 20-25 participants	618019	900	51022	1024018	BDT	sessio n	8	3,000.00	24,000.00	237.12	101.2130
Conduct interactive session on social Cohesion, Peaceful coexistence & Human Rights at education institutes per session 50 participants	618019	900	51022	1024018	BDT	sessio n	12	1,500.00	18,000.00	177.84	101.2130
Conduct interactive session on social Cohesion, Peaceful coexistence & Human Rights with club members (per club	618019	900	51022	1024018	BDT	sessio n	8	3,000.00	24,000.00	237.12	101.2130
Conduct interactive session on social Cohesion, Peaceful coexistence & Human Rights with village police at 4 unions	618019	900	51022	1024018	BDT	sessio n	4	3,000.00	12,000.00	118.56	101.2130

World Refugee Day observation (World Refugee Day observation at upazila level) ( 4 events with at upazila level)	618019	900	51022	1024018	BDT	upazila	4	12,000.00	48,000.00	474.25	101.2130
Human Rights Day Observation (4 events with 8 youth Clubs and 2 events at upazila level)	618019	900	51022	1024018	BDT	Union/club	6	10,000.00	60,000.00	592.81	101.2130
Broadcasting Pro-Human Rights and Refugee Rights narratives using community radio and social media platforms	618019	900	51022	1024018	BDT	program	9	3,000.00	27,000.00	266.76	101.2130
Meeting with local journalists to ensure peace and social cohesion through journalism	618019	900	51022	1024018	BDT	meeting	4	10,000.00	40,000.00	395.21	101.2130
Sports competition in the host community (a) Football matches among 8 youth club members (Total 16 competition among 8 youth club)	618019	900	51022	1024018	BDT	competition	16	8,000.00	128,000.00	1,264.66	101.2130
Skill development training on football for local football players. (20 person will be trained) (3 days) including sports materials	618019	900	51022	1024018	BDT	batch	5	80,000.00	400,000.00	3,952.06	101.2130

Quarterly Project Staff Coordination Meetings	618019	900	51022	1024018	BDT	meeting	4	1,000.00	4,000.00	39.52	101.2130
Social awareness-raising campaign with local youth clubs (Seminar on drug prevention, road safety, human trafficking, gender based violence etc) ( per seminar around 25-30 club members) ( per club 1 campaign total 8 campaign at 8 clubs	618019	900	51022	1024018	BDT	program	8	10,000.00	80,000.00	790.41	101.2130
Quarterly planning meetings with host community youth clubs (8 clubs every quarter 1 nos meeting)	618019	900	51022	1024018	BDT	meeting	32	3,000.00	96,000.00	948.49	101.2130
Advocacy meetings regarding social cohesion, peacebuilding and conflict resolution with UP (Union Parishads) and UPZ Parishad (host community)	618019	900	51022	1024018	BDT	meeting	4	10,000.00	40,000.00	395.21	101.2130
Observation of 16 days of activism against gender-based violence with the local youth clubs: rally and session.	618019	900	51022	1024018	BDT	Union/club	8	10,000.00	80,000.00	790.41	101.2130



Implementation of community support projects (6 projects identifying through periodical dialogue of host and rohingya social cohesion promotion committee ( Lumsum BDT 50000 x 6 project x 1 time) need base demanding from dialogue of social cohesion and rohingya social cohesion group	618019	900	51022	1024018	BDT	project	6	50,000.00	300,000.00	2,964.05	101.2130
Materials for 8 nos club (Sports materials for youth clubs	618002	900	51022	1024018	BDT	clubs	8	15,000.00	120,000.00	1,185.62	101.2130
Office rent of PIU ( Monthly office rent 15000) in Cox' Bazar District.	618003	900	51022	1024018	BDT	Monthly	12	15,000.00	180,000.00	1,778.43	101.2130
Office rent of Sub Office (1 nos sub office) (One is Hnila Sub Office). Monthly basis rental. (Hnila Sub Office monthly 15000) (per month 15000 x 12 months) (COAST wil contribute Ukhiya Sub Office monthly 10000 x12month)	618003	900	51022	1024018	BDT	Monthly	12	15,000.00	180,000.00	1,778.43	101.2130

Utilities for PIU (1 month x BDT 3000 x 1 office x 12 months)(Elctriciy bill, water, gas etc)	618019	900	51022	1024018	BDT	Month ly	12	3,000.00	36,000.00	355.69	101.2130
Utilities for Sub Offices ( monthly BDT 250 x 2 offices x 12 months)(electricity, gas and water etc.)	618019	900	51022	1024018	BDT	Month ly	12	500.00	6,000.00	59.28	101.2130
Communication (Tel, Fax,Mobile,Internet, Postage/Currier etc.) staff Mobile support, internet support (common and individual), postage currier Monthly BDT 8762 x 12 months (PC 2588 x 12 months) + (PIU persons 2 persons x 1837 x 12 months) + (Field Coordinators 4 persons x BDT 500) and wifi 500	618019	900	51022	1024018	BDT	Month ly	12	8,762.00	105,144.00	1,038.84	101.2130
Printing, Stationeries, Photocopy for PIU and Sub Office Stationery and Other Office Supplies(paper, toner, office stationery etc)	618002	900	51022	1024018	BDT	Month ly	12	1,500.00	18,000.00	177.84	101.2130
Office maintenance (cookeres, harpic, soap etc.) (for 1 PIU and 2 nos Sub Offices.) (1 office x BDT 1000 x 12 months x 3 offices)	618003	900	51022	1024018	BDT	Month ly	12	1,000.00	12,000.00	118.56	101.2130

Office Premises Repairs and Alterations (Office equipment, furniture, fixture etc (1 month x BDT 1000 x 12months) (for PIU and Sub Offices) repairing and servicing charge	618003	900	51022	1024018	BDT	Monthly	12	1,000.00	12,000.00	118.56	101.2130
Bank charge	618006	900	51022	1024018	BDT	Monthly	12	500.00	6,000.00	59.28	101.2130
Fuel and maintenance of Motor cycle (1 motor cycle x BDT 1500 x 2 motor cycles x 12 months) (Fuel and maintenance cost contributed by UNHCR and motor cycle contributed by COAST	618002	900	51022	1024018	BDT	Monthly	12	3,000.00	36,000.00	355.69	101.2130
Fuel and maintenance of Jeep car (BDT 5000 monthly for jeep car fuel and maintenance cost x 12 months) Jeep car contributed by COAST and fuel and maintenance cost contributed by UNHCR	618002	900	51022	1024018	BDT	Monthly	12	5,000.00	60,000.00	592.81	101.2130
Travel for PIU, Sub Office and COAST central management (COAST policy based (PPMM, PACM at COAST Principal office bi monthly, local travel, food cost etc)	618007	900	51022	1024018	BDT	Monthly	12	5,000.00	60,000.00	592.81	101.2130

Program Focal Person (1 person monthly BDT 200000.00 (4% portion cost of total salary)	618011	900	51022	1024018	BDT	Monthly	12	8,000.00	96,000.00	948.49	101.2130
Project Coordinator/Advocacy and Reporting (1 person monthly BDT 100000.00 (100% paying salary)	618001	900	51022	1024018	BDT	Monthly	12	100,000.00	1,200,000.00	11,856.18	101.2130
Finance and Admin Officer (1 person monthly BDT 58000.00 (100% paying salary)	618001	900	51022	1024018	BDT	Monthly	12	58,000.00	696,000.00	6,876.59	101.2130
Field Coordinator (4 Field Coordinators. monthly BDT 40000.00 per Field Coordinator (100% paying salary)	618001	900	51022	1024018	BDT	Monthly	12	160,000.00	1,920,000.00	18,969.90	101.2130
Service Staff- Sub Office (1 Service Staff for Hnila Sub Office. monthly BDT 13000.00 per Service Staff (100% paying salary)	618001	900	51022	1024018	BDT	Monthly	12	13,000.00	156,000.00	1,541.30	101.2130
Partner Integrity Capacity and Support Cost ( 4% of total budget)	618020	900	51022	1024018	BDT	Monthly	12	21,320.48	255,845.76	2,527.80	101.2130
<b>Grand Total</b>		<b>900</b>	<b>51022</b>	<b>1024018</b>	<b>BDT</b>				<b>6,651,989.76</b>	<b>65,722.68</b>	101.2130
										<b>65,722.68</b>	15,976.21

**Meeting Schedule\_ISC Project 2023**

Name of Meeting/Workshops	Participant Target & Meeting/Workshops Duration													Capacity Building Budget (Tk.)	Capacity Building Responsibility (implementation)	Remarks
		jan	feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Conduct interactive sessions on Human Rights and sense of humanity	44 session with Rohingya Community													110000/=	Field Coordinator	
Consultation meeting with local journalists and civil society members on their role to initiate advocacy and support to address impacts on host community	4 Meeting													40000/=	PIU staff, FC	
Meeting with village police on their role to maintain social harmony and community level conflicts	3 Meeting													24750/=	PIU staff, FC	
Monthly Project Coordination Meeting	4 Meeting													4000.00	All project staff	
Quarterly planning meeting with host community youth clubs	36 Meeting													180000.00	Field Coordinator	
Awareness-raising session on conflict management, social unity and Human Rights with Bazar Management committee	3 session													15000.00	Field Coordinator	
Sensitization session with religious leaders on peacebuilding, Social Cohesion and Human Rights	6 session													24000/=	Field Coordinator	
Sensitization session at educational institutions on peacebuilding, Social Cohesion and Human Rights Staff capacity building on peacebuilding, Social Cohesion, Human Rights and PSEA	12session													54000/=	Field Coordinator	
Social awareness-raising campaign with local youth clubs on drug addiction, road safety, human trafficking, gender violence etc.	8 Campaign													64000.00	All project staff	

**Statutory requirement and Plan of Action of COAST UNHCR Project 1<sup>st</sup> January to 31 December 2023.**

**1. Basic Data**

**a. Project Title:** SPC Project (Strengthening Peaceful Co-existence)

**d. Phone:** TEL: +880-2-55051946-52, Web: [www.unhcr.org](http://www.unhcr.org)

**b. Donor:** UNHCR.

**e. Donor Focal person** Faye Coggins, Assistant Program Officer,  
Mob-01768 - 223193, [faye@unhcr.org](mailto:faye@unhcr.org)

**c. Address:**

**Dhaka office:** House Number NE (N) 8, Road NO.90, Gulshan-2, Dhaka  
1212, Bangladesh.

**1<sup>st</sup> January to 31 December 2023**

**i. Total budget amount:** BDT. 6651989 /=

**2. Program Reports submitted to UNHCR and some important instruction from UNHCR**

SL	Reporting Period End date	Report Type	Due Date	Date wise movement				Remarks
				Field PIU/source to	Checked by Project Coordinator	Edited & sent by Focal person.	Submission	
01	31 March, 2023	Project Performance Report Project Financial Report	10 <sup>th</sup> April of 2023	20th day of the reporting month	25 <sup>th</sup> day of the reporting month	27th day of the reporting month	31 March, 2023	
02	30 June, 2023	Project Performance Report Project Financial Report Goods and Property Report Partner Personnel Report	15 <sup>th</sup> July of 2023	20th day of the reporting month	25 <sup>th</sup> day of the reporting month	27th day of the reporting month	30 June, 2023	
03	30 September, 2023	Project Performance Report Project Financial Report	10 <sup>th</sup> October of 2023	20th day of the reporting month	25 <sup>th</sup> day of the reporting month	27th day of the reporting month	30 September, 2023	
04	30 November, 2023	Project Financial Report	30 <sup>th</sup> December, 2023	20th day of the reporting month	25 <sup>th</sup> day of the reporting month	27th day of the reporting month	30 November, 2023	
05	31 December, 2023	Project Performance Report Project Financial Report Goods and Property Report Partner Personnel Report	By 15 <sup>th</sup> February 2023	20th day of the reporting month	25 <sup>th</sup> day of the reporting month	27th day of the reporting month	15 <sup>th</sup> February 2023	

**3. Coordinator of the project**

: Zahangir Alam, Project Coordinator.

**4. Program Focal Person (Central):**

: Mujibul Haque Munir, JD-SDC.

**5. Finance Focal Person (Central)**

: Md. Omar Farook, Head-Finance Monitoring.

**6. Fund allocation**

:

1//1/2023 to 30/04/2023	01/05/2023 to 31/07/2023	01/08/2023 to 31/10/2023	Total fund
-------------------------	--------------------------	--------------------------	------------

	BDT	BDT	6651989.00 BDT
--	-----	-----	----------------

## 7. Statutory conditions:

- Development of program activities for implantation in the target areas considering the UNHCR 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 UNHCR 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.
- pCoordination meeting
  - Regular Progress Review-Jointly Director-COAST
  - Monthly Meeting (PIU, Field staff and Project Coordinator)
- Both COAST & UNHCR 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 in this agreement.
- At the beginning of each year UNHCR and COAST will agree on the activities and budget for the year.
- 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.
- All the bills and vouchers will be preserved in PIU for next five years
- An inventory register shall be maintained by COAST.

## Prepared by

1. Zahangir Alam, Project Coordinator
2. Md.Eakub, Finance and Admin Officer.

## Project Risk Analysis and Mitigation Plan 2023

No	IF	THEN	RESULTING IN	RISK TREATMENT	FOCAL PERSON
<i>Risk # 1:</i>	<i>Contradiction to Government Directives and Approaches</i>	<i>1) Lack of positive engagement of government officials with the project activities.</i>  <i>2) Gap in the joint planning approach.</i>	<i>Unsatisfactory communication and limitation in the process of communication.</i>	<i>1. Project staff will be updated on the policies of the government.</i>  <i>2. Circulate government decisions and approach on the issue.</i>  <i>3. Increase the engagement of government officials with the activities, inform about project implementation progress and meet frequently</i>  <i>4. Engaging government officials with planning and taking their recommendations.</i>  <i>5. Ensuring all external communication and messaging on refugee issues is prepared and reviewed in coordination with UNHCR.</i>  <i>6. Participate in UNHCR communication's meetings and training.</i>	<i>Project Coordinator</i>



<i>Risk # 2:</i>	<i>Natural Disaster-related risk</i>	<p>1) Unexpected natural disasters can occur and affect POCs and create obstacles for resource mobilization</p> <p>2) Due to climate change, natural disasters are increasing.</p>	<i>PoC will be affected during natural disaster and their needs will not be addressed as planned</i>	<p>1. All project staff will be oriented on DRR response.</p> <p>2. Preparedness for natural disasters will be developed to minimize the destruction and impact on project activities.</p> <p>3. Awareness rising measures will be taken before and during disasters.</p>	<i>Project Coordinator</i>
<i>Risk # 3:</i>	<i>Conflict between both communities</i>	<p>1) To meet daily needs, both the communities are in regular contact in local markets and shops.</p> <p>2) Both communities possess different cultures.</p> <p>3) Due to the delay of repatriation, the frustration of both communities is getting accelerated.</p> <p>4) Scope of the youths engaging in different illegal means; drug smuggling, human</p>	<i>Negative organizational reputational impact.</i>	<p>1. Local government will be more engaged with advocacy initiatives for ensuring peaceful coexistence.</p> <p>2. Awareness raising about peaceful coexistence and human rights through religious and community leaders.</p> <p>3. Engaging youths in social welfare activities and sports developing their skills.</p> <p>4. Mitigating issues instantly with the help of local government, government officials and community leaders.</p>	<i>Project Coordinator and PIU</i>

		<i>trafficking, and other crimes.</i>			
<i>Risk # 4:</i>	<i>Political instability</i>	<p>1. The environment of country might not be favorable to work smoothly for few months of this year due to national election process.</p> <p>2. Due to various vendettas, free movement is limited in different parts of the country.</p>	<i>Implementation may delay</i>	<p>1. Activity plan will revise priority basis according situation analysis.</p> <p>2. Outdoor events will get priority to implement very fast.</p> <p>3. Advocacy and liaison with administration other entities for movement</p>	<i>Project Coordinator and PIU</i>
<i>Risk # 5:</i>	<i>Fraud and Corruption by staff during cash carry to sub-office</i>	<p>1) Hand cash may demoralize the staff</p> <p>2) Unexpected accident may occur that destroys money.</p>	<i>May lead to misuse of funds, and project aims may hamper</i>	<p>1. Cheques instead of cash can be given.</p> <p>2. Increase staff awareness of corruption and fraud policies of the organization.</p> <p>3. Transferring money to the account of staff or given an advance with sufficient monitoring.</p>	<i>Finance &amp; Admin Officer</i>
<i>Risk # 6:</i>	<i>People we serve can be victims of PSEA and/or staff of sexual harassment/assault.</i>	<p>1) Sex and Gender-based discrimination, mental health issues, neurological and developmental disorders, systemic gaps,</p>	<i>lose interest to the project by staff member, workplace</i>	<p>1. During field work in the host and Rohingya communities, male workers will be accompanied by female colleagues to avoid the risk of SEA.</p> <p>2. The staff will be regularly made aware of</p>	<i>Project Coordinator</i>

		<i>inaccessible services and other social inequalities are the main reason for sexual exploitation.</i>	environment may hamper	<i>prevention measures through trainings and sessions. 3. The participants will be regularly made aware of COAST PSEA policies through trainings and sessions.</i>	
<i>Risk # 7</i>	<i>Staff turnover</i>	<p><i>1) Stress of activities due to fewer staff involvement proportionate to a heavy workload /number of activities.</i></p> <p><i>2) Due to short-term contracts, the tendency of job switching and searching for a permanent job is high.</i></p> <p><i>3) Decrease of salary due fund scarcity staff intend to switch the job</i></p>	<p>Loss of resources</p> <p>Loss of reputation</p>	<i>Motivate staff to perform better for the continuation of the project.</i>	<i>Management</i>

Risk # 8	The negative approach of media to peaceful coexistence activities	<p>1. Some media think that the improvement of peaceful coexistence is delaying the repatriation process.</p> <p>2. Spreading the message of peaceful coexistence in negative ways due to misunderstanding.</p> <p>3. Publishing negative news may discourage people from peaceful coexistence.</p> <p>4. Media focusing on criminal incidents questioned leads to question peacebuilding activities</p>	Donor's Reputation may hamper,	<p>1) Sensitizing media and journalists on human rights and a sense of humanity.</p> <p>2) Engaging journalists and media activists in the project activities.</p> <p>3) Invite journalists to meet with colleagues and refugees to break myths and build more positive narratives. .</p>	PIU
----------	---	--	--------------------------------	---	-----

## Project Risk Analysis and Mitigation Plan 2023

No	IF	THEN	RESULTING IN	RISK TREATMENT	FOCAL PERSON
<i>Risk # 1:</i>	<i>Contradiction to Government Directives and Approaches</i>	<p><i>1) Lack of positive engagement of government officials with the project activities.</i></p> <p><i>2) Gap in the joint planning approach.</i></p>	<i>Unsatisfactory communication and limitation in the process of communication.</i>	<p><i>1. Project staff will be updated on the policies of the government.</i></p> <p><i>2. Circulate government decisions and approach on the issue.</i></p> <p><i>3. Increase the engagement of government officials with the activities, inform about project implementation progress and meet frequently</i></p> <p><i>4. Engaging government officials with planning and taking their recommendations.</i></p> <p><i>5. Ensuring all external communication and messaging on refugee issues is prepared and reviewed in coordination with UNHCR.</i></p> <p><i>6. Participate in UNHCR communication's meetings and training.</i></p>	<i>Project Coordinator</i>

<i>Risk # 2:</i>	<i>Natural Disaster-related risk</i>	<p>1) <i>Unexpected natural disasters can occur and affect POCs and create obstacles for resource mobilization</i></p> <p>2) <i>Due to climate change, natural disasters are increasing.</i></p>	<i>PoC will be affected during natural disaster and their needs will not be addressed as planned</i>	<p>1. <i>All project staff will be oriented on DRR response.</i></p> <p>2. <i>Preparedness for natural disasters will be developed to minimize the destruction and impact on project activities.</i></p> <p>3. <i>Awareness rising measures will be taken before and during disasters.</i></p>	<i>Project Coordinator</i>
<i>Risk # 3:</i>	<i>Conflict between both communities</i>	<p>1) <i>To meet daily needs, both the communities are in regular contact in local markets and shops.</i></p> <p>2) <i>Both communities possess different cultures.</i></p> <p>3) <i>Due to the delay of repatriation, the frustration of both communities is getting accelerated.</i></p> <p>4) <i>Scope of the youths engaging in different illegal means; drug smuggling, human</i></p>	<i>Negative organizational reputational impact.</i>	<p>1. <i>Local government will be more engaged with advocacy initiatives for ensuring peaceful coexistence.</i></p> <p>2. <i>Awareness raising about peaceful coexistence and human rights through religious and community leaders.</i></p> <p>3. <i>Engaging youths in social welfare activities and sports developing their skills.</i></p> <p>4. <i>Mitigating issues instantly with the help of local government, government officials and community leaders.</i></p>	<i>Project Coordinator and PIU</i>

		<i>trafficking, and other crimes.</i>			
<i>Risk # 4:</i>	<i>Political instability</i>	<p>1. The environment of country might not be favorable to work smoothly for few months of this year due to national election process.</p> <p>2. Due to various vendettas, free movement is limited in different parts of the country.</p>	<i>Implementation may delay</i>	<p>1. Activity plan will revise priority basis according situation analysis.</p> <p>2. Outdoor events will get priority to implement very fast.</p> <p>3. Advocacy and liaison with administration other entities for movement</p>	<i>Project Coordinator and PIU</i>
<i>Risk # 5:</i>	<i>Fraud and Corruption by staff during cash carry to sub-office</i>	<p>1) Hand cash may demoralize the staff</p> <p>2) Unexpected accident may occur that destroys money.</p>	<i>May lead to misuse of funds, and project aims may hamper</i>	<p>1. Cheques instead of cash can be given.</p> <p>2. Increase staff awareness of corruption and fraud policies of the organization.</p> <p>3. Transferring money to the account of staff or given an advance with sufficient monitoring.</p>	<i>Finance &amp; Admin Officer</i>
<i>Risk # 6:</i>	<i>People we serve can be victims of PSEA and/or staff of sexual harassment/assault.</i>	<p>1) Sex and Gender-based discrimination, mental health issues, neurological and developmental disorders, systemic gaps,</p>	<i>lose interest to the project by staff member, workplace</i>	<p>1. During field work in the host and Rohingya communities, male workers will be accompanied by female colleagues to avoid the risk of SEA.</p> <p>2. The staff will be regularly made aware of</p>	<i>Project Coordinator</i>

		<i>inaccessible services and other social inequalities are the main reason for sexual exploitation.</i>	environment may hamper	<i>prevention measures through trainings and sessions. 3. The participants will be regularly made aware of COAST PSEA policies through trainings and sessions.</i>	
<i>Risk # 7</i>	<i>Staff turnover</i>	<p><i>1) Stress of activities due to fewer staff involvement proportionate to a heavy workload /number of activities.</i></p> <p><i>2) Due to short-term contracts, the tendency of job switching and searching for a permanent job is high.</i></p> <p><i>3) Decrease of salary due fund scarcity staff intend to switch the job</i></p>	<p>Loss of resources</p> <p>Loss of reputation</p>	<i>Motivate staff to perform better for the continuation of the project.</i>	<i>Management</i>



<i>Risk # 8</i>	<i>The negative approach of media to peaceful coexistence activities</i>	<p><i>1. Some media think that the improvement of peaceful coexistence is delaying the repatriation process.</i></p> <p><i>2. Spreading the message of peaceful coexistence in negative ways due to misunderstanding.</i></p> <p><i>3. Publishing negative news may discourage people from peaceful coexistence.</i></p> <p><i>4. Media focusing on criminal incidents questioned leads to question peacebuilding activities</i></p>	<i>Donor's Reputation may hamper,</i>	<p><i>1) Sensitizing media and journalists on human rights and a sense of humanity.</i></p> <p><i>2) Engaging journalists and media activists in the project activities.</i></p> <p><i>3) Invite journalists to meet with colleagues and refugees to break myths and build more positive narratives. .</i></p>	<i>PIU</i>
-----------------	--	--	---------------------------------------	--	------------