



Bangladesh

Government of the People's Republic of Bangladesh

United Nations Development Programme

Project Document

Title of Project/Number: BGD/07/007 - Activating Village Courts in Bangladesh

Implementing Partner: Local Government Division, Ministry of Local Government, Rural Development & Cooperatives (MLGRD&C)

Responsible Parties: Ministry of Local Government and Rural Development & Cooperatives (MLGRD&C)
United Nations Development Programme (UNDP)

Start date: 1 January 2009

End date: 31 December 2013

Management arrangement: National Implementation

Brief Description:

This project is aimed at providing support to the justice system through activating village courts in 500 selected Union Parishads (UP) of the country. It also intends to develop capacity of the village court members, elected representatives and support staff. Motivation programme will be carried out in order to sensitize all concerned, on the role and functions of village courts and their benefits on the overall justice system. At the same time it will also address the justice service delivery to marginalized and disadvantaged groups.

Programme Period: UNDAF 2006-2010
 Programme Component: Democratic Governance
 Project Title: Activating Village Courts in Bangladesh
 Project ID:
 Project Duration: 2009-2013
 Management Arrangement: National Implementation

Project Budget: USD 14,986,376
 Allocated resources:

- TRAC USD 1,362,398
- Fund from the EC USD 13,623,978
- GMS USD 1,033,970
- GOB contribution (CD VAT& TAX) USD 73,475

Agreed by (ERD) _____

[Signature]
04.3.09

A.M. BADRUDDUJA
Joint Secretary
Economic Relations Division
Ministry of Finance
Govt. of the People's Republic
of Bangladesh

Agreed by (MLGRD&C) _____

[Signature]
04.03.09

Md Hasanur Rahman
Joint Secretary
Local Govt. Division
Ministry of LGRD & Co-operatives
Govt of the People's Republic
of Bangladesh.

Agreed by (UNDP): _____

[Signature]
04.03.09

Robert Juhkam
Resident Representative a.i.
UNDP-Bangladesh

Country: Bangladesh

UNDAF Outcome(s)/Indicator(s):

UNDAF Outcome 1: Human rights of children, women, and vulnerable groups are progressively fulfilled within the foundations of strengthened democratic governance [The Millennium Declaration]

Indicator: greater access to justice especially for the marginalized group of people in Bangladesh

Strategic Plan 2008 – 2011

*Focus area: Democratic Governance
Key results: participation, responsive institution, engagement by the poor, serving the needs, concerns and interests of people.*

Expected Outcome(s)/Indicator(s):

-Improved access to justice and enhanced human rights systems and processes in Bangladesh.

Expected Project Output(s)/Annual Targets:

-Village Courts in selected Ups activated and functioning.

Implementing Agency:

- Local Government Division, Ministry of Local Government, Rural Development & Cooperatives (MLGRD&C)

SECTION 1: PROGRAMME JUSTIFICATION

1.1 Purpose

This document has been developed in order to capture and record the basic information required for directing and managing the content of the Activating Village Courts in Bangladesh Project at the Ministry of Local Government, Rural Development and Cooperatives. It addresses the following fundamental aspects of the programme:

- What does the programme aim at?
- What are the objectives?
- Why is it important to achieve the objectives?
- How will the objectives be achieved?
- When will the objectives be achieved?
- Who are the responsible stakeholders to achieve the results?

When approved by the concerned authority, this project document would provide the baseline for the Programme Management. It will be used as a reference point for all major decisions to be taken about the Programme in the future and used at the conclusion of the programme to measure whether it was managed successfully and delivered acceptable results.

1.2 Business Case

Promoting good governance is a key area of the access to justice programme. It is expected that the development of an accountable and efficient justice sector will promote the rule of law, contribute to the rise of public trust and confidence in the justice sector, and thus strengthen good governance. It has been revealed through many reports, research and media reports that the formal justice system in Bangladesh is under tremendous pressure with much workload and inadequate number of officials and staff to dispose the cases. Sometimes corrupt practices by people concerned create much problem in dealing with cases in various courts. As a result, the case backlogs add up to the existing pending cases and at present it stands on about half a million cases. It creates a negative impact for the rural poor and vulnerable group of people who cannot afford the expenses of cases and do not have clear understanding of how to get access to justice in the upper courts on some issues that could be easily resolved at the local level.

It has been argued since long that dispute resolution at the local levels may reduce the backlogs of cases in the formal justice sectors. In Bangladesh, the provision of dispute resolution at the village and union levels exists. There is a tradition of local justice in Bangladesh that goes back to the practices developed in ancient South Asian village communities. From time immemorial, the local authorities have performed mediation and arbitration functions (*shalish*) and have exercised the power to administer civil and criminal justice. The institutional form of this local justice is the provision of village courts – an institution of formal justice at the lowest tier of local government, which is the Union *Parishad* (UP).

The latest legal framework for Village Courts is The Village Court Act 2006 that describes the functions of a village court, its jurisdiction and formation. This Act has been formulated in order to resolve some disputes quickly and easily within the jurisdiction of UPs. It is expected that activating village courts would provide access to affordable justice to the vast majority of the population of Bangladesh at the local level. This kind of semi-formal nature of village courts appear to appeal to rural populations because they do not have the stigma of formal courts, nor

are they as intimidating since the UP Chairman is known to them. It is expected that the activation of village courts will reduce the pressure created by the backlog in the upper level courts, and permit easy access to justice at the lower levels. In Bangladesh, NGO communities are involved in activating village courts in terms of formulating committees, training, ensuring accessibility of mediation workers, women leadership and so on. Involving NGO communities under this project will facilitate the process further.

Thus it seems that the village courts hold an important part of access to justice system in Bangladesh and it is also important, at the same time, to include the poor and vulnerable group in the rural area in the overall justice system. Various missions on access to justice also report about this importance and the European Commission (EC) Mission on "Activating the Justice System in Bangladesh" highlights some issues that advocates for activating the Village Courts in Bangladesh. The Mission report recommended a social and pedagogical approach that can meet the real need of people living in poverty and can create pressure from below for institutional reforms. It recommended support for the reactivation of village courts. UNDP also fielded a Mission on Deepening Democracy in Bangladesh in 2006 from the UNDP Regional Centre in Bangkok. The Mission had wide consultation with EC, LGD, MoLJPA and other stakeholders. There was an agreement in principle between government and UNDP on launching the Village Court project.

All these on the background have created the ground for formulating project concept on activating village courts in Bangladesh. Not only from the justice point of view, the government of Bangladesh is also having large development project on local government. Development partners like EC, World Bank (WB), UNDP are providing support to the Local Governance Support Project (LGSP). The village court project has a relationship with the government initiatives to strengthen the local government bodies like UPs. In addition, EC has already made a commitment of fund to support the government for the project in activating the village court system through UNDP. The MoLJPA and LGD have shown keen interest in having the project to activate the village courts. On the basis of the above, the project has been formulated on "Activating Village Courts in Bangladesh." **The European Commission has made a commitment of 10 million Euro to support the GoB in activating the village courts through UNDP.**

1.3 Context

The project is executed in the context of UNDAF and the Country Programme Document 2006-2010 approved by the Executive Board of the United Nations Development Programme. The project will contribute to the achievement of the UNDAF outcome 1 for democratic governance and human rights, the Strategic Plan 2008 – 2011 (Democratic Governance) and the CPAP service line 1.3.1 under goal 2 on Fostering Democratic Governance.

1.4 Project definition:

1.4.1 Objectives:

The project aims at strengthening local justice system in 500 Union Parishads through Village Court. It intends to improve access to justice for disadvantaged and marginalized groups and enhance human rights systems and processes in Bangladesh. The Key objectives of the project are:

- To empower women, the poor and disadvantaged groups to seek remedies for injustices, and to enable justice institutions to be responsive to claims;
- To promote and protect human rights security through a human rights-based approach to development in programming and delivery
- To empower citizens to resolve their disputes at the local level in an expeditious, transparent and affordable manner
- To strengthen local government institutions to be responsive to local needs and offer appropriate legal service through well functioning Village Courts.

1.4.2 Project Components

In order to achieve the above-mentioned objectives, the following components have been incorporated into the project document:

(A) Review of Legal Framework: Under this component, the existing legal framework of village courts (including the rules, laws, Acts and operational procedures) will be reviewed. Amendments to the legal framework will be proposed and submitted to the Government for consideration, to ensure that village courts are more accessible to the targeted beneficiaries. An institutional assessment will be carried out every six months with the assistance of external evaluators in order to identify gaps and make necessary corrections in project implementation.

(B) Capacity Development: This component would be dealing mainly with training for UPs chairmen, Village Police and staff of village courts. It would also focus on knowledge sharing and learning national and international best practices. The training will also involve judges in order to disseminate information through training institutions. Partnership will be built with BCS AA, BPATC, JATI, NILG, BARD, and RDA to organize dissemination sessions. The training curricula will be developed on village courts rules and procedures, functions and judgment skills. Post-training evaluations will be conducted to impart more need-based training through out the project implementation period.

(C) Advocacy & Communication: Building awareness is crucial to sensitize people in general on the roles and functions of village courts and on the importance of village court to ensure access to justice by poor and vulnerable groups of people. Sensitization programme will be held under this component. Motivation campaign will also be conducted among the community based organizations, school teachers and mosque Imams and religious preachers from other religions, and print and electronic media (Radio/TV). This component will also involve media by organizing informative seminars for journalists both at the national and local levels.

(D) Monitoring and Evaluation: In order to strengthen the oversight functions of the LGD under MLGRD&C, technical assistance would be provided to the LGD, MLGRD&C and its monitoring and supervising functions will be enhanced with regard to village courts. An institutional assessment will be conducted on a few selected districts and upazilas to identify the scopes and opportunities for decentralizing the monitoring and supervising functions of LGD, MLGRD&C at the district levels. Proposal on the decentralization of monitoring functions will be submitted to government for further considerations.

1.4.2 Programme scopes:

Functioning democratic governance is one of the outcomes highlighted in UNDAF. UNDP has been giving utmost importance to uphold people's rights, especially the rights of the most marginalized groups. UNDP has recently signed a project called "Access to Justice and Human Rights" which aims at providing legal protection to the people of Bangladesh and supports UNDP and ECs intervention to provide access to justice at the local level through the village court project. The project will also have synergy with the LGSP-LIC, which provides technical assistance to the UPs and is implemented by the LGD under MLGRD&C.

One of the major scopes of this project is to collaborate with the LGD, MLGRD&C and MoLJPA on strengthening the policy and advisory services with the existing dispute resolution system of the rural Bangladesh with the formal judicial system. It is expected to ensure access to justice for the marginalized and vulnerable groups of the country and at the same time reduce burden of the over pressured formal judicial mechanisms. The project would also involve the civil society organizations in the improvement of legal awareness of the people and create a relationship among the various sectors of the people that would benefit both the existing judicial system and the people of the country.

1.4.3 Programme Execution Modality

The planned activities under this programme will be executed under the Country Programme Action Plan (CPAP) Implementation and Execution Framework. On the basis of the project brief, the Annual work Plan (AWP) will be signed between UNDP and implementing partners. However, if any changes are to be brought in any of the planned components and activities, it has to be approved by the Project Board.

Apart from this execution modality, the general guideline of DCOS modality will be followed for all procurement and recruitment associated with programme activities. However, the NPD can procure items with spot quotations following relevant government rules and regulations.

1.4.4 Project Office

The government may allocate a space to be used as the project office preferably at the Local Government Division premise or in any office under the LGD in order to ensure day-to-day monitoring and implementation of the project. However, in case of any space constraints, the project may also have a rented space for establishing the project office agreed by the concerned authority during the implementation phase of the project. The project office will be equipped by necessary office supplies and staff required for implementation of the project activities.

SECTION 3: MANAGEMENT ARRANGEMENTS

3.1 Management Structure

1. Steering Committee: The LGD, MLGRD&C will be on the overall supervision of the project and the Steering Committee will be chaired by Secretary, LGD, MLGRD&C. The Committee will be responsible for providing policy guidelines to the project implementation and approval of any implementation decision. It will also provide policy advice and guidance to facilitate the link between project activities and national development initiatives.

The recommended memberships of the Steering Committee are as follows;

- Secretary, Local Government Division (LGD), Ministry of Local Government, Rural Development and Co-operatives – Chairperson;
- Director General, MIE wing, Local Government Division (LGD);
- Representative, Ministry of Establishment;
- Representative, Cabinet Division;
- Representative, Ministry of Law, Justice & Parliamentary Affairs;
- Representative from the Planning Commission (Concerned Sector);
- Representative from Ministry of Home Affairs;
- Representative from ERD, Ministry of Finance;
- Representative from IMED, Ministry of Planning;
- Ministry of Women and Children Affairs;
- Ministry of Information;
- Deputy Chief, Local Government Division (LGD);
- Representative from UNDP;
- Representative from EC;
- National Project Director as Member Secretary.

Representatives from the Ministries concerned will be preferably of joint secretary position.

2. Project Implementation Committee/ Project Board: The Project Implementation Committee (PIC) or Project Board will be chaired by the National Project Director (NPD), who will be a Joint Secretary/senior official of LGD nominated by the Secretary, LGD. The NPD will be responsible for day-to-day implementation of the project activities through project personnel. He/She will be responsible for preparing the quarterly work plan, monthly and quarterly progress report, annual work plan & annual progress report, supervise the overall project implementation and day-to-day management of the project, evaluate the overall performance of the project personnel and support staff. Important issues shall be placed before the PIC or Project Board for endorsement.

3. Project Assurance: The Project Assurance role will be responsible for carrying out oversights and monitoring functions. Designated by UNDP CO, the role will ensure that the project management delivers planned outputs as per the annual work plan on the basis of the monthly, quarterly and annual progress reports.

4. Project Manager: S/he will be reporting to the National Project Director (NPD) and provide feedback on any project issues, as and when required. S/he will also be responsible for overall coordination between project and UNDP and among different teams in achieving

planned outputs, producing progress reports and be responsible for the effective implementation of the project.

5. Thematic Groups: This group comprises different teams that are responsible for accomplishing the designed activities against each of the outputs. Specialized lead persons in relevant areas will represent each of the teams and remain responsible for accomplishing the assigned tasks.

6. The Project Support Group: Under the direct supervision of the Project Manager this group will provide management support on a day-to-day basis to the Project Manager and thematic groups in relation to management of procurement, recruitment, finance and other general services required for the implementation of the project.

3.2 Communication Plan:

The major principle of the communication strategy is to keep all relevant stakeholders informed of programme targets, programme activities, achievement and lessons learned. One of the major activities of the programme is to ensure participation of all stakeholders in preparation of all specialized products/outputs of the project listed in the Project Description section. To facilitate effective participation, the programme will maintain continuous communication with the stakeholders by providing status reports, minutes of the meetings/consultation held, progress reports, lesson learnt reports and other event-based reports and programme related products. It will be the responsibility of the Advocacy and Communication Team to ensure proper implementation of the communication plan.

In the process of implementation, the project will build partnership with relevant institutions. Some of the key partnerships will include:

- 1) The **Ministry of Law, Justice and Parliamentary Affairs will be a key partner**: In consultation with the MLJPA training of government officers related to village court activities will be organized as and when required. MLJPA will be time to time consulted about legal provisions of village court activities.
- 2) The **Ministry of Home Affairs (MOHA) and Bangladesh Police (BP) are important stakeholders**: The MOHA/BP, through the Training Directorate at Police Head Quarters, may be requested to organise and conduct the training of Village Police. In order to organize training, regional police training institutions and district Police Line offices would be involved.
- 3) The **Ministry of Establishment (MOE) and Ministry of LGRD&C**: The MOE, through the Bangladesh Public Administration Training Centre (BPATC) & the Bangladesh Civil Service (Admin) Academy (BCSAA) and Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) through NILG, BARD & RDA conduct training of civil service officials, and will develop its supervisory function to include the village courts.

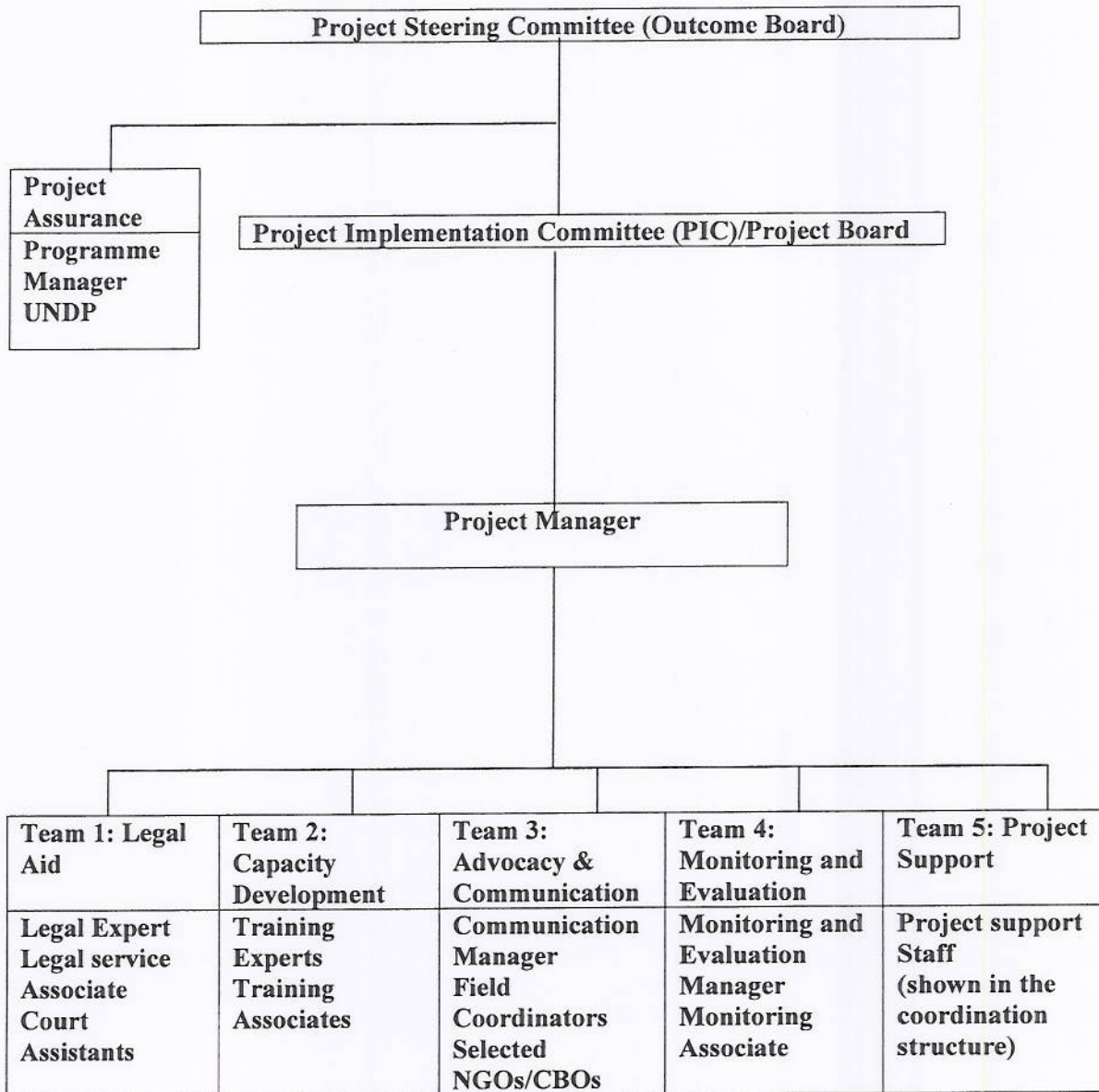
Each Partner Agency will appoint a **Responsible Officer** who will take charge of co-ordinating their respective set of activities under the project.

- 4) **Partnership with NGOs/CBOs/CSOs**: Certain activities such as awareness raising campaigns will be subcontracted to **CBOs/NGOs** with experience in supporting village

courts and Alternative Dispute Resolution. Contracts will be only granted to organisations who are able to fulfill the criteria laid down by LGD & UNDP on the basis of consensus.

Under this project, CBOs will be established at the union level. This will consist of citizens trained in the law and administrative matters. They will participate as lay members of the Judges' panels to represent disputing parties. Their role will be crucial to the functioning of village courts. They will however need to be mobilized and organised. This will be the task of the Field Worker, who with guidance from the UP Chairman will identify qualified citizens and invite them to meet and organise themselves. The model may be adopted from existing practices established elsewhere in the country.

Management Structure



SECTION 4: MONITORING AND EVALUATION

Monitoring, Inspection and Evaluation activity will be primarily conducted by MIE wing of LGD. The Project Management team will maintain close liaison with MIE wing as well as admin wing which is responsible for UP and Legal Branches. The PMT will focus on streamlining of the capacity of the MIE & Administrative wing of LGD to ensure long term sustainability of Village Court.

In order to monitor the project implementation process and progress, the project will submit monthly, quarterly and progress reports to UNDP against the planned quarterly work plan. The Project will report in the Results Information System (RIS) format every month. NPD may authorize Project Manager to represent the PB in the regular Project Managers' and progress review meetings.

SECTION 5: Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBBA) between the Government of Bangladesh (GoB) and the United Nations Development Programme (UNDP) signed by the parties on 26 November 1986.

Implementing partner

UNDP will act as a Responsible Party to implement activities as identified in the project document and relevant budget lines. This role is in line with the Letter of Agreement (LOA) on such services signed by UNDP and the Government on 5 December 1999 as well as the Country Programme Action Plan 2006-2010.

The following types of revision may be made to this Project Document with the signature of the UNDP Country Director only; provided that she/he is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision in, or addition to, any of the annexes to the Project Document;
- b) Revisions, which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and

The Project Document is, for all purposes related to implementation, the legal document by which UNDP and GoB will be bound for achieving results. The GoB may prepare for its own internal planning and approval purposes a matching document such as Technical Project Proposal (TPP). All efforts must be made to ensure that the relevant provisions of the concerned TPP prepared for the project are identical to those in the signed Project Document.

The national implementing agency designated on the cover page to this Project Document shall carry out this project and accordingly the accounting, financial reporting and auditing procedures will follow the UNDP and GoB programming guidelines as and when applicable.



SECTION 6. TOLERANCE

An overall stage tolerance of plus/minus 10% on approved stage budget and plus/minus 1 month per stage schedule will be allowed. If these tolerance levels exceeded, the PB will be immediately notified and corrective actions will be taken as directed.

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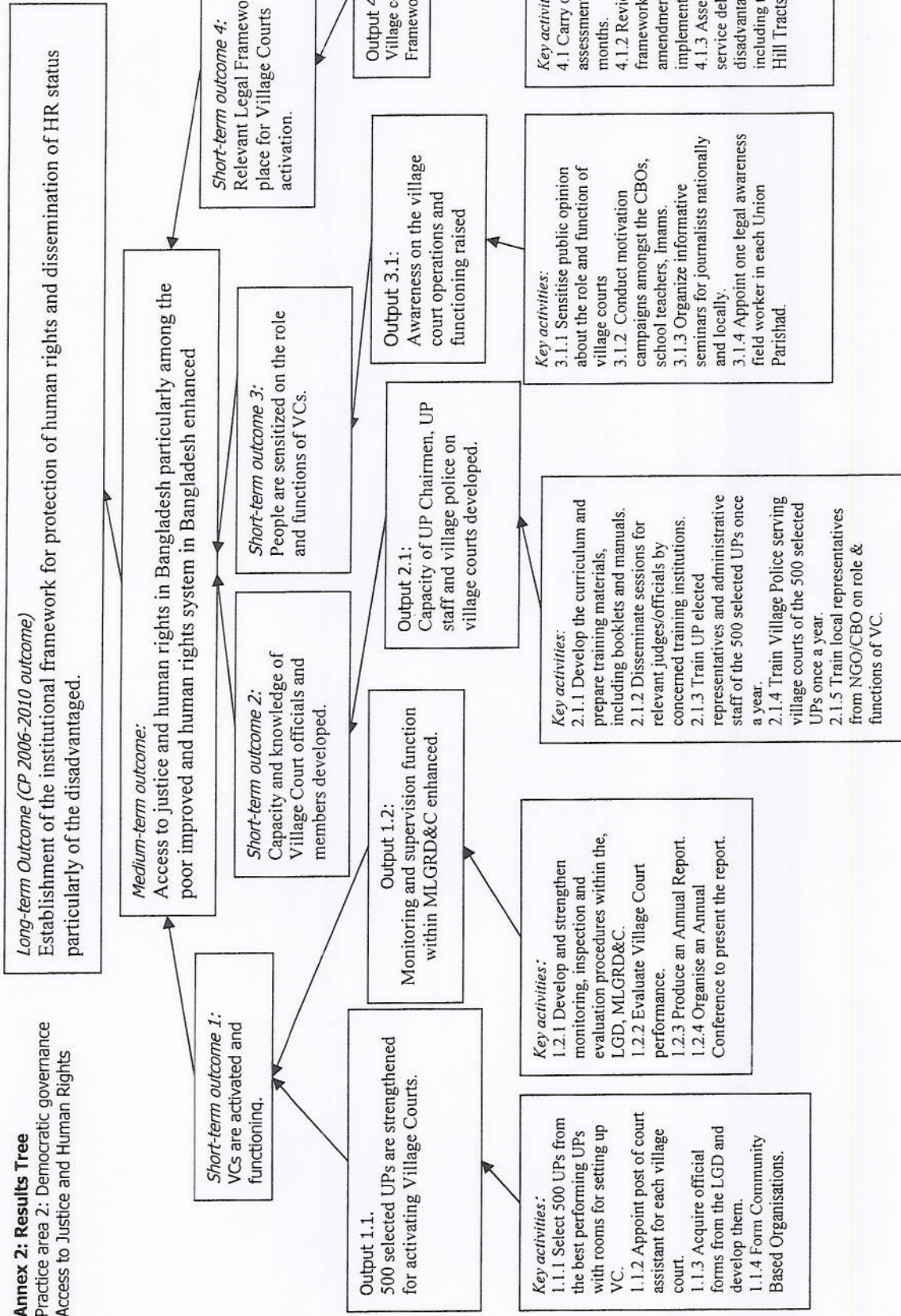
SECTION 7: Annexes

Annex 1: Risk Log

<i>Risk No.</i>	<i>Risk Description</i>	<i>Impact</i>	<i>Probability</i>	<i>Degree of Impact</i>	<i>Mitigation</i>	<i>Notes</i>
1 Political	The project is being initiated under a Caretaker Administration. Stability of the political environment is essential for the project to succeed.	The mechanisms of the project might be displaced with changing political environment thus not achieving the desired outputs	M	M	Broad-based citizen awareness and participation in the village court project will mitigate the risk.	
2 Operational	Strong logistical support is required for transportation, recruitment, training, payments etc. for the project	Delay in procurement and recruitment may cause delayed commencement of the project.	L	L	Preparation of HR and procurement plan in time will mitigate the risk of delayed commencement.	
3 Environmental	During monsoon, it might be difficult in parts of the country to avail the services provided by the village court.	Accessibility to the village court will be reduced.	H	M	Monitoring visits will be conducted in order to ensure any unattended cases.	
4 Socio-cultural	Socio-cultural environment may affect access to justice for women.	Gender inequality may occur.	M	L	Advocacy and communication tools will focus on gender issues.	
<p><i>Low- (L)</i> <i>Medium-(M)</i> <i>High- (H)</i></p>						

Annex 2: Results Tree

Practice area 2: Democratic governance
Access to Justice and Human Rights



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Annex 3: Quality Log

Deliverable	Quality Criteria	Quality Method
1. Institutional Development	1.1 500 UPs selected within the 1 st Quarter of the project implementation to set up VCs 1.2 Post of Court Assistants created within the 2 nd Quarter 1.3 Institutional assessment conducted twice a year.	Timely selection of 500 UPs Institutional Assessment Report by the external evaluators
2. Training	2.1 Curriculum on awareness building on VCs developed and training materials prepared, including booklets and manuals within the first 2 years of the project commencement. 2.2 UP elected representatives and administrative staff of the 500 selected UPs trained 4 times during the project period. 2.3 Village Police serving village courts of the 500 selected UPs trained 4 times during the project period.	Review of Module and Contents of curricula Evaluation report by the training participants
3. Awareness	3.1 Sensitization programmes regarding the role and functions of VCs conducted each year from 2009. 3.2 Motivation campaigns amongst the CBOs, school teachers, Imams conducted 5 times during the project period 3.3 Informative seminars for journalists organized nationally and locally during the project period	Feedback of participants Events report Recruitment of field workers
4. Policy Advices	4.1 The legal framework reviewed and amendments to the law proposed within the 2 nd Quarter of 2009. 4.2 Sessions for relevant judges/officials by PATC and BCSAA and JATI disseminated 5 times within the project implementation period.	Documents on legal framework Feedback on the proposed legal framework
5. Monitoring and evaluation	5.1. Monitoring, inspection and evaluation procedures within the MLGRDC Developed each year from 2009. 5.2. VC performance evaluated each year. 5.3 Annual report produced each year. 5.4 Annual Conference organized to present the report each year.	Timely recruitment of the monitoring and evaluation officers Experts evaluators report Annual progress report

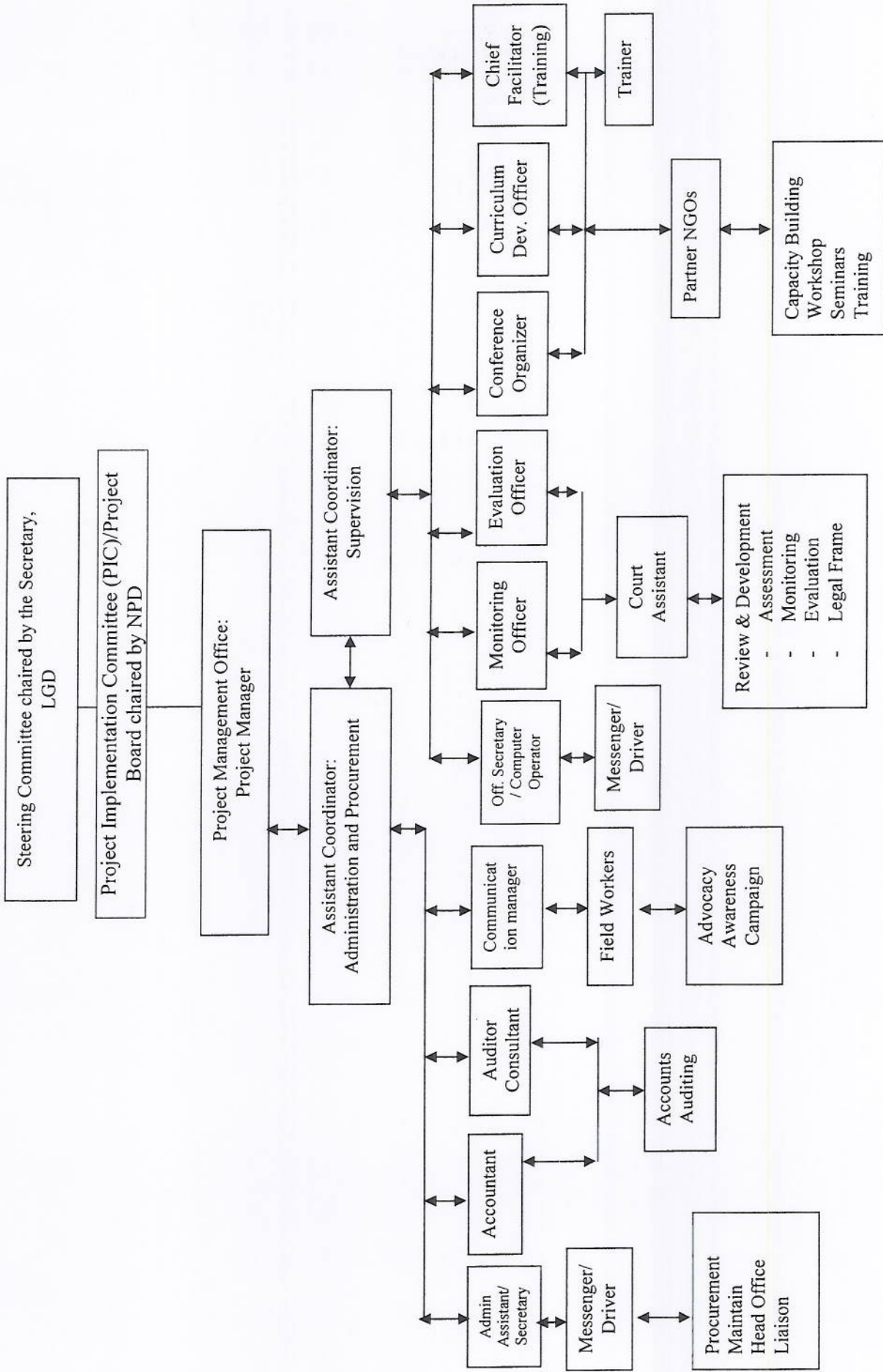
Annex 4: The Annual Work Plan (AWP) Monitoring Tool for year 2008
 CP Component: Democratic Governance
Implementing Agency: Local Government Division under MLGRD&C

EXPECTED OUTPUTS AND INDICATORS including annual targets	PLANNED ACTIVITIES <i>List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs</i>	EXPENDITURES <i>List actual expenditures against activities completed</i>	RESULTS OF ACTIVITIES <i>For each activity, state the results of the activity</i>	PROGRESS TOWARDS ACHIEVING OUTPUTS Using data on annual indicator targets, state progress towards achieving the CP outputs. Where relevant, comment on factors that facilitated and/or constrained achievement of results including: <ul style="list-style-type: none"> ▪ <i>Whether risks and assumptions as identified in the CP M&E Framework materialized or whether new risks emerged</i> ▪ <i>Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues</i>
1. 500 selected UPs are strengthened for activating Village Courts	1.1 Select 500 UPs from the best performing UPS with rooms for setting up VC. 1.2 Appoint court assistant for each village court. 1.3 Acquire official forms from the LGD and develop them. 1.4 Form Community Based Organisations.			
2. Monitoring and supervision function within MLGRD&C enhanced.	2.1 Develop and strengthen monitoring, inspection and evaluation procedures within the MLGRD&C.			
3. Capacity of UP Chairmen, UP staff and village policemen on village courts developed.	3.1 Develop the curriculum and prepare training materials, including booklets and manuals.			
4. Awareness on Village Courts raised.	4.3 Organize informative seminars for journalists nationally and locally.			

	4.4 Appoint one legal awareness field worker in each of the 500 Union Parishads.			
5. Village courts legal Framework review	5.1 Carry out institutional assessment every six months.			
	5.2 Review the legal framework and propose amendments to the law and implementing procedures.			



Annex 5: Village Court Project Coordination Structure



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Activating Village Courts - Budget(From 2009- 2013)

I	Description	Atlas A/C	Fund	Dept	Imp ag. code	Impl. Ag	Donor	W/M	Total amount (US\$)	W/M	2009 (US \$)	W/M	2010 (US\$)	W/M	2011 US\$	W/M	2012US\$	W/M	2013US\$		
																				W/M	W/M
1	Activity 1																				
2	Project Manager	71300	04000	39204	001360	NEX	00012	60	125,000	12	25,000	12	25,000	12	25,000	12	25,000	12	25,000	12	25,000
3	Legal Expert	71300	04000	39204	001360	NEX	00012	54	120,000	12	27,000	12	27,000	12	27,000	12	27,000	12	27,000	12	27,000
4	Communication Manager	71300	04000	39204	001360	NEX	00012	54	120,000	12	27,000	12	27,000	12	27,000	12	27,000	12	27,000	12	27,000
5	Training Manager	71300	04000	39204	001360	NEX	00012	54	100,000	12	22,500	12	22,500	12	22,500	12	22,500	12	22,500	12	22,500
8	Campaign & Conference Organizer	71300	30000	39204	001360	NEX	10159	56	77,840	8	11,120	12	16,680	12	16,680	12	16,680	12	16,680	12	16,680
9	Monitoring & Evaluation Manager	71300	30000	39204	001360	NEX	10159	52	78,000	8	12,000	12	18,000	12	18,000	12	18,000	12	18,000	12	18,000
12	Curriculum Development Expert (Consultant)	71300	30000	39204	001360	NEX	10159	6	48,000	6	48,000	6	48,000	6	48,000	6	48,000	6	48,000	6	48,000
13	Chief Facilitator (Training)	71300	30000	39204	001360	NEX	10159	60	90,000	12	18,000	12	18,000	12	18,000	12	18,000	12	18,000	12	18,000
14	Trainers (10)	71300	30000	39204	001360	NEX	10159	56	60,000	12	1,200	12	1,200	12	1,200	12	1,200	12	1,200	12	1,200
16	Field Coordinator	71300	30000	39204	001360	NEX	10159	60	95,200	8	13,600	12	20,400	12	20,400	12	20,400	12	20,400	12	20,400
17	Field Workers	71300	30000	39204	001360	NEX	10159	60	3,818,060	12	763,612	12	763,612	12	763,612	12	763,612	12	763,612	12	763,612
18	Training and Programme Associates	71300	30000	39204	001360	NEX	10159	56	33,600	8	4,800	12	7,200	12	7,200	12	7,200	12	7,200	12	7,200
19	Assistant Coordinator (Admin & Procurement)	71400	30000	39204	001360	NEX	10159	54	80,000	12	20,250	12	20,250	12	20,250	12	20,250	12	20,250	12	20,250
20	Finance & Accounts Officer	71400	30000	39204	001360	NEX	10159	60	15,000	12	7,500	12	16,000	12	16,000	12	16,000	12	16,000	12	16,000
21	Workshop Moderator (consultant)	71300	30000	39204	001360	NEX	10159	60	66,000	12	13,200	12	13,200	12	13,200	12	13,200	12	13,200	12	13,200
22	Monitoring & Evaluation Assistant	71300	30000	39204	001360	NEX	10159	60	66,000	12	13,200	12	13,200	12	13,200	12	13,200	12	13,200	12	13,200
23	Management Assistant (Administration & Procurement)	71300	30000	39204	001360	NEX	10159	60	66,000	12	13,200	12	13,200	12	13,200	12	13,200	12	13,200	12	13,200
24	Legal & Local Justice Expert (Consultant)	71300	30000	39204	001360	NEX	10159	6	48,000	6	48,000	6	48,000	6	48,000	6	48,000	6	48,000	6	48,000
25	Court Assistants	71400	30000	39204	001360	NEX	10159	60	3,818,060	12	763,612	12	763,612	12	763,612	12	763,612	12	763,612	12	763,612
26	Messenger cum Drivers (2)	71400	30000	39204	001360	NEX	10159	60	57,215	12	7,150	12	14,305	12	14,305	12	14,305	12	14,305	12	14,305
	Sub-total								9,005,975		1,862,744		1,794,659		1,787,159		1,787,159		1,787,159		1,720,254
	Activity 2																				
26	Sub Contract	71200	30000	39204	001360	NEX	10159		25,250		5,050		5,050		5,050		5,050		5,050		5,050
27	Duty Travel (International)	71200	30000	39204	001360	NEX	10159		92,352		20,436		16,479		24,979		11,979		18,479		26,479
28	Duty Travel (Local)	71200	30000	39204	001360	NEX	10159		140,614		32,698		28,479		24,979		27,979		27,979		27,979
30	Purchase of vehicle	71600	30000	39204	001360	NEX	10159		136,240		136,240										
31	Rent of vehicles for Districts and Union Level	71600	30000	39204	001360	NEX	10159		457,766		114,441		85,831		85,831		85,831		85,831		85,831
32	Computers	72200	30000	39204	001360	NEX	10159		613,079		551,771		61,308		61,308		61,308		61,308		61,308
33	Furniture	72200	30000	39204	001360	NEX	10159		163,488		150,409		13,079		13,079		13,079		13,079		13,079
34	Overhead Projector	72400	30000	39204	001360	NEX	10159		5,000		5,000		5,000		5,000		5,000		5,000		5,000
35	Operation and maintenance	73100	30000	39204	001360	NEX	10159		451,909		90,381		90,381		90,381		90,381		90,381		90,381
36	Expendable Equipment	72200	30000	39204	001360	NEX	10159		40,872		10,218		7,664		7,664		7,664		7,664		7,664
37	Office Space Rent and Maintenance	74500	30000	39204	001360	NEX	10159		29,984		7,496		5,622		5,622		5,622		5,622		5,622
38	Expendable Equipment	72200	30000	39204	001360	NEX	10159		130,180		30,180		25,000		25,000		25,000		25,000		25,000
39	Other services	74500	30000	39204	001360	NEX	10159		355,840		71,168		71,168		71,168		71,168		71,168		71,168
	Sub-total								2,642,574		1,225,488		410,061		340,674		330,674		330,674		335,674
	Activity 3																				
40	Publications and Advocacy Campaign	63400	30000	39204	001360	NEX	10159		346,641		69,328		69,328		69,328		69,328		69,328		69,328
41	Research studies	63400	30000	39204	001360	NEX	10159		172,377		34,475		34,475		34,475		34,475		34,475		34,475
42	Auditing expenses (Local Office)	63400	30000	39204	001360	NEX	10159		15,477		2,406		3,555		3,555		3,555		3,555		3,555
43	Auditing expenses (UPs)	63400	30000	39204	001360	NEX	10159		238,390		37,496		54,466		54,466		54,466		54,466		54,466
44	Monitoring Visits	63400	30000	39204	001360	NEX	10159		61,902		9,624		14,218		14,218		14,218		14,218		14,218
45	Evaluation Expenses	63400	30000	39204	001360	NEX	10159		61,902		9,624		14,218		14,218		14,218		14,218		14,218
46	Translation, interpretation	63400	30000	39204	001360	NEX	10159		18,483		2,406		4,557		4,557		4,557		4,557		4,557
47	Learning cost (Conf/Sem)	63400	30000	39204	001360	NEX	10159		184,884		36,977		36,977		36,977		36,977		36,977		36,977
48	Consultative Meetings/Workshops	63400	30000	39204	001360	NEX	10159		97,000		19,400		19,400		19,400		19,400		19,400		19,400
49	Training	63400	04000	39204	001360	NEX	00012		855,790		171,158		171,158		171,158		171,158		171,158		171,158
50	GMS	74500	30000	39204	001360	NEX	10159		1,033,970		206,794		206,794		206,794		206,794		206,794		206,794
51	ISS fees	74500	04000	39204	001360	NEX	00012		75,572		12,558		16,819		16,819		16,819		16,819		16,819
52	Miscellaneous/ reporting costs	74500	30000	39204	001360	NEX	10159		175,440		35,088		35,088		35,088		35,088		35,088		35,088
	Sub-total								3,337,827		647,334		681,053.20		681,053.20		681,053.20		681,053.20		647,333.20
	Grand total								14,986,376		3,735,566		2,885,772.95		2,808,885.95		2,798,885.95		2,798,885.95		2,703,260.95

[Signature]



Interoffice
Memorandum

To: Mr. Ashiqul Hasib Tareq
Programme Analyst
RRMC, UNDP

Date: 05/03/2009

From: Ms Nandita Dutta *Nandita Dutta*
Programme Analyst
Democratic Governance Cluster
UNDP

Extension : 2412

Subject: Original Project Document of Acvating Village Court

File:

With the reference of above mentioned subject I am pleased to attach herewith the original Project Document of Activating Village Court Project (1 Copy) for your information and record.