

COAST Foundation
Strengthening Child Protection in Bhasan Char: Preventing and Responding to Abuse, Violence, Exploitation and neglect
Bhasan Char, Hatiya, Noakhali.

Plan of Operation: Year 1 (2023-2024)



Prepared by:

**COAST, Strengthening Child Protection in
Bhasan Char Team**

Email: pintubiswas@coastbd.net

Mobile: 01713-328836

1.	<i>Introduction and Project brief:</i>	3
2.	<i>Short description of the project (Donor/ partner name, duration, budget, working areas)</i> .	5
3.	<i>Achievement of last year:</i>	10
A.	<i>Key achievements against planned results:</i>	10
B.	<i>Challenge:</i>	10
C.	<i>Lesson Learned:</i>	<u>11</u>
4.	<i>Program documents and Log Frame</i>	<u>11</u>
5.	<i>Staff wise budget :</i>	17
6.	<i>Statuary requirements and Compliance</i>	25
8.	<i>Program Management structure</i>	27
9.	<i>Staff TOR</i>	28
9.1	<i>Project Manager</i>	28
9.2	<i>IM & Documentation Officer :</i>	29
9.3	<i>Finance & Admin Officer</i>	30
9.4	<i>Logistic and HR Officer:</i>	31
9.5	<i>Program Officer, Case management & PSS</i>	32
9.6	<i>Program Officer-LSB, Training and materials development</i>	33
9.7	<i>MPC Supervisor</i>	34
9.8	<i>PSS Worker</i>	35
9.9	<i>Social Worker Case management</i>	36
9.10	<i>Community Outreach Mobilizer</i>	37
9.11	<i>LSB Facilitator</i>	38
9.12	<i>Case Volunteer</i>	39
9.13	<i>PSS Volunteer</i>	40
9.14	<i>ECD Volunteer</i>	41
9.15	<i>MPC Guard cam cleaning volunteer</i>	42
10.	<i>Training Calendar:</i>	43
11.	<i>Meeting Calendar:</i>	44
12.	<i>Staff list:</i>	45

1. Introduction and Project brief:

According to the Government of Bangladesh (GoB) and UNHCR joint population fact sheet report as of February 28, 2023, there are 957,971 Rohingya refugees living in Bangladesh out of them 29,458 Rohingya refugees live in Bhasan Char in Noakhali District of whom 56% population below 18 years old. Government has planned to relocate around 100,000 Rohingya in Bhasan Char in coming years.

According to the conducted by WPF, 92% of Rohingya households in Bhasan Char is highly vulnerable and entirely dependent on humanitarian assistance. Children in Bhasan Char are also facing various protection risks and challenges that increased their vulnerabilities. Their vulnerabilities, needs, strengths, and capacities that depends on factors such as age, gender, disability, and other diversity factors. Physical and emotional abuse is prevalent for Rohingya children in remote Island settings. Neglect is more likely for children and adolescents (age 1 to18), while adolescent girls are at risk of sexual violence and child marriage, and boys are exposed to hazardous child labor. Women are at risk of gender-based violence including intimate partner violence in Bhasan Char.

Adolescent girls are at risk of trafficking and abuse, early marriage and pregnancy. UNHCR reported that most child protection cases reported include children experiencing neglect, psychological distress, and physical and sexual violence, which in some cases are linked to trafficking, child marriage and child labor. Child protection program's presence is not adequate in Bhasan Char. A limited number of NGOs have well-resourced and far-reaching child protection programme. Due to a lack of understanding of child protection programming among humanitarian actors on the ground that resulting systematic gaps in existing child protection services. Children, adolescents, caregivers, and the wider community in Bhasan Char need immediate, lifesaving support to prevent and respond to child protection concerns.

In line with the Joint Response Plan 2023, UNICEF seeks to provide a package of child protection services to children and their families. As per the rationalization process, UNICEF and its partners will cover clusters 61-110. COAST Foundation has been selected as a partner through the expression of interest under partnership opportunities. The programme will be implemented in Clusters 80-96 through establishing the facilities of child and adolescent multipurpose centers and community-led interventions. The MPCs will be service points for structured Psychosocial support (PSS), Positive Parenting guidance, and Life Skills-based learning for adolescents. The emphasis of the MPCs will be on their role as hubs for outreach work for the benefit of the most vulnerable children in Bhasan Char.

The programme demands a strong linkage with community engagement through establishing Community Based Child Protection mechanism (CBCPM) that includes community-based child protection committees (CBCPC), parents/caregivers' committees (PCC), adolescent clubs (AC) and men and boys' groups. Strengthening the connection between CBCPCs and the caseworkers will be prioritized for a more robust continuum of care. Community engagement will be further supplemented with broad-based awareness-raising efforts led where possible by adolescent 'social change agents. The programme will contribute to strengthening information management in Bhasan Char through the roll out of the Child Protection Information Management System (CPIMS+) v.2. The programme will ensure that children and adolescents have access to quality services are complemented by ongoing work with families and communities on the prevention of abuse, exploitation, violence, and neglect.

In collaboration with the Government of Bangladesh and partners, COAST will focus on three priority areas child-friendly justice system, social service system and violence against children these are national priorities areas of UNICEF. COAST Foundation will work closely with Bhasan Char ARRC, CiC and ACiC and other legal service providers to ensure children and women have access to receive legal services against any violence reported. Considering above, COAST Foundation will work in Bhasan Char to address the child protection concerns which are also related to national priorities. Case management, harmful social norms and negative coping mechanism are profound in this humanitarian context and will be addressed through strengthening

community-based child protection mechanisms and creating enabling environment ensuring participation of vulnerable communities including children, adolescents, parents, community people through the project.

COAST Foundation aims to implement a comprehensive and integrated programme to ensure structured/non-structured PSS, case management services, Life skills, community engagement, GBV prevention and risk mitigation in Bhasan Char. The programme will be focused on facility-based services (MPC) and a community-led approach (ADC) to reach the most vulnerable population and provide need-based support and referral services. Adolescent Club (ADC) is a center based and led by community. The space of ADC will be provided by community without any cost for the use of adolescent and session regularly. A total 4 Multi-Purpose Centers (MPC) and 8 Adolescent Clubs (ADC) will be managed to ensure the child protection services.

A comprehensive and effective case management service will be provided to prevent family separation and respond to the need of unaccompanied and other most vulnerable children (OVC). Each MPC will have specific room for case management with skilled case workers, and other trained professionals including the service provision and outreach interventions through community-based mechanisms. Caseworkers will link and facilitate referral mechanism for children and women to specialized services as required. COAST will manage most vulnerable and critical cases by the social workers and case volunteers. CBCPC, Support Education Group and Parents/Caregiver Committee will be capacitated to refer the case for support. COAST will provide services according to CPMIS+ guideline. In the proposed PD, total 200 child protection cases and 50 GBV cases will be received services. In case of necessity, an alternative care allowance and case management meeting will be organized.

COAST will provide structured and non-structured based sessions to children and adolescents with a designed module of total 24 sessions. The sessions will be organized for 5-18 years children. Structure and non-structured PSS sessions will be taken in MPC and adolescent clubs. The center provides additional space for children and adolescents for doing indoor and outdoor recreational and sports activities Under PSS service, 4 ECD (Early childhood development) center for the children of 3-5 years age group. Children will be provided child-development activities through ECD Corner with plenty of recreational activities so that their psychological development and well-being. Distress and anxiety raised from the isolation and relocation will be cured to some extra end and build coping mechanism among children. 1552 children (776 girls and 2% Children with Disabilities) will be received structured, non-structured and community-based PSS support.

COAST will provide life skill-based session for adolescents (10-18 years) using CPSS approved curriculum for Rohingya adolescent. Adolescent Clubs will be functional to ensure continuous participation and sharing of information through life skills-based activities and community engagement initiatives. Total: 1312 (656 girls, 2% Children with Disabilities) adolescent will be reached through LBS sessions facilitated by LSB facilitators in MPCs and peer leaders/ community mobilizers at adolescent clubs.

There will be 4 CBCPC groups comprising members from community leaders, Majis, teachers, parents, religious leaders and adolescents to strengthen community-based child protection programming including community sensitization, addressing root causes of child protection and GBV concerns, referring services for identified most vulnerable children and women, build resilience and promote social cohesion. The members of CBCPC committee will act as community safeguards to create a protective environment through awareness raising and support children, their parents, and community people. They will meet on a monthly basis and awareness on Child Protection, GBV, girls' education, adolescent participation in education and other social norms issues will be discussed to change traditional practices and area of improvement for practicing positive social norms. Also, parents and caregiver committee are an integrated part of community-based child protection mechanism to keep awareness against negative social and practices including community engagement focusing on child protection and peace-building, interaction with parents and stakeholders.

COAST Foundation values the importance of staff capacity building in ensuring the success of its programs. The organization believes in gradually imparting knowledge to its staff to make the program more effective and efficient. During the induction period, new staff will be introduced to several existing policies and compliance including the HACT procedures, PSEA policy, CRM policy, child safeguarding policy, and Code of

Conduct. This orientation and training will support to enhance capacity of staff to understand the organization's mandate and donor compliance and act accordingly.

2. Short description of the project (Donor/ partner name, duration, budget, working areas)

Name of the project: Strengthening Child Protection in Bhasan Char: Preventing and responding to abuse, violence, exploitation and neglect.

Working Area: Bhasan Char camp, Hatiya, Noakhali

Target Population:

Workplan Result					
Result statement	Performance indicator/s Disaggregation	Location	Baseline	Target	Means of Verification
Corresponding output from Country programme/ Humanitarian Response Plan	- Corresponding RAM indicator - Xxx				
OUTPUT 4.2: STRENGTHENING SOCIAL SERVICE	Number of children benefited with pilots/programs for alternative care (i.e., family reunification and foster care), disaggregated by gender Percentage of unaccompanied and separated children (UASC) and refugee children at risk accessing best interests procedures				
Programme Output 1: Most vulnerable and at-risk children have access to quality case management and referral services through linkage with the social workforces	Number of case workers (4), Volunteers (4) trained on CP and GBV case management	Hatiya	0	8	Training report, Attendance sheet
	Number of women (25), girls (15), men (4), and boys (6) (including 2% children, persons with disabilities and male survivors of SGBV), who have received individual lifesaving GBV case management	Hatiya	0	50	GBVIMS report and BGV referral report
	% of children (50% girls) received quality child protection referral services from other actors / service providers	Hatiya	0	30	CPIMS+ report, referral register and beneficiaries feedback

	Number of children (120 girls and 80 boys including 2% child with disabilities) who have received individual case management	Hatiya	0	200	Partner report, CPIMS+ report
	Number of children received emergency and lifesaving services including foods, PFA, reunified, supply etc. support at the time of disaster	Hatiya	0	50 (female 50%, 1.4% person with disabilities)	ONA report, and sitrep
OUTPUT 4.3: HARMFUL PRACTICES PREVENTION AND RESPONSE	Number of children, adolescents, parents and caregivers provided with community-based child protection services Number of people who participate in social and behavior change communication interventions promoting elimination of VAC through UNICEF programmes Number of targeted parents and primary caregivers reached by parenting program received positive parenting education to prevent violence				
Programme Output 2: Children including adolescents and their parents/caregivers have received mental well-being support through structured and non-structured psychosocial support and referral services in humanitarian settings	Number of Multipurpose Centers (MPCs) are functional and delivering integrated child protection, GBV, WASH, and education services	Hatiya	0	4	ONA report, Partner report, GPS
	Number of Adolescent Clubs (AdCs) that are functional and delivering outreach child protection, WASH, education and GBV services	Hatiya	0	8	ONA report, Partner report, GPS
	of girls (776) and boys (776) including 2% PWDs with age, gender, and diversity considerations benefited from	Hatiya	0	1552	Pre- and post-assessment, ONA report

	structured psychosocial support services.				
	Number of girls (59) and boys (53) including 2% CWD benefited from un-structured psychosocial support services	Hatiya	0	112	Attendance registers and session regulation
	Number of parents (50% female with 2% PWD) disaggregated by age, gender, and disability status) demonstrated positive parenting skills	Hatiya	0	1752	KAP survey or assessment
	Percentage of children (3-4years, 60 boys and 60 girls including 2% PWD) who have participated in early childhood development initiatives	Hatiya	0	120	ONA report and enrollment register
	Percentage of children and adolescent boys (50%) and girls (50%) with 2% child with disabilities who report improved positive coping mechanisms in stressful situations in their everyday life	Hatiya	0	70	Pre- and post-assessment
Programme output3: Adolescents (10-14, 15-18) obtained knowledge and age-appropriate life skills to increase their personal resilience, decision making prospect and ability to adopt positive coping mechanisms to deal effectively the stress and challenges in their daily life	Number of Adolescent and youth (boys-13 and girls-12) as social change agent engaged to led Community engagement initiatives on CP and GBV	Hatiya	0	25	Pre- and post-assessment, Field visit report, Partner report, assessment report
	Number of targeted adolescent girls (656) and boys (656) including 2% CWD aged 10-18 received awareness raising and risk mitigation messages on GBV issues and any other issues that prevents	Hatiya	0	1312	ONA report, Field visit report, Partner report and training report
	Number of volunteers and staff who demonstrate understanding of child safeguarding,	Hatiya	0	47	Training register, report, pre and post

	PSEA and reporting channels				assessment training
	Percentage of adolescent girls and boys including 2% CWD are able to protect themselves from different forms of violence and harmful practices and GBV	Hatiya	0	75	Pre- and post-assessment
	Number of Adolescents (10-18 years, boys-656 and girls-656 including 2% child with disabilities) have received training on Life skills	Hatiya	0	832	Pre- and post-assessment and evaluation ONA report
Programme Output 4: Strengthen and sustain community-based child protection mechanisms in prevention and response to child protection and GBV concerns for children and women	Number of community-based child protection committee (CBCPC) members including teachers, parents are trained on child protection and GBV prevention, response, referral cases and reporting	Hatiya	0	80	ONA report, CBCPC profile, Partner report
	Number of Child Protection, GBV and school dropout cases referred by CBCPC members, teachers and Education Support Groups (ESG)	Hatiya	0	50	PDM report, beneficiaries feedback report and meeting register
	Number of children and community people provided feedback on quality and timely services (CP and GBV services) and others service providers	Hatiya	0	70	ONA report, session report, Partner report and dialogues report
	Number of people reached (50% male and 50% female with 2% PWD) with child protection and GBV risk mitigation, awareness messages and GBV prevention messages	Hatiya	0	2130	ONA report, Field visit report, Partner report and training report
	of project participants (Children, Adolescents, Youth and parents/ caregivers) reached with the PSEA	Hatiya	0	3221	Session register and training register

	and Child safeguarding session				
Output 6: Enhance capacity to community people, volunteers on DRR and contingency plan to response disaster timely	Number of community people and volunteers capacitated to prevent, mitigate and respond to disasters (natural and manmade)	Hatiya	0	150	ONA report, training register and report
	Number of centers equipped with contingency and DRR plan	Hatiya	0	4	Contingency plan
	Number of children (boys-40 and girls-60 including 2% CWD) received emergency and lifesaving services including foods, PFA, reunified, supply etc. support at the time of disaster	Hatiya	0	100	ONA report, and sitrep

Project Duration: 13 June, 2023 to 12 June, 2024

Project Budget: 24, 665,666.00/-

Partners Contact: (a) Mujibul Haque Munir (JD-Project& Development Communication) (b) Md. Shahinur Islam (AD-HR)

Focal Person

Email: munir@coastbd.net

Cell: +88 0171-328810

Project Manager

Email: pintubiswas@coastbd.net

Cell: +88 01713-328836

3. Achievement of last year:

A. Key achievements against planned results:

- Regularly the volunteers of COAST Foundation are cleaning the 12-drain cluster no. 86 at Bhashan Char and dumping at the fixed point by using waste carrying van.
- The 65 damaged tube wells are assessed and repaired 65 tube wells at cluster no.86 and it is regularly ongoing at those clusters.
- The 209 damaged Solar panels are assessed and repaired 209 Solar panels at cluster no. 86.
- Completed 200 awareness session on WASH and community have changed their practice level like hand washing, using sandal at toilet, cleaning their own toilet and maintain home garbage at nearby dustbin.
- Completed 200 session on Protection and community have become aware about child protection issues. They are preventing child marriage by own initiative, are not engaging children with risky activity, caring them very positively.
- Completed training on Basket making training follow up to 100 Rohingya women at Bhashan Char and they have become skilled. They are now making basket at their home.
- Completed training on Net making training follow up 100 Rohingya women at Bhashan Char and they have become skilled. They are now making net at their home and learning others at family.
- Provided training on poultry for 20 FDMNs at Bhasan Char.
- After providing training provided 100 Duckling and 100 baby chicken to them.
- Community homestead gardening and distributing them seeds, fertilizers, water pot etc for making garden.

- 128 pieces LPG gas saving cooking baskets are made and distributed to 128 FDMNs at Bhasan Char cluster no. 86.
- Completed 1 camp cleaning activity at Bhasan Char camp.
- Completed 1 learning sharing meeting at Bhasan Char Camp.
- Provided 900 quilts, 900 jerry cans, 9600 pieces aqua tabs and 1500 mosquito nets for distribution and also taking receiving as per rule of Bhasan Char.
- Attending all NGO coordination meeting at CIC, Office, Bhasan Char.

B. Challenge:

- Bringing Non-Food Items at Bhasan Char.
- Distributing Non-Food Items at Bhasan Char.
- Suitable office for the Project.
- Enough space for livelihood and WASH activities at Bhasan Char.
- Banking facility at Bhasan Char.

C. Lesson Learned:

- A. Solar light repairing intervention is more appreciated and helpful for the community people. Good to continue this activity and increase the cover in wider camps.
- B. Complaint and feedback mechanism needs to be strengthened by informing the CIC and protection sector coordination.
- C. FGD and KII plays important role at the beginning of the project, it becomes helpful to identify the program participants.
- D. For the newly relocate families' quilts, mosquito nets, aqua tab and Jerry cans are very much needed as immediate support requirement.

4. Program documents and Log Frame:

Section 1. Programme & CSO overview		
1.1 Programme submission reference	UNICEF Office	UNICEF Bangladesh Country Office
	Programme Title	Strengthening child protection in Bhasan Char: Preventing and responding to abuse, violence, exploitation and neglect
	PD submission date	8 June 2023
1.2 Organization information	Organization Name	COAST Foundation
	Acronym	COAST Foundation
	Name of CSO Authorized Officer	Rezaul Karim Chowdhury
	Title of Authorized Officer	Executive Director
	Email of Authorized Officer	reza.coast@gmail.com
	Phone of Authorized Officer	+8801711-529792
	Name of Progr. Focal Point	Mujibul Haque Munir
	Title	Joint Director- Project Development & Communication
	Email	munir@coastbd.net
	Telephone	+8801713-367438
1.3 Programme information	Planned duration ¹	1 Year from signing date by both parties End, date: June 12, 2024
	Geographical coverage	Rohingya refugee camp: Bhasan Char, Noakhali

Section 2. Programme description	
2.1 Rationale/ justification (3 to 5 paragraphs; max 400 words)	<p>According to the Government of Bangladesh (GoB) and UNHCR joint population fact sheet report as of February 28, 2023, there are 957,971 Rohingya refugees living in Bangladesh out of them 29,458 Rohingya refugees live in Bhasan Char in Noakhali District of whom 56% population below 18 years old. Government has planned to relocate around 100,000 Rohingya in Bhasan Char in coming years.</p> <p>According to the conducted by WPF, 92% of Rohingya households in Bhasan Char is highly vulnerable and entirely dependent on humanitarian assistance. Children in Bhasan Char are also facing various protection risks and challenges that increased their vulnerabilities. Their vulnerabilities, needs, strengths, and capacities that depends on factors such as age, gender, disability, and other diversity factors. Physical and emotional abuse is prevalent for Rohingya children in remote Island settings. Neglect is more likely for children and adolescents (age 1 to18), while adolescent girls are at risk of sexual violence and child marriage, and boys are exposed to hazardous child labor. Women are at risk of gender-based violence including intimate partner violence in Bhasan Char.</p>

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

	<p>Adolescent girls are at risk of trafficking and abuse, early marriage and pregnancy. UNHCR reported that most child protection cases reported include children experiencing neglect, psychological distress, and physical and sexual violence, which in some cases are linked to trafficking, child marriage and child labour.</p> <p>Child protection programme's presence is not adequate in Bhasan Char. A limited number of NGOs have well-resourced and far-reaching child protection programme. Due to a lack of understanding of child protection programming among humanitarian actors on the ground that resulting systematic gaps in existing child protection services. Children, adolescents, caregivers, and the wider community in Bhasan Char need immediate, lifesaving support to prevent and respond to child protection concerns.</p> <p>In line with the Joint Response Plan 2023, UNICEF seeks to provide a package of child protection services to children and their families. As per the rationalization process, UNICEF and its partners will cover clusters 61-110. COAST Foundation has been selected as a partner through the expression of interest under partnership opportunities. The programme will be implemented in Clusters 80-96 through establishing the facilities of child and adolescent multipurpose centers and community-led interventions. The MPCs will be service points for structured Psychosocial support (PSS), Positive Parenting guidance, and Life Skills-based learning for adolescents. The emphasis of the MPCs will be on their role as hubs for outreach work for the benefit of the most vulnerable children in Bhasan Char.</p>
<p>2.2 Programme document Expected results</p>	<p>“What” this programme will achieve</p> <p>The table below defines the programme results framework (results and their link to outputs defined in the country programme and/or humanitarian response plan; specific indicators, baselines, targets and MOV for each programme document output).</p>

Workplan Result					
Result statement	Performance indicator/s <i>Disaggregation</i>	Location	Baseline	Target	Means of Verification
Corresponding output from Country programme/ Humanitarian Response Plan	- Corresponding RAM indicator - Xxx				
OUTPUT 4.2: STRENGTHENING SOCIAL SERVICE	Number of children benefited with pilots/programs for alternative care (i.e., family reunification and foster care), disaggregated by gender Percentage of unaccompanied and separated children (UASC) and refugee children at risk accessing best interests procedures				
Programme Output 1: Most vulnerable and at-risk children have access to quality case management and referral services though linkage with the social workforces	Number of case workers (4), Volunteers (4) trained on CP and GBV case management	Hatiya	0	8	Training report, Attendance sheet
	Number of women (25), girls (15), men (4), and boys (6) (including 2% children, persons with disabilities and male survivors of SGBV), who have received individual lifesaving GBV case management	Hatiya	0	50	GBVIMS report and BGV referral report
	% of children (50% girls) received quality child protection referral services from other actors / service providers	Hatiya	0	30	CPIMS+ report, referral register and beneficiaries feedback
	Number of children (120 girls and 80 boys including 2% child with disabilities) who have received individual case management	Hatiya	0	200	Partner report, CPIMS+ report
	Number of children received emergency and lifesaving services including foods, PFA, reunified, supply etc. support at the time of disaster	Hatiya	0	50 (female 50%, 1.4% person with disabilities)	ONA report, and sitrep

<p>OUTPUT 4.3: HARMFUL PRACTICES PREVENTION AND RESPONSE</p>	<p>Number of children, adolescents, parents and caregivers provided with community-based child protection services Number of people who participate in social and behaviour change communication interventions promoting elimination of VAC through UNICEF programmes Number of targeted parents and primary caregivers reached by parenting program received positive parenting education to prevent violence</p>				
<p>Programme Output 2: Children including adolescents and their parents/caregivers have received mental well-being support through structured and non-structured psychosocial support and referral services in humanitarian settings</p>	<p>Number of Multipurpose Centers (MPCs) are functional and delivering integrated child protection, GBV, WASH, and education services</p>	<p>Hatiya</p>	<p>0</p>	<p>4</p>	<p>ONA report, Partner report, GPS</p>
	<p>Number of Adolescent Clubs (AdCs) that are functional and delivering outreach child protection, WASH, education and GBV services</p>	<p>Hatiya</p>	<p>0</p>	<p>8</p>	<p>ONA report, Partner report, GPS</p>
	<p>of girls (776) and boys (776) including 2% PWDs with age, gender, and diversity considerations benefited from structured psychosocial support services.</p>	<p>Hatiya</p>	<p>0</p>	<p>1552</p>	<p>Pre- and post-assessment, ONA report</p>
	<p>Number of girls (59) and boys (53) including 2% CWD benefited from un-structured psychosocial support services</p>	<p>Hatiya</p>	<p>0</p>	<p>112</p>	<p>Attendance register and session regulation</p>
	<p>Number of parents (50% female with 2% PWD) disaggregated by age, gender, and disability status)</p>	<p>Hatiya</p>	<p>0</p>	<p>1752</p>	<p>KAP survey or assessment</p>

	demonstrated positive parenting skills				
	Percentage of children (3-4years, 60 boys and 60 girls including 2% PWD) who have participated in early childhood development initiatives	Hatiya	0	120	ONA report and enrollment register
	Percentage of children and adolescent boys (50%) and girls (50%) with 2% child with disabilities who report improved positive coping mechanisms in stressful situations in their everyday life	Hatiya	0	70	Pre- and post-assessment
Programme output3: Adolescents (10-14, 15-18) obtained knowledge and age-appropriate life skills to increase their personal resilience, decision making prospect and ability to adopt positive coping mechanisms to deal effectively the stress and challenges in their daily life	Number of Adolescent and youth (boys-13 and girls-12) as social change agent engaged to led Community engagement initiatives on CP and GBV	Hatiya	0	25	Pre- and post-assessment, Field visit report, Partner report, assessment report
	Number of targeted adolescent girls (656) and boys (656) including 2% CWD aged 10-18 received awareness raising and risk mitigation messages on GBV issues and any other issues that prevents	Hatiya	0	1312	ONA report, Field visit report, Partner report and training report
	Number of volunteers and staff who demonstrate understanding of child safeguarding, PSEA and reporting channels	Hatiya	0	47	Training register, report, pre and post assessment training
	Percentage of adolescent girls and boys including 2% CWD are able to protect themselves from different forms of violence and harmful practices and GBV	Hatiya	0	75	Pre- and post-assessment
	Number of Adolescents (10-18 years, boys-656 and girls-656 including 2% child with disabilities)	Hatiya	0	832	Pre- and post-assessment and evaluation

	have received training on Life skills				ONA report
Programme Output 4: Strengthen and sustain community-based child protection mechanisms in prevention and response to child protection and GBV concerns for children and women	Number of community-based child protection committee (CBCPC) members including teachers, parents are trained on child protection and GBV prevention, response, referral cases and reporting	Hatiya	0	80	ONA report, CBCPC profile, Partner report
	Number of Child Protection, GBV and school dropout cases referred by CBCPC members, teachers and Education Support Groups (ESG)	Hatiya	0	50	PDM report, beneficiaries feedback report and meeting register
	Number of children and community people provided feedback on quality and timely services (CP and GBV services) and others service providers	Hatiya	0	70	ONA report, session report, Partner report and dialogues report
	Number of people reached (50% male and 50% female with 2% PWD) with child protection and GBV risk mitigation, awareness messages and GBV prevention messages	Hatiya	0	2130	ONA report, Field visit report, Partner report and training report
	of project participants (Children, Adolescents, Youth and parents/ caregivers) reached with the PSEA and Child safeguarding session	Hatiya	0	3221	Session register and training register
Output 6: Enhance capacity to community people, volunteers on DRR and contingency plan to response disaster timely	Number of community people and volunteers capacitated to prevent, mitigate and respond to disasters (natural and manmade)	Hatiya	0	150	ONA report, training register and report
	Number of centers equipped with contingency and DRR plan	Hatiya	0	4	Contingency plan

	Number of children (boys-40 and girls-60 including 2% CWD) received emergency and lifesaving services including foods, PFA, reunified, supply etc. support at the time of disaster	Hatiya	0	100	ONA report, and sitrep
--	--	--------	---	-----	------------------------

6. Staff wise Budget:

6.1 PM:

				No of unit achievement												Per month budget 2020-2021															
Sl No.	Activities	Approved Budget in BDT	Unit cost in BDT	June'23	Jul'23	Aug'23	Sep'23	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	June'23	Jul'23	Aug'23	Sep'23	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	Remarks	
																	-	-	-	-	-	-	-	-	-	-	-	-	-		
1	Investments																-	-	-	-	-	-	-	-	-	-	-	-	-		
3.1.1.1	Snack and meals	147,000	2,800			53											-	-	147,000	-	-	-	-	-	-	-	-	-	-	147,000	
3.1.1.2	Materials & Banner	2,000	2,000			1											-	-	2,000	-	-	-	-	-	-	-	-	-	-	2,000	
3.1.2.1	Snack and meals	4,900	700		7					-							-	4,900	-	-	-	-	-	-	-	-	-	-	-	4,900	
3.1.2.2	Materials & Banner	1,000	1,000		1												-	1,000	-	-	-	-	-	-	-	-	-	-	-	1,000	
3.2.2	Mobile and internet data package for LSBE	14,400	1,200					12									-	-	-	-	14,400	-	-	-	-	-	-	-	-	14,400	
3.3.1	Training on Child Protection, PSEA and Social Issues for Social Change Agent	24,800	3,100							8							-	-	-	-	-	-	24,800	-	-	-	-	-	-	24,800	
3.3.2	Training on creative learning and storytelling training	24,800	3,100							8							-	-	-	-	-	-	24,800	-	-	-	-	-	-	24,800	
3.3.3	Photocopy and printing	24,000	6,000		-								4				-	-	-	-	-	-	-	-	-	24,000	-	-	-	24,000	

3.3.4	Day Observation, Banner, playcard, etc.	40,000	10,000					4								-	-	-	-	-	40,000	-	-	-	-	-	-	40,000	
3.4.1	Adolescent Club maintenance and materials	176,000	2,000			88										-	-	176,000	-	-	-	-	-	-	-	-	-	176,000	
3.4.3	Mobile and internet data package for COM	14,400	1,200					12								-	-	-	-	14,400	-	-	-	-	-	-	-	14,400	
3.4.4	Trunk for Adolescents Club	12,000	1,500					8								-	-	-	12,000	-	-	-	-	-	-	-	-	12,000	
3.4.5	Basic Capacity building Training on Leadership & Facilitation Skill development for Peer Leaders and adolescent training in Adolescent Club	23,200	5,800										4			-	-	-	-	-	-	-	23,200	-	-	-	-	23,200	
3.4.6	Refreshers training Leadership & Facilitation Skill development training for Peer Leaders training in Adolescent Club	13,200	3,300			4										-	13,200	-	-	-	-	-	-	-	-	-	-	13,200	
4.2.1	Monthly ECD Community education support group (ECD-CESG) coordination meeting	9240	210			44.00										-	-	9,240.00	-	-	-	-	-	-	-	-	-	9,240.00	
4.2.2	Quarterly mother assembly for community sensitization, learners attendance and wellbeing	9600	600					16.00								-	-	-	-	9,600.00	-	-	-	-	-	-	-	9,600.00	
Total Direct Project Budget		816140	59,730	-	12.00	189.50	120.00	100.00	24.00	16.00	4.00	-	4.00	-	-	-	19,100	336,240	117,600	90,400	156,000	49,600	23,200	-	24,000	-	-	816,140	-

6.2 A&AO:

				No of unit achievement												Per month budget 2023-2024														
Sl No.	Activities	Approved Budget in BDT	Unit cost in BDT	June'23	Jul'23	Aug'23	Sep'23	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	Jul'23	Aug'23	Sep'23	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	Cumulative expenditure	Remarks
																	-	-	-	-	-	-	-	-	-	-	-	-	-	
1	Investments																-	-	-	-	-	-	-	-	-	-	-	-	-	
4.3.1	Training on peace building and Conflict Management	104,000	13,000					8									-	-	-	-	104,000	-	-	-	-	-	-	-	104,000	

4.3.2	Campaign on child marriage, child labor and other conflict resolution by the SCAs to provide messages in Community	64,800	1,800				36											-	-	64,800	-	-	-	-	-	-	-	-	-	-	64,800
4.4.1.1	Snack and meals	13,600	1,050															-	-	-	-	-	13,650	-	-	-	-	-	-	-	13,650
4.4.1.2	Materials	2,000	2,000															-	-	-	-	-	2,000	-	-	-	-	-	-	-	2,000
4.4.2.1	Snack and meals	4,550	350															-	-	-	-	4,550	-	-	-	-	-	-	-	-	4,550
4.4.2.2	Materials	1,000	1,000															-	-	-	-	1,000	-	-	-	-	-	-	-	-	1,000
4.5.1.1	Stakeholder engaging, challenges and learning sharing meeting	23,000	4,000															-	-	-	23,000	-	-	-	-	-	-	-	-	-	23,000
4.5.2.1	Dialogue with Community People, adolescent, sect or focal for social cohesion and peace building	72,000	12,000															-	-	-	-	72,000	-	-	-	-	-	-	-	-	72,000
4.5.3.1	Awareness session with adult groups	61,650	450			137												-	61,650	-	-	-	-	-	-	-	-	-	-	-	61,650
4.5.4.1	Dialogues in BC	90,000	3,000			-												-	-	-	-	90,000	-	-	-	-	-	-	-	-	90,000
4.5.4.2	Banner	500	500			-												-	-	-	-	500	-	-	-	-	-	-	-	-	500
5.1.1	Contingency Fund to Respond any disaster for facilities repair, maintenance	120,000	30,000			-												-	-	-	-	-	-	120,000	-	-	-	-	-	-	120,000
5.1.2	Emergency and lifesaving services including foods, emergency supply etc. at the time of disaster	80,000	20,000			-												-	-	-	-	-	-	80,000	-	-	-	-	-	-	80,000
5.2.1	Training on DRR for staff, volunteer and SCA	104,000	13,000			-												-	-	104,000	-	-	-	-	-	-	-	-	-	-	104,000
6.2.7	Portable Multimedia (4nosXtk.27500, total, 110,000)	110,000	27,500			4.00												-	110,000.00	-	-	-	-	-	-	-	-	-	-	-	110,000.00
6.3.1	Internet allowance (Tk.1350x 12m)	16200	1,350	1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00	16,200.00
6.3.2	Office Stationeries	60000	5,000	1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
6.3.3	Office Maintenance, Generator Fuel and general expenses	36,000	3,000	1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000

6.3.4	Recruitment and advertisement cost	15000	7,500						1.00						1.00				-	-	-							7,500	-	-	-	-	-	7,500	-	-	15,000		
6.3.5	Visibility items (Vest, bag, umbrella etc.)	100000	2,000			50.00													-	-	100,000																	100,000	
6.3.6	Office Refreshment cost	24000	2,000	1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	
6.3.7	Printer	27500	27,500		1.00														-	27,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27,500		
6.3.8	Scanner	13000	13,000		1.00														-	13,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000		
	Total Direct Project Budget	2440450	385,500	5	188.00	124.00	11.75	64.00	19.00	13.00	5.00	5.00	6.00	5.00	5.00	5.00	5.00	16,350	1,439,800	311,400	46,850	288,400	32,000	216,350	16,350	16,350	23,850	16,350	16,350						2,440,400	-			

6.3 Logistic & HR Officer:

				No of unit achievement												Per month budget 2023-2024																		
Sl No.	Activities	Approved Budget in BDT	Unit cost in BDT	June' 23	Jul'23	Aug' 23	Sep' 23	Oct' 23	Nov' 23	Dec' 23	Jan' 24	Feb' 24	Mar' 24	Apr' 24	May' 24	Jun' 24	Jul'23	Aug' 23	Sep' 23	Oct' 23	Nov' 23	Dec' 23	Jan' 24	Feb' 24	Mar' 24	Apr' 24	May' 24	Jun' 24	Cumulative expenditure	Remarks				
																	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
1	Investments																-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4.3.1	Training on peace building and Conflict Management	104,000	13,000					8									-	-	-	-	104,000	-	-	-	-	-	-	-	-	-	-	-	104,000	
4.3.2	Campaign on child marriage, child labor and other conflict resolution by the SCAs to provide messages in Community	64,800	1,800			36											-	-	64,800	-	-	-	-	-	-	-	-	-	-	-	-	-	64,800	
4.4.1.1	Snack and meals	13,600	1,050						13								-	-	-	-	-	13,650	-	-	-	-	-	-	-	-	-	-	13,650	
4.4.1.2	Materials	2,000	2,000						1								-	-	-	-	-	2,000	-	-	-	-	-	-	-	-	-	2,000		
4.4.2.1	Snack and meals	4,550	350					13									-	-	-	-	4,550	-	-	-	-	-	-	-	-	-	-	4,550		
4.4.2.2	Materials	1,000	1,000					1									-	-	-	-	1,000	-	-	-	-	-	-	-	-	-	1,000			
4.5.1.1	Stakeholder engaging, challenges and learning sharing meeting	23,000	4,000			6											-	-	-	23,000	-	-	-	-	-	-	-	-	-	-	23,000			

4.5.2.1	Dialogue with Community People, adolescent, selector focal for social cohesion and peace building	72,000	12,000					6									-	-	-	-	72,000	-	-	-	-	-	-	-	72,000		
4.5.3.1	Awareness session with adult groups	61,650	450		137												-	61,650	-	-	-	-	-	-	-	-	-	-	61,650		
4.5.4.1	Dialogues in BC	90,000	3,000		-			30									-	-	-	-	90,000	-	-	-	-	-	-	-	90,000		
4.5.4.2	Banner	500	500		-			1									-	-	-	-	500	-	-	-	-	-	-	-	500		
5.1.1	Contingency Fund to Respond any disaster for facilities repair, maintenance	120,000	30,000		-					4							-	-	-	-	-	-	120,000	-	-	-	-	-	120,000		
5.1.2	Emergency and lifesaving services including foods, emergency supply etc. at the time of disaster	80,000	20,000		-					4							-	-	-	-	-	-	80,000	-	-	-	-	-	80,000		
5.2.1	Training on DRR for staff, volunteer and SCA	104,000	13,000		-	8											-	-	104,000	-	-	-	-	-	-	-	-	-	104,000		
5.2.2	Promotional logistic support for Social Change Agent	26,250	1,050		-	25											-	-	26,250	-	-	-	-	-	-	-	-	-	26,250		
6.2.1	Office Rent Bhasan Char	60000	5000	1	1	1	1	1	1	1	1	1	1	1	1	1	5000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000	
6.3.2	Office Stationeries	60000	5,000	1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000	
6.3.3	Office Maintenance, Generator Fuel and general expenses	36,000	3,000	1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1	1.00	1.00	1.00	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000	
6.3.4	Recruitment and advertisement cost	15000	7,500				1.00						1.00				-	-	-	7,500	-	-	-	-	-	7,500	-	-	15,000		
6.3.5	Visibility items (Vest, bag, umbrella etc.)	100000	2,000			50.00											-	-	100,000	-	-	-	-	-	-	-	-	-	100,000		
6.3.6	Office Refreshment cost	24000	2,000	1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000		
6.3.7	Printer	27500	27,500		1.00												-	27,500	-	-	-	-	-	-	-	-	-	-	27,500		
6.3.8	Scanner	13000	13,000		1.00												-	13,000	-	-	-	-	-	-	-	-	-	-	13,000		
	Total Direct Project Budget	2440450	385,500	5	188.00	124.00	11.75	64.00	19.00	13.00	5.00	5.00	6.00	5.00	5.00	5.00	16,350	1,439,900	311,400	46,850	288,400	32,000	216,350	16,350	16,350	23,850	16,350	16,350	2,440,900	-	

6.4 Information Management & Documentation Officer:

	No of unit achievement			Per month budget 2020-2021
--	-------------------------------	--	--	-----------------------------------

SI No.	Activities	Approved Budget in BDT	Unit cost in BDT	June'23	Jul'23	Aug'23	Sep'23	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	June'23	Jul'23	Aug'23	Sep'23	Oct'23	Nov'23	Dec'23	Jan'24	Feb'24	Mar'24	Apr'24	May'24	Jun'24	Remarks	
																	-	-	-	-	-	-	-	-	-	-	-	-	-		
1	Investments	30,000															-	-	-	-	-	-	-	-	-	-	-	-	-		
1.1	Inception meeting	30,000	30,000		1					-							-	30,000	-	-	-	-	-	-	-	-	-	-	30,000		
1.1.2	CP Case management service cost	300,000	75,000			1		1		1				1			-	-	75,000	-	75,000	-	75,000	-	-	-	-	75,000	300,000		
1.1.3	GBV Case management service cost	75,000	1,500	4	4	4	4	4	4	4	4	4	4	4	4	6	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	9,000	75,000		
1.1.8	Mobile and internet data package for SW-CM, PO-CM and IMO	43,200	3,600	1	1	1	1	1	1	1	1	1	1	1	1	1	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	43,200	
1.2.1	Data protection, printing materials, alternative care allowance and case management meeting cost	40,000	10,000	-	1	-	-	1	-	-	1	-	-	-	1	-	-	10,000	-	-	10,000	-	-	10,000	-	-	-	10,000	40,000		
1.2.2	Referral cost	80,000	20,000	-	1	-	-	1	-	-	1	-	-	-	1	-	-	20,000	-	-	20,000	-	-	20,000	-	-	-	20,000	80,000		
1.2.3	Dignity kits for GBV cases	75,000	1,500	4	4	4	4	4	4	4	4	4	4	4	4	6	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	9,000	6,000	75,000		
1.2.4	Stakeholder/service actor engagement meeting	21,000	10,500	-	-	-	-	1	-	-	-	-	-	-	1	-	-	-	-	-	10,500	-	-	-	-	-	-	10,500	21,000		
1.2.5	Mobile set for CPIMS+	110,000	27,500	-	-	1	-	1	-	-	-	-	1	-	1	-	-	-	27,500	-	27,500	-	-	-	-	-	27,500	-	27,500	110,000	
1.3.1.1	Snack and meals	10,800	900	1	1	1	1	1	1	1	1	1	1	1	1	1	900	900	900	900	900	900	900	900	900	900	900	900	900	10,800	
1.3.1.2	Logistic & Banner	2,000	2,000		1													2,000										2,000			
1.3.2.1	Snack and meals	4,200	4,200		1													4,200										4,200			
1.3.2.2	Logistic & Banner	1,000	1,000		1													1,000										1,000			
2.1.3	Mobile and internet data package for PSS staff	14,400	1,200	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400		
2.1.4	Children physical and mental refreshing materials	80,000	20,000	-	-	1	-	1	-	-	-	-	1	-	1	-	-	-	20,000	-	20,000	-	-	-	-	-	20,000	-	20,000	80,000	
2.1.5	MPC based Quarterly Art & Cultural programme for children materials and food	56,000	3,500	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	56,000		

2.3.2.2	Materials	1000	1,000		1.00													-	1,000	-	-	-	-	-	-	-	-	-	-	1,000	
2.4.1	MPC Maintenance Cost	240,000	60,000			4.00													-	240,000	-	-	-	-	-	-	-	-	-	240,000	
2.4.6	Fuel & Maintenance for MPC & production center generators	346368	28,864	1	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1		28,864										28,864	
2.4.7	Mobile and internet data package for MPCCS, PM and PO-TMD	45600	3,800			12.00																								45,600	
2.4.8	Chair for MPC	80000	1,000	-		80.00														-	80,000	-	-	-	-	-	-	-	-	80,000	
	Total Direct Project Budget	2027768	441,144	14	42.00	113.00	14.00	21.00	14.00	15.00	16.00	14.00	16.00	14.00	21.00	18.00	16,504	219,600	541,364	24,400	271,000	24,400	99,400	54,400	24,400	71,900	27,400	274,000	1,680,264		

6.5 Program Officer:

				No of unit achievement												Per month budget 2020-2021															
SI No.	Activities	Approve d Budget in BDT	Unit cost in BDT	June'2 3	Jul'2 3	Aug'2 3	Sep'2 3	Oct'2 3	Nov'2 3	Dec'2 3	Jan'2 4	Feb'2 4	Mar'2 4	Apr'2 4	May'2 4	Jun'2 4	June'2 3	Jul'2 3	Aug'2 3	Sep'2 3	Oct'2 3	Nov'2 3	Dec'2 3	Jan'2 4	Feb'2 4	Mar'2 4	Apr'2 4	May'2 4	Jun'2 4	Remarks	
																	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
1	Investments																-	-	-	-	-	-	-	-	-	-	-	-	-		
3.1.1.1	Snack and meals	147,000	2,800			53											-	-	147,000	-	-	-	-	-	-	-	-	-	-	147,000	
3.1.1.2	Materials & Banner	2,000	2,000			1											-	-	2,000	-	-	-	-	-	-	-	-	-	-	2,000	
3.1.2.1	Snack and meals	4,900	700		7					-							-	4,900	-	-	-	-	-	-	-	-	-	-	-	4,900	
3.1.2.2	Materials & Banner	1,000	1,000		1												-	1,000	-	-	-	-	-	-	-	-	-	-	-	1,000	
3.2.2	Mobile and internet data package for LSBE	14,400	1,200					12									-	-	-	-	14,400	-	-	-	-	-	-	-	-	14,400	
3.3.1	Training on Child Protection, PSEA and Social Issues for Social Change Agent	24,800	3,100							8							-	-	-	-	-	-	24,800	-	-	-	-	-	-	24,800	
3.3.2	Training on creative learning and	24,800	3,100							8							-	-	-	-	-	-	24,800	-	-	-	-	-	-	24,800	

	storytelling training																													
3.3.3	Photocopy and printing	24,000	6,000		-							4				-	-	-	-	-	-	-	-	24,000	-	-	24,000			
3.3.4	Day Observation , Banner, playcard, etc.	40,000	10,000							4						-	-	-	-	-	-	-	40,000	-	-	-	40,000			
3.4.1	Adolescent Club maintenanc e and materials	176,000	2,000													-	-	176,000	-	-	-	-	-	-	-	-	176,000			
3.4.3	Mobile and internet data package for COM	14,400	1,200													-	-	-	-	14,400	-	-	-	-	-	-	14,400			
3.4.4	Trunk for Adolescents Club	12,000	1,500													-	-	-	12,000	-	-	-	-	-	-	-	12,000			
3.4.5	Basic Capacity building Training on Leadership & Facilitation Skill developmen t for Peer Leaders and adolescent training in Adolescent Club	23,200	5,800													-	-	-	-	-	-	-	23,200	-	-	-	23,200			
3.4.6	Refreshers training Leadership & Facilitation Skill developmen t training for Peer Leaders training in Adolescent Club	13,200	3,300													-	13,200	-	-	-	-	-	-	-	-	-	13,200			
3.4.7	Stationary	48,000	1,500		-											-	-	-	48,000	-	-	-	-	-	-	-	48,000			
4.1.1	CBCPC Committee Orientation	20000	5000													0	-	-	-	-	-	20,000	-	-	-	-	20,000			
	Total Direct Project Budget	816140	59,730		-	12.00	189.50	120.00	100.00	24.00	16.00	4.00	-	4.00	-	-	-	19,100	336,240	117,600	90,400	156,000	49,600	23,200	-	24,000	-	-	816,140	-

7. Statutory requirement and compliance indicator:

1. Project title:	Strengthening Child Protection in Bhasan Char: Preventing and responding to abuse, violence, exploitation and neglect			
2. Donor name and address:	UNICEF, UNICEF House, Plot # E-30, Syed Mahbub Morshed Avenue, Sher-E-Bangla Nagar, Dhaka 1207			
3. Project duration:	13 June, 2023, to 12 June May 2024			
4. Total budget:	24,665,666.00/-			
5. PD reference and date;	Date: 08/06/2023			
6. MoU reference and date:	13 June 2023			
7. Donor focal person and contact:	Jannatul Ferdous Ruma, jruma@unicef.org			
8. COAST focal person; and contact:	Mujibul Haque Munir, munir@coastbd.net			
9. PC/PM and contact:	Pintu Biswas, pintubiswas@coastbd.net			
10. Donor Finance Focal contact;	Md. Parvez Hossain, parvez@unicef.org			
11. Project Finance Officer and contact:	Md. Tarikul Islam, tarikul@coastbd.net			
12. Project Area:	Bhasan Char Rohingya Camp (Cluster no 80-96)			
13. Types and number of target people:	3221 Rohingya people of Bhasan Char			
14. Project Bank Account details:	COAST Child Protection-SND-68, BKB, Agrabad, Chittagong			
15. Statutory documents preserved:	Donor MoU, Project Proposal, Approved Budget, COAST Policies and reports			Yes No
16. PD Compliance:	Reporting dates	Prepared by	Reviewed By	Submission by
	FD 4:	Acc & Admin Officer	Finance Focal	Project Focal
	CIC office clearance report: December-23	Acc & Admin	PO-M&EO	Project Manager
17. Periodic program report to donor:	Narrative: By 5 of each month	Project Manager	Head-HR	Project Focal
	Case study: By 5 of each month	Project Manager	Head-HR	Project Focal
18. Periodic finance report to donor:	Budget Variance: By 7 each month	Acc & Admin	Project Manager	Finance Focal
	R/P, Balance sheet: By 7 of each month	Acc & Admin	Project Manager	Finance Focal
19. Monitoring and Evaluation report for COAST:	Monitoring: Monthly/Quarterly	Project Manager	Head-HR	Project Focal
20. Midterm review:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
21. Final review and documentation of institutional learning:	Not Applicable	Not Applicable	Not Applicable	Not Applicable
22. Fund requisition to the donor:	02.01.2023	Acc & Admin	Project Manager	Finance Focal
23. Final donor reports: Program and finance	7 December 2022	Project Manager, Acc & Admin	Head-HR, Project Manager	Project Focal Finance Focal

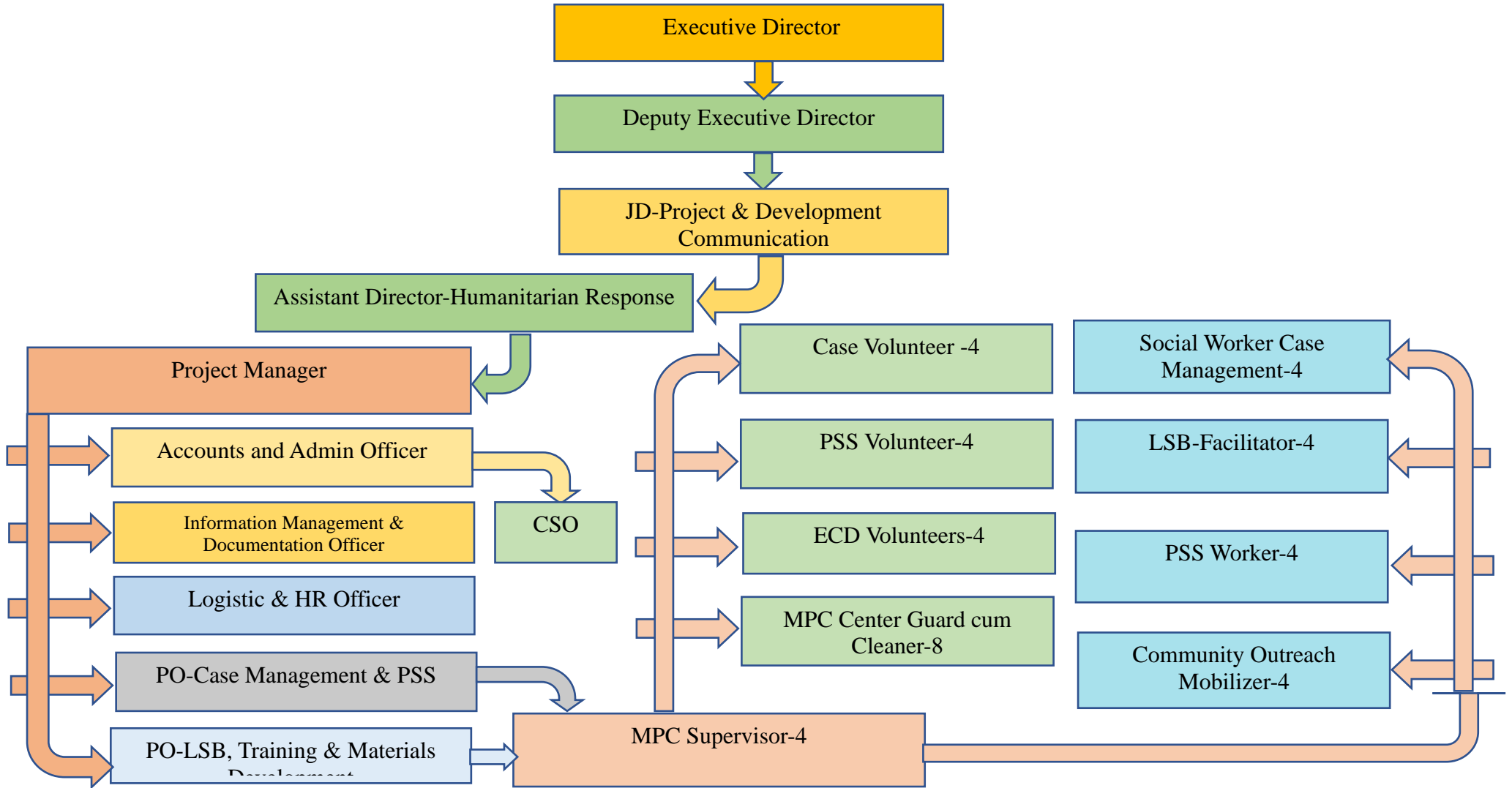
<p>24. Key conditionality as per donor MoU (Major points additional to COAST policies; finance and HR): (Use separate sheet for details)</p>	<ul style="list-style-type: none"> a. Separate account: Organizations shall maintain complete and accurate separate accounting for the grant. b. Grant Use: The Grant may be used only for the following charitable especially for emergency Rohingya Crisis of Bhasan Char. c. Records: Retain this record at least 5 [five] years after receipt and acceptance of the final report. d. International Representations and Warranties: Grant funds will be used in compliance with all applicable anti-terrorist financing and asset control laws. e. Budget Revisions: Budget revision is applicable if needed during project and after project. f. Human Subject Research: If the grant is to be used in whole or part for research involving human subjects hereby certified that conducted research in compliance with the ethical standard. g. Notice: All notices and other communications under this agreement shall be in writing and shall be deemed duly given. h. Right to Modify or Discontinue Funding: Donors have the rights to modify and discontinue funding. i. Unspent Funds. The Organization will return to NVF any portion of the Grant not expended or committed to be expended for the Project by the Grant Period end date. To request a no-cost extension of the grant term, the Organization must provide a written request, including reason.
--	---

Prepared by: PM

Reviewed by: Focal Person

Approved by: Deputy Executive Director

8. Project Management Structure:



9. Staff TOR

9.1 Project Manager:

Position Objectives: Project Manager is responsible mainly for the operation of the (Strengthening Child Protection in Bhasan Char) Project funded by UNICEF. She/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"> • She/He will prepare the action plan for the effective implementation of the program activities. • She/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. • She/He will monitor program activities; s/he will set guideline for the fellow staff. • She/He will implement COAST management, direction of program implementation strategy. • She/He will have to attend partners meeting, sector meeting and also attend different meeting, training and seminar.
2	Reporting and Documentation	<ul style="list-style-type: none"> • She/He will prepare program reports both for the donor(s) and the organization. • She/He will prepare and preserve program related documentations. • She/He will prepare different types of formats to collect data and monitor the program and the staff activities. • She/He will prepare a monthly progress report mentioning the target and achievement of the program; s/he will send the report to the Program Focal person.
3	Management and Monitoring	<ul style="list-style-type: none"> • She/He will ensure Data collection, analysis and reporting. • She/He will manage the staff of the program according to the organizational policy and donor's compliance. • She/He will give assignments to the program staff and will monitor staff activities. • She/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. • She/He will revisit the project logical frame work and on the basis of the logical frame work She/He will take necessary steps for achieving the activities, results/outputs/objectives/goals.
4	Financial Management	<ul style="list-style-type: none"> • She/He will approve the bills of the staff under his control. • She/He will be able to approve different cost related to operation.
5	Routine Work	<ul style="list-style-type: none"> • She/He will ensure that routine functions of the section are done properly and timely by the staffs of the section as per ToR.
6	Field Visit	<ul style="list-style-type: none"> • She/He will be checking at least one Settlement in a week • She/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.
7	Other works	<ul style="list-style-type: none"> • She/He will do any other duties and responsibilities when required for the interest of the organization. • She/He will maintain liaison with other sections, programs and projects of the organization and also maintain smooth communication with the stakeholders. • Always follow COAST policy and code of conduct.

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

Reporting: She/He will be reportable to Head HR; Second supervisor will be JD-GT&CR.

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

9.2 IM & Documentation Officer:

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

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
01	Survey and visit	<ul style="list-style-type: none"> • She/He will ensure that the Base line survey is done according to the target and guideline. • She/He will make at least survey visit per week • She/He will ensure proper entry and management of the survey and Visit
02	Monthly progress report and others report	<ul style="list-style-type: none"> • She/He will prepare monthly progress report. • She/He will provide data analysis and reports as per the project needs and as per requirement. • She/He will responsible for online reporting like ONA, 4w, 5w etc.
03	Field Visit	<ul style="list-style-type: none"> • She/He will have to invest at least 60% (weekly 3-4 days or monthly 12-16 days) of total working hour for necessary field visit.
04	Result Monitoring	<ul style="list-style-type: none"> • Output based monthly monitoring report on the target of respective according to PD. • Assess the quality and shortfalls and give necessary feedback to management with recommendations for development
05	Report Prepare, analysis and submission	<ul style="list-style-type: none"> • Field visit report will have to prepare with necessary analysis and recommendation just after field visit and submit to management. • Monthly monitoring report will have to prepare component wise with analysis and recommendations that will support to management for further decision making. • Donor's monitoring report will have to prepare according their needs and recommendation.
06	Review and develop monitoring tools and techniques	<ul style="list-style-type: none"> • Regular and periodical performance assessment will be done on justification and effectiveness of existing monitoring tools and reporting system • Targeting the organizational need and requirements new monitoring tools and methodologies will have to recommend for management • Design plan of actions for smooth implementation of new tools.

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

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.

Reporting Relation: This position is directly reportable to Project Manager;

ToR Review: At the initial stage six monthly reviews will be done.

9.3 Finance and Admin Officer:

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.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
01	Field Visit	<ul style="list-style-type: none"> • She/He will have to field visit minimum 2 days in a week for
	Voucher Check and verification	<ul style="list-style-type: none"> • She/He will ensure 100% physical verification before giving any vendors payment • She/He will ensure follow up of quotation collection procedures and its justification • She/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"> • She/He will ensure voucher preparation and cross checking according to organization or donor policy before making any payment. • She/He will ensure all sort of signature (paid by, checked by and approved by sign) • She/He will check the budgetary allocation and budget limit before payment of any voucher • She/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"> • She/He will ensure necessary entry in cash book for any transaction • She/He will ensure that no erase will be happened in the cash book • She/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"> • She/He will ensure vendor's payment (above 3000/-) through A/C payee cheque • She/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: She/He will be reportable to Project Manager;

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

9.3 Position Title: Logistic & HR Officer

Position Objectives:

1. Preparing all procurement plan.
2. All purchase related activities have to be done.
3. Doing staff or volunteer recruitment.
3. Have to stay at Bhasan Char as base station.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Daily, weekly and monthly work plan	<ul style="list-style-type: none">• Prepare daily, weekly and monthly plan.• Report of daily and weekly progress and have to done by planning.• Clear concept about project budget, procurement and prepare plan in advance.• Report about project progress in monthly meeting.
2	Knowledge about project goal and objectives with activity implementation	<ul style="list-style-type: none">• Provide knowledge to Wash Volunteers and Protection volunteers.• Discuss about activity related plan, data collection and others activity before implementation.
3	To provide support to procurement	<ul style="list-style-type: none">• Provide support for all types of procurement.• S/he will prepare procurement plan on Project Activity.
4	Communication with stakeholder	<ul style="list-style-type: none">• Keep communication with stakeholders and beneficiaries and vendors.
5	Prepare report	<ul style="list-style-type: none">• Prepare daily report about field visit and take reports in daily basis.• Prepare monthly progress report and submit to PM.• Prepare monthly and quarterly work plan.• Communicate with PM for implementing any kind of project activity.
6	Budget and expenditure	<ul style="list-style-type: none">• Spend budget in field level as per project plan according to monthly plan.
7	Documentation	<ul style="list-style-type: none">• Preserve all kinds of project documents for future use.

D. Planning Reporting: She/He will prepare monthly progress report and will submit to PM on 30th of the month and will make plan for next month.

E. Supervisor: She/He will be reportable to PM.

F. Appraisal and review:

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

9.5 Position Title: Program Officer-Case Management & PSS

Position Objectives:

1. Smooth day to day operation of field activity of Project.
2. Doing work regularly on Case Management and PSS
3. Regular update of work progress and share with PM.
4. Have to stay at Bhasan Char as base station.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Daily, weekly and monthly work plan	<ul style="list-style-type: none">• Prepare daily, weekly and monthly plan.• Report of daily and weekly progress and have to done by planning.• Clear concept about project budget and prepare plan in advance.• Report about project progress in monthly meeting.
2	Knowledge about project goal and objectives with activity implementation	<ul style="list-style-type: none">• Provide knowledge to MPC supervisors and PSS volunteers.• Discuss about activity related plan, data collection and others activity before implementation.
3	To provide support to Community facilitator	<ul style="list-style-type: none">• Provide all types of support to Community Facilitators for communicate of adolescents and community.• She/He will prepare module, Schedule on Project Activity.
4	Communication with stakeholder	<ul style="list-style-type: none">• Keep communication with stakeholders and beneficiaries.• Keep communication with Majhi, Imam and local leaders.
5	Prepare report and share	<ul style="list-style-type: none">• Prepare daily report about field visit and take reports in daily basis.• Prepare monthly progress report and submit to PM.• Prepare monthly and quarterly work plan.• Communicate with PM for implementing any kind of project activity.
6	Budget and expenditure	<ul style="list-style-type: none">• Spend budget in field level as per project plan according to monthly plan.
7	Documentation	<ul style="list-style-type: none">• Preserve all kinds of project documents for future use.

D. Planning Reporting: She/He will prepare monthly progress report and will submit to PM on 30th of the month and will make plan for next month.

E. Supervisor: She/He will be reportable to PM.

F. Appraisal and review:

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

9.6 Position Title: Program Officer-LSB, Training & Materials Development

Position Objectives:

3. Smooth day to day operation of field activity of project.
4. Doing work regularly on LSB, Training & Materials Development.
3. Regular update of work progress and share with PM.
4. Have to stay at Bhasan Char as base station.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1	Training materials and Module and Methodology developing	<ul style="list-style-type: none"> • She/He will responsible for developing training materials with the support of IM & DO. • Research new technologies and methodologies in workplace learning and present this research. • Keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses. • Monitor and review the progress of trainees through questionnaires and discussions with managers. • Take necessary steps for distant education's content development and implementation strategy
2	Training Conduction	<ul style="list-style-type: none"> • 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. • She/He will have to take the responsibilities of the training conduction following COAST training rules and sector guideline.
3	Capacity building develop	<ul style="list-style-type: none"> • Design and expand training and development program based on the needs of the organization and the individual. • Ensure that statutory training requirements are met evaluate training and development programs. • Conduct all budgetary and non-budgetary training meeting for staff capacity development. • Assess the POs and Teachers capacity and give proper guidance and assistance. • She/He will ensure technical assistant to POs and Teachers and develop necessary technical tools, materials for staff capacity development. • Have an understanding of e-learning and distance education techniques and implement following the sector guideline. • Attend different training, meeting and seminar in camp, UNICEF and sector.
4	Working in a team	<ul style="list-style-type: none"> • Work in a team to produce programs that are satisfactory to all relevant parties in an organization, such as line managers. • Closely work with Accounts Officer for right track of burn rate, Assist PM, M&E for any kind of reporting and documentation.
5	Others	<ul style="list-style-type: none"> • 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 Project Manager;

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

9.7 Position Title: MPC supervisor

Position Objectives: MPC Supervisor is responsible mainly for the multipurpose center. He/ She will maintain the multipurpose center and ensure the smooth activity there. This Project funded by UNICEF. H/She will carry out the overall responsibilities of MPC at Bhasan Char. He/ She will take care the activity of PSS, Case worker, Community Outreach worker.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1.	MPC Maintain	<ul style="list-style-type: none"> • He/ She will be responsible for MPC of Bhasan Char. • He/ She will complete targeted activities. • He/ She will maintain the activity of PSS, Case worker, Community Outreach worker.
2.	Committee formation and regular meeting	<ul style="list-style-type: none"> • He / She will ensure the regular meeting on CBCPC meeting. • Program implementation.
3.	Report Preparing	<ul style="list-style-type: none"> • Every month she /He will be report prepare report for his/ her activities. • She/He will provide monthly report and preserve every month's report. • Responsible to prepare monthly, quarterly report as per project plan. • Work in a team to produce programs that are satisfactory to all relevant parties in an organization, such as line managers. • Closely work with Accounts Officer for right track of burn rate, Assist PM, IM&DO for any kind of reporting and documentation.
5	Others	<ul style="list-style-type: none"> • Any other assignment given by the supervisor, UNICEF and sector. • He/ She will have to stay at Bhasan Char as his base station.

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: She/He will be reportable to-Project Manager.

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

9.8 Position Title: PSS worker

Position Objectives: PSS worker is responsible mainly for the psycho social support activities at Bhasan Char. He/ She will arrange meeting, training on psycho social support at the project coverage area. This Project is funded by UNICEF. He /She will be reportable to MPC Supervisor.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1.	Psycho social support	<ul style="list-style-type: none"> • He/ She will be responsible for psycho social support of Bhasan Char. • He/ She will cover the project coverage area. • He will maintain the activity of PSS.
2.	Committee formation and regular meeting	<ul style="list-style-type: none"> • He /She will ensure the regular meeting on PSS at project coverage area. • Special care for critical cases and PSS worker will also responsible. • Program implementation.
3.	Report Preparing	<ul style="list-style-type: none"> • Every month she /He will be report prepare report for his/ her activities. • She/he will provide monthly report and preserve every month's report. • Responsible to prepare monthly, quarterly report as per project plan. • Work in a team to produce programs that are satisfactory to all relevant parties in an organization, such as line managers. • Closely work with Accounts Officer for right track of burn rate, Assist PM, M&E for any kind of reporting and documentation.
5	Others	<ul style="list-style-type: none"> • Any other assignment given by the supervisor, UNICEF and sector. • He/ She will have to stay at Bhasan Char as his base station.

Planning: S/he will prepare advance planning.

Reporting: S/he will be reportable to- MPC Supervisor

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

9.9 Position Title: Social worker case management

Position Objectives: Social worker case management is responsible mainly for the psycho social support activities at Bhasan Char. He/ She will arrange meeting, training on psycho social support at the project coverage area. This Project is funded by UNICEF. He/She will be reportable to MPC Supervisor.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1.	Case management	<ul style="list-style-type: none"> • He/she will be responsible for case management support of Bhasan Char. • He/ She will cover the project coverage area. • He will maintain the activity of Case management.
2.	Follow up and regular meeting	<ul style="list-style-type: none"> • He /She will ensure the regular follow up and meeting on case management at project coverage area. • Special care for critical cases and worker will also responsible. • Program implementation.
3.	Report Preparing	<ul style="list-style-type: none"> • Every month she /He will be report prepare report for his/ her activities. • She/he will provide monthly report and preserve every month's report. • Responsible to prepare monthly, quarterly report as per project plan. • Work in a team to produce programs that are satisfactory to all relevant parties in an organization, such as line managers. • Closely work with Accounts Officer for right track of burn rate, Assist PM, M&E for any kind of reporting and documentation.
5	Others	<ul style="list-style-type: none"> • Any other assignment given by the supervisor, UNICEF and sector. • He / She will have to stay at Bhasan Char as his base station.

Planning: S/he will prepare advance planning.

Reporting: S/he will be reportable to- MPC Supervisor

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

9.10 Position Title: Community Outreach Mobilizer

Position Objectives: Community Outreach Mobilizer is responsible mainly responsible for various session like CBCPC Committee, adolescent club. He/ She will arrange meeting, training on psycho social support at the project coverage area. This Project is funded by UNICEF. He/She will be reportable to MPC Supervisor.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1.	Psycho social support	<ul style="list-style-type: none">• He/ She will be responsible for various meetings and sessions of Bhasan Char.• He/ She will cover the project coverage area.• He will maintain the activity of field area.
2.	Committee formation and regular meeting	<ul style="list-style-type: none">• He /She will ensure the regular meeting on CBCPC, adolescent groups at project coverage area.• Special care for the community level.• Program implementation.
3.	Report Preparing	<ul style="list-style-type: none">• Every month she /He will be report prepare report for his/ her activities.• She/he will provide monthly report and preserve every month's report.• Responsible to prepare monthly, quarterly report as per project plan.• Work in a team to produce programs that are satisfactory to all relevant parties in an organization, such as line managers.• Closely work with Accounts Officer for right track of burn rate, Assist PM, M&E for any kind of reporting and documentation.
5	Others	<ul style="list-style-type: none">• Any other assignment given by the supervisor, UNICEF and sector.• He/ She will have to stay at Bhasan Char as his base station.

Planning: S/he will prepare advance planning.

Reporting: S/he will be reportable to- MPC Supervisor

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

9.11 Position Title: LSB Facilitator

Position Objectives: LSB is responsible mainly responsible for various session like Life skilled based session or training, support at the project coverage area. This Project is funded by UNICEF. He/ She will be reportable to MPC Supervisor.

Specific Responsibilities:

SL	Task	Standard of Accepted Performance (SOAP)
1.	Life skilled based session	<ul style="list-style-type: none"> • He/ She will be responsible for various meetings and sessions on LSB of Bhasan Char. • He/ She will cover the project coverage area. • He will maintain the activity of field area.
2.	Committee formation and regular meeting	<ul style="list-style-type: none"> • He /She will ensure the regular meeting on LSB session for adolescent groups at project coverage area. • Special care for the adolescent of community level. • Program implementation.
3.	Report Preparing	<ul style="list-style-type: none"> • Every month she /He will be report prepare report for his/ her activities. • She/He will provide monthly report and preserve every month's report. • Responsible to prepare monthly, quarterly report as per project plan. • Work in a team to produce programs that are satisfactory to all relevant parties in an organization, such as line managers. • Closely work with Accounts Officer for right track of burn rate, Assist PM, M&E for any kind of reporting and documentation.
5	Others	<ul style="list-style-type: none"> • Any other assignment given by the supervisor, UNICEF and sector. • He/ She will have to stay at Bhasan Char as his base station.

Planning: S/he will prepare advance planning.

Reporting: S/he will be reportable to- MPC Supervisor

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

10. Training Calendar:

Budget #	Name of training	Batch wise tentative conducting date				Date of Materials develop & Venue					Responsible person
		Batch-1	Batch-2	Batch-3	Batch-4	Content	Module	Schedule	Budget approval	Venue	
1	2	3	4	5	6	7	8	9	10	11	12
1.3.1	Conduct one basic training (BC) on CP and GBV case management	11 July – 13 July-23				7 July-23	8 July-23	8 July-23	10 July-23	Bhasanchar Cluster-86	PO_TMD
1.3.2	Conduct refreshers training on CP case management (staff, Volunteer-camps and BC)	13 Dec-23				10 Dec-23	11 Dec-23	11 Dec-23	12 Dec-23	Bhasanchar Cluster-86	PO_TMD, PO_CM
2.3.1	Basic training on PSS and PFA for PSS & Community Mobilizers	19 Sep – 21 Sep-23				16 Sep-23	17 Sep-23	17 Sep-23	18 Sep-23	Bhasanchar Cluster-87	PO_TMD
2.3.2	Refresher training on Structure psychosocial support for PSS & Community Mobilizers	5 Dec-23				2 Dec-23	3 Dec-23	3 Dec-23	4 Dec-23	Bhasanchar Cluster-87	PO_TMD, PO_CM
3.1.1	Basic Capacity building training on life skill based session for LSBF & Community Outreach Mobilizers	17 July – 19 July-23				13 July-23	15 July-23	15 July-23	16 July-23	Bhasanchar Cluster-90	PO_TMD, PO_CM
3.1.2	Refresher training on Structure psychosocial support for PSS & Community Mobilizers	25 Sep-23				21 Sep-23	23 Sep-23	23 Sep-23	24 Sep-23	Bhasanchar Cluster-87	PO_TMD
3.3.1	Training on Child Protection, PSEA and Social Issues for Social Change Agent	9 Oct-10 Oct 2023, 10 Apr-11 Ape 2024	11 Oct-12 Oct 2023, 11 Apr-13 Ape 2024	15 Oct-16 Oct 2023, 14 Apr-15 Ape 2024	18 Oct-19 Oct 2023, 16 Apr-17 Ape 2024	5 Oct-23	7 Oct-23	7 Oct-23	8 Oct-23, 9 Ape-24	Bhasanchar Cluster-86,87,90,96	MPC-S, PO_TMD, PO_CM

Budget #	Name of training	Batch wise tentative conducting date				Date of Materials develop & Venue					Responsible person
		Batch-1	Batch-2	Batch-3	Batch-4	Content	Module	Schedule	Budget approval	Venue	
1	2	3	4	5	6	7	8	9	10	11	12
3.3.2	Training on creative learning and storytelling training	8 Nov-9 Nov 2023, 11 Mar-12Mar 2024	12 Nov-13 Nov-2023, 11 Mar-12 Mar 2024	14 Nov-15 Nov-2023, 13 Mar-14 Mar 2024	16 Nov-19 Nov-2023, 17 Mar-18 Mar 2024	5 Nov 2023	6 Nov 2023	6 Nov 2023	7 Nov 2023, 10 Mar 2024	Bhasanchar Cluster-86,87,90,96	MPC-S, PO_TMD, PO_CM
3.4.5	Basic Capacity building Training on Leadership & Facilitation Skill development for Peer Leaders and adolescent training in Adolescent Club	6 Aug-7 Aug 2023, 20 Aug-21 Aug 2023	18 Dec-19 Dec 2023, 24 Dec-25 Dec 2023			2 Aug 2023	3 Aug 2023	3 Aug 2023	5 Aug 2023, 17 Dec 2023	Bhasanchar Cluster-86,87,90,96	MPC-S, COM, PO_TMD, PO_CM
3.4.6	Refreshers training Leadership & Facilitation Skill development training for Peer Leaders training in Adolescent Club	5 Sep 2023, 10 Sep 2023	5 May 2024, 9 May 2024			2 Sep 2023	3 Sep 2023	3 Sep 2023	4 Sep 2023, 4 May 2024	Bhasanchar Cluster-86,87,90,96	MPC-S, COM, PO_TMD, PO_CM
4.1.1	CBCPC Committee Orientation	23 Aug 2023	24 Aug 2023	27 Aug 2023	27 Aug 2023	20 Aug 2023	21 Aug 2023	21 Aug 2023	22 Aug 2023	Bhasanchar Cluster-86,87,90,96	MPC-S, PO_TMD, PO_CM
4.1.4	PCC Committee Orientation	19 July 2023, 23 July 2023, 25 July 2023, 27 July 2023	4 Dec 2023, 6 Dec 2023, 10 Dec 2023, 12 Dec 2023			16 July 2023	17 July 2023	17 July 2023	18 July 2023, 3 dec 2023	Bhasanchar Cluster-86,87,90,96	MPC-S, COM, PO_TMD, PO_CM
4.3.1	Training on peace building and Conflict Management	5 Oct-8 Oct 2023, 22 Oct-23 Oct 2023, 24 Oct-25 Oct 2023, 26	20 Nov-21 Nov 2023, 22 Nov-23 Nov 2023, 26 Nov-27 Nov 2023,			16 Nov 2023,	18 Nov 2023,	18 Nov 2023,	4 Oct 2023, 19 Nov 2023	Bhasanchar Cluster-86,87,90,96	PO_TMD, PO_CM

Budget #	Name of training	Batch wise tentative conducting date				Date of Materials develop & Venue					Responsible person
		Batch-1	Batch-2	Batch-3	Batch-4	Content	Module	Schedule	Budget approval	Venue	
1	2	3	4	5	6	7	8	9	10	11	12
		Oct-29 Oct 2023	28 Nov-29 Nov 2023,								
4.4.1	Training on MeWeUs Module for Program Staff	13,14,15 Oct 2023				10 Oct 2023	11 Oct 2023	11 Oct 2023	12 Oct 2023	Bhasanchar Cluster-90	PM, PO_TMD, PO_CM
4.4.2	Refresher training on MeWeUs Module for Program Staff	10 January-2024				7 January 2024	8 January 2024	8 January 2024	9 January 2024	Bhasanchar Cluster-90	PM, PO_TMD, PO_CM
5.2	Capacity building to Volunteers, staff and Social Change Agent (SCA) on DRR to Respond any disaster	5 Oct-8 Oct 2023, 22 Oct-23 Oct 2023, 24 Oct-25 Oct 2023, 26 Oct-29 Oct 2023	7-8 Janu 24, 9-10 Janu 24, 11-12 Janu 24, 15-16 Janu 24			2 Oct 2023	3 Oct 2023	3 Oct 2023	4 Oct 2023, 6 JANU 2024	Bhasanchar Cluster-90	PM, PO_TMD, PO_CM

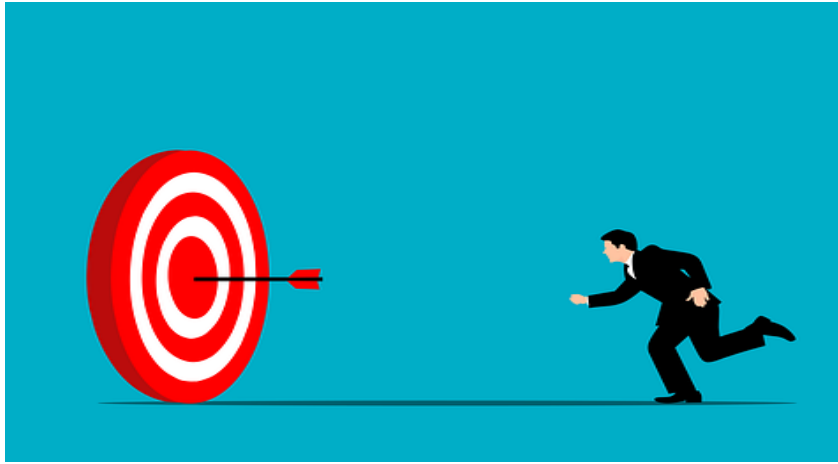
11. Meeting calendar:

SL	Title of Meeting	Month wise date	Venue	Major ToR	Secretariat	Frequency
01	Budget head- 1.1.1 Inception meeting	10 July 2023	ARRRC Office Bhasanchar	<ul style="list-style-type: none"> • Planning • Output level presentation. • Case management, GBV, LSB, PSS, ECD will be disused. • Attendance, Picture will be ensured. • Minutes will be prepared. 	PM	One time
02	Budget head- 1.2.4 Stakeholder/service actor engagement meeting	24 Sep 2023, 27 Apr 2024	Bhasanchar	<ul style="list-style-type: none"> • Planning, banner, poster etc. • Community and sector engagement. • Stakeholder discussion and opinion. • Actor discussion and opinion. • Picture will be ensured. • Minutes will be prepared. 	IM&DO	Project Period
03	Budget head- 4.1.2 CBCPC monthly Meeting	25 July-23, 14 Aug-23, 7 Sep- 23, 18 Oct-23, 9 Nov-23, 7 Dec- 23, 4 Jan-24, 8 Feb-24, 10 Mar- 24, 18 Apr-24, 16 May	Bhasanchar Cluster-86, 87, 90, 96	<ul style="list-style-type: none"> • Planning, Brief paper. • Discuss community-based child protection issues. • Discuss CP, GBV, PSEA, Safeguarding issues. • Picture will be ensured. • Report will be prepared. • Follow up about discussion. 	PO, MPCS	Monthly
04	Budget head- 4.1.5 PCC monthly Meeting	10 July-23, 6 Aug-23, 8 Aug-23, 22 Aug-23, 5 Sep-23, 10 Sep-23, 5 Oct-23, 8 Oct-23, 8 Nov-23, 9 Nov-23, 4 Dec-23, 5Dec-23, 7 Jan-24, 8 feb-24, 4 Mar-24, 5 Mar-24, 7 Apr-24, 8 Apr-24, 13 May-24, 14 May-24	Bhasanchar Cluster-86, 87, 90,96	<ul style="list-style-type: none"> • Planning, Brief paper. • Discuss community-based child protection issues. • Discuss CP, GBV, PSEA, Safeguarding issues. • Picture will be ensured. • Report will be prepared. • Follow up about discussion. 	PO, MPCS, COM	Monthly
05	Budget head- 4.5.3.1 Awareness session with adult groups	2 nd Quarter 45 sessions, 3 rd quarter 45 sessions and 4 th quarter 47 sessions	Bhasanchar Cluster-80- 96	<ul style="list-style-type: none"> • Planning • 15 members will attend every session. • Community participation and feedback. • Attendance, Picture will be ensured. • Reports will be prepared. 	PO-CM	Quarterly

12. Staff list:

SL#	Employee Name	NID No	Designation	Contact No.	Personal file no	Gmail
01	Pintu Biswas	4711271806182	Project Manager	01713-328836	3604	pintubiswas@coastbd.net
02	Md. Tarikul Islam	9555847863	Accounts and Admin Officer	01713-328833	3608	tarikul@coastbd.net
03	Md. Younus	3261693133	Information Management & Documentation Officer	01754-130900	3603	younus@coastdb.net
04	Subal Kanti Das	2214527961773	Logistic & HR Officer	01713-367436	1256	subal@coastbd.net
05	Farjana Ahmed	1949036865	Program Officer-Case Management & PSS	01680-429450	5849	farjananasir91@gmail.com
06	Md. Mahiuddin Jilanee Bhuiyan	3251388538	Program Officer-LSB, Training & Materials Development	01925-092443	5179	jilanee@coastbd.net
07	Md. Salim Miah	0610247605777	MPC Supervisor	01719-955057	4040	salimmia@coastbd.net
08	Fahima Akter	5955661177	MPC Supervisor	01726-734796	2942	fahima@coastbd.net
09	Atikur Rahman	01313798890	MPC Supervisor	01313-888990	2692	atikur@coastbd.net
10	Md. Ifrat Chowdhury	1494845785	MPC Supervisor	01683-275699	5854	ifrat.didar.94@gmail.com
11	Ayesha Begum	2875275212	Social Worker Case Management.	01862-556494	4540	ayeshabegumcoast@gmail.com
12	Yeasir Arafat	8688822652	LSB-Facilitator	01846-102485	4818	yasir.coast@gmail.com
13	Salah Uddin	8654107013	LSB-Facilitator	01865-666359	4789	salahuddin.coast@gmail.com
14	Rezaul Karim	2215678277702	PSS Worker	01701-876527	6407	rkarim.coast@gmail.com
15	Md. Emdadul Haque	1916974049	PSS Worker	01718-714316	5853	emdadhaque9991@gmail.com
16	Nasima Akter	3316912694	PSS Worker	01849-687729	6407	coxnasima536@gmail.com
17	Akter Hussain	2214527963714	Community Outreach Mobilizer	01729766346	590	akter@coastbd.net

18	Md. Rashid	6903493630	COM	01816493565	4184	mdrashidcoast4321@gmail.com
19	Md Osman Feroz	19902214540000118	COM	01719-845015		osmanfiroj@gmail.com
20	Safiul	6889283609	COM	01821819475	4817	shafiuk442@gmail.com
21	Akilma Begum	6854627202	Case worker	01893673400	6524	aklimanilu888@gmail.com
22	Asma Begum	1957416157	Case worker	01782255862		asmaakter19970000@gmail.com
23	Sohel Barua	4155806641	Case worker	01840759518	4750	Shohelbarua1815@gmail.com
24	Farida Begum	6868601490	PSS worker	01409093606	6404	faridayeasminjui93@gmail.com



The End