

**STANDARD LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
AND  
BANDARBAN HILL DISTRICT COUNCIL (BHDC)  
ON THE IMPLEMENTATION OF AGRICULTURE AND FOOD SECURITY PROJECT (PHASE III) ACTIVITIES  
OF UNDP'S PROJECT ON STRENGTHENING INCLUSIVE DEVELOPMENT IN CHITTAGONG HILL TRACTS**

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Bangladesh and officials of **Bandarban Hill District Council (BHDC)** with respect to the realization of activities by **BHDC** in the implementation of the UNDP support services to the project "**Strengthening Inclusive Development in Chittagong Hill Tracts**" (Output ID: 00085987), as specified in Attachment 1: Project Document, to which UNDP has been selected as a responsible party.
2. In accordance with the LOA signed between the government implementing partner and UNDP for support services and with the following terms and conditions, we confirm our acceptance of the activities to be provided by **BHDC** towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between **BHDC** and UNDP, on all aspects of the Activities.
3. **BHDC** shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of **BHDC** shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of **BHDC** or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by **BHDC**, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with **BHDC**, shall work under the supervision of the designated official of **BHDC**. These subcontractors shall remain accountable to **BHDC** for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to **BHDC**, according to the schedule of payments specified in **Attachment 3: Schedule of Activities, Facilities and Payments**.
7. **BHDC** shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. **BHDC** shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when **BHDC** is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide **BHDC** with any funds or to make any reimbursement for expenses incurred by **BHDC** in excess of the total budget as set forth in **Attachment 3**.
8. **BHDC** shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4.1 & 4.2]. UNDP will include the financial report by **BHDC** in the financial report for Project Number: 00085987 (Strengthening Inclusive Development in Chittagong Hill Tracts).
9. **BHDC** shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.
10. **BHDC** shall furnish a final report within 1 month after the completion or termination of the Activities, including a list of non-expendable equipment purchased by **BHDC** and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.
11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and **BHDC**.
12. Any changes to the LOA between the government implementing partner and UNDP for support services which would affect the work being performed by **BHDC** in accordance with Attachment 2 shall be recommended only after consultation between the parties.



13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the LOA for support services and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the BHDC and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of Activities according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by BHDC unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing.

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to **Sudipto Mukerjee, Country Director, UNDP, Bangladesh.**


18. BHDC shall keep the UNDP Country Director/Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the UNDP and BHDC arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your BHDC participation in the implementation of the project.

Signed on behalf of UNDP:

  
(Sudipto Mukerjee)  
Country Director  
UNDP, Bangladesh  
Date: 19/02/2018

Signed on behalf of BHDC:

  
(Kyaw Shwe Hla)  
Chairman  
Bandarban Hill District Council  
Date:

## Attachment 1

### PROJECT DOCUMENT

Project Title: **Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT)**

Project Number: 00085987

To continue the momentum of development and confidence building successes of the Promotion of Development and Confidence Building in CHT project (2003-2016), MoCHTA and UNDP, with assistance from a number of Development Partners have undertaken the "Strengthening Inclusive Development in CHT (SID-CHT 2017-21)" project.

The main objectives of SID-CHT project is *"to strengthen the capacity of the population in the Chittagong Hill Tracts to shape and make decisions that impact on their lives"*.

Based on the above main objectives following are the specific objectives which will be achieved by implementing the project;

- To strengthen community land, resource and livelihood management.
- To increase participation and influence to shape decision-making.
- To strengthen democratic governance with responsive institutions and effective services.

Consistent with UNDAF Outcomes, the outcome of this project is:

"Citizen expectations for voice, development and accountability are met by strengthened institutions to progressively deliver universal access to basic services."

**UNDAF Outcome 1:** Government institutions at the national and sub-national levels are able to more effectively carry out their mandates, including delivery of public services, in a more accountable, transparent, and inclusive manner.

**UNDAF Outcome 2:** Justice and human rights institutions are strengthened to better serve and protect the rights of all citizens, including women and vulnerable groups.

**UNDAF Outcome 3:** Deprived community members in selected areas practice key life-saving, care and protective behaviour and raise their demand for quality social services.

The following three outputs will contribute to the outcome:

Output 1: Strengthened community land, resource and livelihood management.

Output 2: Increased participation and influence to shape decision-making.

Output 3: Democratic governance strengthened with responsive institutions and effective services.

#### **Linking the Letter of Agreement with the Project Document:**

One of the key mandate of Hill District Council is to expedite the process of socio-economic development in the district by coordinating the activities implemented by the transferred GoB line departments and non-govt. departments/organizations. HDC undertakes various development activities for the public interest as well as administer, monitor and supervise the different govt. and semi-govt. departments transferred to the council.

The Letter of Agreement with BHDC is thus aimed at implementing the Agriculture and Food Security Project (Phase III) of SID-CHT activities at the field. In particular, enhancing BHDC's capacity to support implementation of AFSP III project targeting poor and marginal farmers (including women) of Bandarban hill district and improving their livelihoods and right decision-making capacity on farm production through Farmer Field School activities involving project dedicated staffs and relevant Institutions/departments.



## Attachment 2

### DESCRIPTION OF ACTIVITIES

Project number: 00085987

Project title: **Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT)**

AWP/Budgetary Activity line:

#### Results to be achieved by BHDC:

- Increased service delivery (Agriculture and Food Security) to underserved and remote areas through engaging the transferred line departments (DAE, DLS and DoF etc.) including establishment of Farmer Field Schools (FFS) and improvement of marketing system/facilities of farmers.
- HDC managing transparent and participatory planning, implementation, funding, monitoring and evaluation mechanisms for community projects.

#### Work to be performed by BHDC:

- Recruit, deploy, oversee performance, administer salaries/benefits and provide logistical support to staff recruited for the component,
- Develop and implement training plans for Farmer Facilitators,
- Establish Farmer Field Schools (FFS),
- Establish Learning Plots,
- Manage grants to PDCs/farmers (FFS Input/learning cost, Post FFS learning input to FFS farmers)
- Support to organize Farmer Field Days at Union/Upazila level,
- Develop capacities and establish functional linkage between the GoB Line Departments, Local Community Service Providers and FFS communities,
- Organise learning sharing workshops and exchange visits,
- Organise regular Coordination Meetings with relevant project staffs and other stakeholders at Union, Upazila and district level,
- Regular monitoring of project activities involving all relevant stakeholders,

#### Description of inputs:

- Training cost required to organize Farmer Facilitators' ToT,
- FFS input /running cost,
- Input grant to farmers-post the FFS learning phase
- Honorarium for Farmer Facilitators,
- Salary for project personal,
- DSA/Travel cost
- Mobile and internet (Communication) cost
- Office management/operation cost,
- Cost for organizing Meetings/workshops
- Cost for organizing monitoring visits
- Cost for organizing Farmer Field Days
- Fuel and maintenance cost for vehicles
- Minimum Logistics cost



Attachment 3

Scheduled of Activities, Facilities and Payments (1 February 2018 to 31 December 2020)  
(Bandarban Hill District Council)

EXPECTED CP OUTPUTS and Indicators including annual targets	PLANNED ACTIVITIES	Timeframe												Budget Description	Total Budget at (1 February 2018 to 31 December 2020) in BDT	Schedule of payments by UNDP																									
		2018				2019				2020						Installments 2018				Installments 2019				Installments 2020																	
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Q1 (Feb-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)														
	1. Communities/s takeholders mobilised to establish IFM-FFS														Lumpsum	100,000	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	# of consultative workshops organised		X																																						
	% of trained CHT stakeholder who believe their knowledge		X							X																															
	Recruitment of required AFSP III project staffs and selection of FFS Facilitators following the year wise FFS plan and allocation																																								
	Stakeholder (Union and Upazila, HDC, GoB line dept. officers) mobilisation meeting/workshop on AFSP III																																								
	Training for PDC EC/Para members on IFM-FFS implementation process and role of PDCs/Para members (2																																								
	Training batch																																								
	Workshop																																								

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EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES	Timeframe												Planned Budget	Schedule of payments by UNDP																																					
		2018				2019				2020					Total Budget (1 February 2018 to 31 December 2020) in BDT	Installments 2018				Installments 2019				Installments 2020																												
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1		Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4																										
and skills on IFM-FFS have increased after training	members from each para/PDC, maximum 30 participants)																																																			
	Sub total 1:																											480,000	320,000	-	-	80,000	-	80,000	-	-	-	-	-	-	-	-	-	-	-	-						
	2. Knowledge and skills of CHT stakeholders (Master Trainers, FFS Facilitators, Gob officers) enhanced																																																			
	Planning and preparatory meeting on ToT for Farmer Facilitators (before each batch training)	X	X	X	X	X	X	X	X																			Meeting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
% of trained CHT stakeholders who believe their knowledge and skills	Training for Gob Line department officers (DAE, DLS, DOF, etc.) on AFSP III and IFM-FFS implementation	X																										Training batch	300,000	-	150,000	-	-	-	-	-	-	-	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-

EXPECTED CP OUTPUTS and Indicators including annual targets	Timeframe												Planned Budget		Schedule of payments by UNDP											
	2018				2019				2020				Total Budget (1 February 2018 to 31 December 2020) in BDT	Budget Description	Installments 2018				Installments 2019				Installments 2020			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Q1 (Feb-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
	1	2	3	4	1	2	3	4	1	2	3	4														
													4 940 000	Training batch												
													4 640 000	4 640 000	870 000	870 000	870 000	870 000	290 000	290 000	290 000	290 000				
													4 940 000	870 000	1 020 000	870 000	870 000	290 000	440 000	290 000	290 000					



EXPECTED CP OUTPUTS and Indicators including annual targets	PLANNED ACTIVITIES	Timeframe												Planned Budget	Schedule of payments by UNDP																																	
		2018				2019				2020					Total Budget (1 February 2018 to 31 December 2020) in BDT	Installments 2018				Installments 2019				Installments 2020																								
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4																									
# of FFS formed/established, including women (50%) and men participated in mobilization initiatives	Formation of FFS																									Budget Description	# FFS	Para	Person month	Per FFS																		
% of IFM-FFS participant \$ graduated (disaggregated by sex and age) 50% women	Conduct FFS sessions at community level (at least 3 sessions per month in each FFS) - FF Honorarium		X	X	X	X						X	X	X	X	X	X										12,720,000	1,080	1,080	1,080	1,080	5,724,000																
	FFS Running cost	X			X	X				X	X																1,620,000					1,620,000					432,000											





EXPECTED CP OUTPUTS and Indicators including annual targets	Timeframe												Planned Budget	Schedule of payments by UNDP																
	2018				2019				2020					Total Budget (1 January 2018 to 31 December 2020) in BDT	Installments 2018				Installments 2019				Installments 2020							
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Q1 (Feb-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)				
% of GoB Line Department Officers that provided follow up support	Organize Monitoring visit by upazila GoB officers (DAE, DLS, DoF) and other stakeholders, and support to the technical sessions of the FFS (2 sessions in each FFS)												Per visit	445,200																
	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
# of consultative workshops organised	Organize FFS Learning Sharing workshop at District level												Per	120,000																
	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
# of coordination meetings organised	Monthly AFSP II Coordination Meeting at HDC												Per	160,000																
	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
# of consultative workshops organised	Quarterly meeting of District Working Group												Per Meeting	66,000																
	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
% of GoB Line Department Officers that	Monitoring visits by Union Development Coordination Committee												Per visit	495,000																
	X	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X





EXPECTED OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES	Timeframe												Planned Budget		Schedule of payments by UNDP																							
		2018			2019			2020			Total Budget 2018 to 31 December 2020 in BDT	Budget Description	Installments 2018			Installments 2019			Installments 2020																				
		Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4																			
Sustainable agricultural policies and strategies developed and in place at HDC	Capacity development support to HDC on identified area to manage Transferred Agricultural Services	Q1 2018																			900,000																		
		Q2 2018																																					
		Q3 2018			X																																		
		Q4 2018																																					
Sub total 5:																																							
	6. Human Resources-HDC and																																						



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES	Timeframe												Planned Budget	Schedule of payments by UNDP																																			
		2018				2019				2020					Total Budget (1 February 2018 to 31 December 2020) in BDT	Installments 2018				Installments 2019				Installments 2020																										
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Q1 (Feb-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)																							
	Management support																																																	
	6.1 Human Resources-HDC	X	X	X	X	X	X	X	X	X	X	X	X																																					
	District Officer - AFSIP III (1)	X	X	X	X	X	X	X	X	X	X	X	X	Person	2,100,000	120,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000				
	Senior Master Trainer (1)	X	X	X	X	X	X	X	X	X	X	X	X	Person	1,536,000	96,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000	144,000		
	Master Trainers (2)	X	X	X	X	X	X	X	X	X	X	X	X	Person	2,880,000	180,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	
	Monitoring and Reporting Officer (1)	X	X	X	X	X	X	X	X	X	X	X	X	Person	1,400,000	80,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	
	Finance and Admin Assistant (1)	X	X	X	X	X	X	X	X	X	X	X	X	Person	700,000	40,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	
	Market Development Facilitators (1)	X	X	X	X	X	X	X	X	X	X	X	X	Person	1,221,000	-	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	111,000	
	Upazilla FFS Coordinator (7)	X	X	X	X	X	X	X	X	X	X	X	X	Person	5,950,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000	525,000	350,000
	Sub-total 6.1 (Human Resources)														15,787,000	866,000	1,410,000	1,235,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	1,410,000	996,000				

EXPECTE D CP OUTPUTS and Indicators including annual targets	PLANNED ACTIVITIES	Timeframe												Planned Budget	Schedule of payments by UNDP														
		2018				2019				2020					Total Budget (1 January 2018 to 31 December 2020) in BDT	Installments 2018				Installments 2019				Installments 2020					
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Q1 (Feb-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)		
6.2	Management support to FFS implementation - operational cost for HDCs (travel, DSA, office rent, office supplies, fuel and maintenance etc.)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	-	-	-	-	-	-	-	-	-	-	-	-
	TA/DA bill for 14 AFSP staffs	X	X	X	X	X	X	X	X	X	X	X	X	1,999,000	63,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	189,000	46,000		
	Monitoring visit by HDC Officials (Other than AFSP III staffs)	X	X	X	X	X	X	X	X	X	X	X	X	350,000	20,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000			
	Maintenance and fuel cost for motorbikes including mobil	X	X	X	X	X	X	X	X	X	X	X	X	906,000	56,000	84,000	84,000	84,000	84,000	56,000	84,000	84,000	84,000	56,000	84,000	84,000	66,000		
	Mobile bills for HDC based AF-SP staffs	X	X	X	X	X	X	X	X	X	X	X	X	270,200	15,800	23,700	23,700	23,700	23,700	23,700	23,700	23,700	23,700	23,700	23,700	17,400			



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES	Timeframe												Planned Budget	Schedule of payments by UNDP																					
		2018				2019				2020					Total Budget (1 February 2018 to 31 December 2020) in BDT	Installments 2018				Installments 2019				Installments 2020												
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Q1 (Feb-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)									
Mobile bills for HDC Management		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Lumpsum per	350.00	20.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00			
Internet modern bill for HDC based AFSP staffs		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Per	158.50	9.800	14.70	14.70	14.70	14.70	9.800	14.70	30.00	30.00	30.00	30.00	30.00	30.00	30.00	11.55		
Stationaries and office supplies for upazila & district project officers		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Per month	396.00	24.00	36.00	36.00	36.00	36.00	24.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00	
Stationaries and office supplies for BHDC		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Per	175.00	10.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	
Office rent for upazila offices including electric bills, water supply, and other maintenance		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Per month	1,056,000	64.00	96.00	96.00	96.00	96.00	64.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00
Logistics support for HDC (need based) AFSP III staffs	X																	Lumpsum	300.00	300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sub-total 6.2 (Management Support)																			5,960,750	582,600	518,400	518,400	518,400	518,400	441,500	518,400	518,400	518,400	518,400	518,400	518,400	347,950				
Total AFSP III (1-6) in BDT																			56,673,950	4,330,600	4,914,400	4,331,400	7,488,400	4,216,300	4,031,400	6,324,200	6,815,200	3,430,500	3,662,400	5,785,200	1,343,950					

*R*



EXPECTE D CP OUTPUTS and Indicators including annual targets	PLANNED ACTIVITIES	Timeframe												Planned Budget	Schedule of payments by UNDP												
		2018				2019				2020					Installments 2018				Installments 2019				Installments 2020				
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4		Q1 (Jan- Mar)	Q2 (Apr- Jun)	Q3 (Jul- Sep)	Q4 (Oct- Dec)	Q1 (Jan- Mar)	Q2 (Apr- Jun)	Q3 (Jul- Sep)	Q4 (Oct- Dec)	Q1 (Jan- Mar)	Q2 (Apr- Jun)	Q3 (Jul- Sep)	Q4 (Oct- Dec)	
														Budget Description													
														Total Budget at 1 Febru ary 2018 to 31 Decem ber 2020) in BDT	Q1 (Feb- Mar)	Q2 (Apr- Jun)	Q3 (Jul- Sep)	Q4 (Oct- Dec)	Q1 (Jan- Mar)	Q2 (Apr- Jun)	Q3 (Jul- Sep)	Q4 (Oct- Dec)	Q1 (Jan- Mar)	Q2 (Apr- Jun)	Q3 (Jul- Sep)	Q4 (Oct- Dec)	
	Total AFSP III (1-6) in USD													685.3 99	52.37 3	59.43 3	52.38 3	90.56 3	50.99 1	48.75 5	76.48 3	82.42 1	41.48 8	44.29 2	69.96 5	16.25 3	

B

**Attachment 4.1**

**Funding Authorization and Certificate of Expenditures**

Agency: UN  
UNDP

Date:.....

Country: Bangladesh

Programme Code & Title: 00085987\_SID-CHI

Project Code & Title: 94983 Agriculture and Food Security Project (Phase III) Khurshid Alam, Assistant Country Director, R&IG Cluster, UNDP

Responsible Party: Bandarban Hill District Council

- Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

Currency: BDT

**REPORTING**

**REQUESTS / AUTHORIZATIONS**

Activity Description from AWP with Duration	Coding for UNDP (Account +Fund+ Donor)	REPORTING				REQUESTS / AUTHORIZATIONS		
		Authorised Amount MM-MM YYYY A	Actual Project Expenditure B	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount Aprl-June E	Authorised Amount F	Outstanding Authorised Amount G = D + F

*Handwritten mark*

Total											

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

NOTES:  Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR AGENCY USE ONLY:**

<b>FOR ALL AGENCIES</b>	
Approved by: _____	

<b>FOR UNICEF USE ONLY</b>	
Account Charges	Liquidation Information
Cash Transfer Reference:	DCT Reference:
CRO ref. no. Voucher ref. no.	CRO ref. no. Liquidation ref. no.

<b>FOR UNFPA USE ONLY</b>	
New Funding Release	
Activity	
1	0

Name: Mr. Khurshid Alam  
 Title: Assistant Country Director, R&IG Cluster, UNDP  
 Date: \_\_\_\_\_

GL codes:	DCT Amount	Activity
Training	0	2
Travel	0	
Meetings & Conferences	0	
Other Cash Transfers	0	
Total	0	0

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Attachment 4.2

MODEL UNDP EXPENDITURE REPORT

Period:-----

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	PLANNED BUDGET (BDT)		Payments and Expenditures (BDT)		
		Budget description	Amount	Payments received	Expenditures	Balance
		Total				

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**Attachment 4.3**  
**LoA Overview Form**

BHDC LOA Overview period: --- to ----

BHDC LoA		

Total

Description	ATLAS Voucher ID	PO	ATLAS Voucher amount (BDT)	Expenditure Reported	Fund returned	% of Settlement	APJV/DD	Remarks
<b>Total</b>								

Prepared by:

Reviewed by:

Checked & verified by:



**Attachment 5**

**5.1 LOA QUARTERLY PROGRESS REPORT FORM**

Implementing Institution	Component / Program	Sl. No	Planned Results / Outputs according to AWP	Planned Activities during this year (based on current AWP)	Planned Sub-Activities	Planned Schedule				Activity Status as of end of this quarter	Results (only for activities completed in this quarter) Pls. fill-up annexes for details	Lessons Learned, Key Issues
						(per Quarter)						
						1	2	3	4		7	
BHDC	AFSP III					X				C	Trained Staff and Participants-Annex 5.1.1	
											Workshop participant-Annex	

**INSTRUCTIONS TO FILL UP TABLE 1:**

- This Form shall be filled up by the BHDC. The Form signed by the concerned Authority of BHDC will be forwarded to UNDP Project Manager not later than the 29th day of the month following the reference quarter. A copy may be marked to the CHTRC.
- Explanation to fill up different columns for Table 1:

Column	Instruction / Guideline
Column-1	The implementing institutions are either UNDP, BHDC, etc.
Column-2	Component programs- Preparatory activities for AFSP III management planning, Capacity-development etc.
Column-3	Sl. No. from AWP Column -2 (Activity / Sub)
Column-4	Planned Outputs from AWP (Column-3)
Column-5	Planned activities for the whole year
Column-6	All sub-activities planned for the whole year must be included in this column. Once any activities are included, they must NOT be dropped from the list even if they are dropped from the plan (cancelled) - the status shall be reflected in the column for current status of the activities
Column-7	Put a cross mark to indicate planned schedule (quarter) of the activities/ sub-activities.
Column-8	Activity Status as of the end of this quarter. Indicate the status of the activity as to: C= completed, O= On-going and on-track; D= On-going but delayed, P= planned to next quarter (specify), CI = Cancelled
Column-9	Results of completed activities - Indicate the title of the output of each activity completed, with the title of Annex for details. An output refers to the product or service produced/delivered to the intended recipient/beneficiary of the activity.
Column-10	Any notes or explanations for the donors to be aware of such as the challenges encountered, lessons learned, change in plan or strategy and partnerships with other organizations. This refers to the cluster/program implementation as a whole.



**Annex-5.2 LOA QUARTERLY QUALITATIVE PROGRESS REPORT FORM**  
**Quarterly Qualitative Progress Report**

This format reflects information for qualitative reports required by donors and pertaining to the program/project component-wise. The M&E Officer/or assigned people need not wait for the quarter to end before collection of information and consolidated at the end of the quarter.

Program/Project Component:-----

Reporting Quarter: -----

Reporting Year: -----

**I. Activities carried during the reporting period**

- Describe briefly the activities implemented during the reporting period with disaggregated data (as applicable)
- Use graphs, tables, relevant and pictures to make the report more evidence based and readable

**II. Major Results Achieved**

What were the results and positive changes happened during the reporting quarter?

- Highlight the detail on achievement of results
- Gaps between planned and actual quantitative and qualitative achievements
- Use graphs, tables, relevant and pictures to make the report more evidence based and readable
- Use success story/stakeholders voice/community people voice to make the report more evidence based and readable

**III. Lessons Learned**

**IV. Major Challenges and Problems**

- Challenges and problems encountered and measures taken to address challenges
- Concrete example of challenges and problems encountered and remedial measures taken

**V. Sustainability**

- What is the likelihood of continuation in the stream of benefits produced by the project after ending of project support?
- Key factors impact on sustainability (ownership, policy support/consistency, appropriate technology, socio-cultural issues, gender equity, and institutional capacity, economic and financial viability)
- What is the status of exit strategy?
- Is it on track?
- Is it likely to be achieved?

**VI. Activities not done and dropped**

Activities not done





SL	Activities not done	Reasons	Remarks
1			
2			

**Activities dropped**

SL	Activities dropped	Reasons	Remarks
1			
2			

**VII. Any unplanned activities done /undertaken**

**Unplanned activities done/undertaken**

SL	Unplanned activity name	Progress /status	Results
1			
2			

**VII. Way forward**  
 This is a summary of planned activities /major activities planned for the next quarter

Prepared by:

Approved by:

*R*

**Annex-5.1.1: Training Participants**

Implementing Institution	Sl. No.	Name or Title of the Training	Types or categories of participants	Name of the participant's organizations	Dates conducted	Number of batch	Duration (days)	No. of Participants			Immediate results of the training
								Total	Male	Female	
BHDC	1										
	2										

**Annex-5.1.2: Workshops/Conference/ Seminars/Meetings/day observance**

Imp Institution	Sl. No.	Name or Title of the Workshop/meeting	Purpose/ Objective	Attended beneficiaries / participants Types or categories*	Name of the participant's organizations	Dates conducted	Number of event	Duration (days)	No. of Participants			Summary of Key /Decisions Made
									Total	Male	Female	
BHDC	1											
	2											

**Annex-5.1.3: Study/ Report / Knowledge Products**

Imp Institution	Sl. No.	Title of the Study/ Report/ Knowledge Products	Objective	In-House or Outsourced	Start Date	Completion Date	No. of copies disseminated	Summary of Conclusions and Recommendations of the Study
2								

**Annexes:**

Attach, as appropriate, job descriptions for consultants, terms of reference for contracts, technical specifications for equipment items, training nomination forms, etc.

**Annex I**

**TERMS OF REFERENCE (TOR)  
OF  
PROJECT IMPLEMENTATION COMMITTEE (PIC)**

**Background and Rationale**

One major principle and thrust of the UNDP along with its National Implementation concerns ensuring broad-based participation and day-to-day involvement of the CHT development institutions, especially the local government and GoB line departments, in the planning and implementation of all the development activities carried out by UNDP. The Program seeks to engage in active consultation and sharing of expertise and opinion with the key partner CHT institutions in all the major technical and operational matters in order to ensure smooth functioning and long term sustainability of the project activities. The idea and rationale of the Project Implementation Committee (PIC) stems from and builds on the above principle, and seeks to contribute to a participatory and consultative mode in the successful implementation and facilitation of the UNDP activities at local level.

**Purpose**

- Enhanced partnership approach between the Local Institution and UNDP.
- Coordinate program implementation activities undertaken by the Government Institution in collaboration with UNDP
- Ensure that all of the above are in accordance with the Chittagong Hill Tracts 'Peace' Accord of 1997 and the Goals set forth in the Sustainable Development Goal which the Government of Bangladesh is committed to uphold.

**Broad Responsibilities**

1. Coordinate the implementation of activities in line with approved work plans and budgets of the LOA
2. Establish and manage a monitoring mechanism to ensure proper implementation of all program related activities in the LOA
3. Makes recommendations and submit regular reports to the BHDC Chair
4. Approve changing planned activities to other installments and recommend installment work and expenditure plans
5. If needed, establish component specific sub committees under these broad responsibilities

**Composition**

The composition of the PIC shall be as follows:

1. Three representatives from the BHDC, to be nominated by the BHDC Chair
2. Two representatives from the SID-CHT Project, UNDP
3. The PIC shall be chaired by the BHDC Chair or any Council member nominated by the BHDC Chair from among the BHDC representatives



UNDP, by virtue of the monitoring and coordination roles in the PIC, shall participate as observers in LOA related meetings of the Recruitment, Procurement, Grants committees and other relevant bodies.

The BHDC Chair has final authority on BHDC activities under the LOA and as such approves the processes and recommendations made by the PIC and any committee formed by the PIC. BHDC shall ensure that procurements and contracting relevant to the LOA are in line with government rules and regulations. The PIC shall not be responsible for approval of BHDC financial and operational processes.

As and when needed, the PIC shall invite other BHDC or UNDP personnel or officials of relevant line departments to attend its meetings as observers and/or to provide the PIC with necessary information/advice.

**Frequency of Meetings**

The Project Implementation Committee shall hold monthly management meetings. However it shall meet anywhere as often as is necessary to expedite action on all proposals for assistance.

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## Annex II

### **ToR- District Working Group (DWG)**

A District Working Group (DWG) specific to the implementation of the Agriculture and Food Security project (AFSP), Phase III in the Chittagong Hill Tracts jointly implemented by Hill District Council and SID-CHT Project, UNDP, is constituted with the following members but not limited to (HDC can invite other participants as per the need for better decision making):

<b>SN</b>	<b>Designation and Institutions</b>	<b>Position</b>
1	Honorable Councilor responsible for Agriculture	Chairperson of the group
2	Chief Executive Officer/Executive Officer	Member
3	District Livestock Officer, Department of Livestock Services (DLS)	Member
4	District Fisheries Officer, (Department of Fisheries)	Member
5	Deputy Director-DAE (Department of Agriculture Extension)	Member
6	District Officer-AFSP	Member-Secretary
7	Representative from SID-CHT Project, UNDP	Member

### TOR of the DWG:

The District Working Group consists of district departmental heads from three GoB line departments-DAE, DLS and DoF under the leadership of Hill District Council. It is a common platform to bring all the agricultural sector heads for taking decisions in a more integrated way. A project like AFSP, where Integrated Farm Management FFS is being implemented, demands such type mechanism to take better decisions on agricultural development in the district. There are situations when decision is required from senior level officers particularly from the district department heads; this is the right forum to bring all the issues here in the group. Moreover, the DWG will perform to –

- Ensure better coordination and planning for maximum utilization of limited GoB resources ;
- Enhance coordination among HDC, Line departments and SID-CHT Project, UNDP for smooth implementation of the project activities;
- Discuss and identify the challenges and find out way to overcome for ensuring technical backstopping to the project by using the line department's support in a coordinated way;
- Share the project achievements or field findings and suggest for improvement for better results;
- Make better plan of the Upazila based govt. support for smooth implementation of the project activities;
- Plan the field visit of district working group for monitoring of the project activities and make recommendations accordingly.
- Frontline the rules of business developed and in place at HDC, managing transferred agriculture services

The DWG will convene at least quarterly basis at Hill District Council and additionally if required by the HDC or as and when necessary. The DWG will also pay visit to the field six monthly basis or as per need raised.

**Annex III**

**JOB DESCRIPTIONS FOR AFSP RELATED STAFFS UNDER BANDARBAN HILL DISTRICT COUNCIL**

Name of post	Quantity	Qualifications	Responsibility/Accountability
<p><b>District Level</b> District Officer- AFSP (Full-time)</p>	<p align="center">1</p>	<p>Minimum Bachelor degree in Agriculture Economics / Agricultural Sciences with at least 5-7 years of practical experiences in the management of agriculture/horticulture /livestock/fisheries based community development projects. Practical experience on IFM-FFS approach will be a definite advantage. Similar experience in CHT is desirable.</p>	<p>Under the supervision of Hill District Council (HDC) and close collaboration with SID-CHT Project, UNDP the incumbent will be the focal person in implementing the AFSP III activities to be implemented by the HDC. These include but not limited to planning, management of trainings such as the ToF for the FFs, selection of communities/PDCs, recruitment of FFs, supervise and appraise project personnel under HDC and monitor FFS activities. The person will keep liaison with PO-Livelihoods, TC-FFS Training and Quality, District Livelihoods and Community Mobilizer and District FFS Expert and partner NGO(s) of SID-CHT Project, UNDP working within the district. S/he will also be responsible to support the Master Trainers in organizing training activities, S/he will act as focal point of HDC for managing Letter of Agreements (LoAs) to be signed between UNDP and HDC. S/he will be responsible to lead AFSP team under HDC and overall planning, implementing, monitoring and reporting of project activities. S/he will play role of MT as and when required. S/he will be based at District with spending frequent time for field visit other than planning, reporting and administrative procedures. Perform any other duties/assignments as and when required by the project.</p>
<p>Senior Master Trainer (MT)- Full-time</p>	<p align="center">1</p>	<p>Bachelor degree in Agriculture/Fishery/Livestock having about 5-7 years' experience with good track record of planning, implementation and monitoring of farmer training programs. S/he should have clear concept</p>	<p>Under supervision of the District Officer-AFSP and guidance of the Technical Coordinator-Training &amp; Quality, the Senior MTs will be responsible for training coordination, planning, budgeting etc. S/he will be providing training to FFS facilitators and monitors. S/he will provide necessary technical/follow-up support in</p>



Name of post	Quantity	Qualifications	Responsibility/Accountability
		and experience on IFM FFS approach, skills on developing such materials, strong facilitation skills using various participatory methods. S/he must have sound knowledge on CHT agriculture. A local graduate will receive an extra advantage for qualifying as a Senior Master. Priority will be given to the persons with experience as Master Trainer in CHT on IFM-FFS. Preferred maximum age limit for the position: 50 years.	implementation of the FFS. S/he will also be responsible for facilitating follow-up by the GoB line department staff. The Senior MTs will be actively involved in review and planning workshops, implementing the training plan for the district and contribute to the revision of FFS curriculum as per need. S/he will be the key person to deal with technical issue and quality on IFM-FFS in the district. S/he will be facilitate training on market linkage for farmers, input suppliers etc and extend the support to implement market linkage activities. S/he will be based at district with spending time for field visit other than training and reporting. Perform any other duties/assignments as and when required by the project.
Master Trainer (MT)-Full-time	02	Bachelor degree in Agriculture/Fisheries/Livestock having about 4 years of experience with good track record of planning, implementation and monitoring of farmer training programs. S/he should have clear concept on IFM FFS approach, strong facilitation skills using various participatory methods. S/he must have sound knowledge on CHT agriculture. A local graduate will receive an extra advantage for qualifying as a Master Trainer. Priority will be given to the persons with experience as Master Trainer in CHT on IFM-FFS. Preferred maximum age limit for the position: 50 years.	Under supervision of the District Officer-AFSP and close cooperation with Senior Master Trainers, the MTs will be responsible for providing training to FFS facilitators and monitors. S/he will provide necessary technical/follow-up support in implementation of the FFS at certain Upazilla/s. S/he will also be responsible for facilitating follow-up by the local departmental staff. MTs will be actively involved in review and planning workshops and revision of FFS curriculum as per need. S/he will be facilitating training on marketing and market linkage to respective concern and extend support in implementing marketing activities under the project. S/he will be based at Upazilla with spending time for field visit other than training and reporting. Perform any other duties/assignments as and when required by the project.
Monitoring & Reporting Officer-Full-time	1	Master in Statistics/ Economics/Social Science/Agricultural Science any other relevant discipline having more than three years' experience in implementation of M&E activities. S/he should be skilled in data collection, quality	Under supervision of the District Officer-AFSP and guidance of the Programme Officer- M&E, the Monitoring & Reporting Officer will be responsible for internal monitoring of all field level activities with particular focus on FFS. S/he will also be responsible to collect data from Upazila, analyze data and prepare report to



Name of post	Quantity	Qualifications	Responsibility/Accountability
		control, data management, analysis and report writing.	provide feedback on all the activities. S/he will be based at district with frequent visits to field other than data analysis and reporting. Perform any other duties/assignments as and when required by the project.
Market Development Facilitator	1	Master in Agricultural Science/ Business Administration/Social Science/Agriculture Economics having at least 05 years' experience on marketing. Hands on experience on promotion of agribusiness and collective marketing by farmers will be an advantage.	Under the Supervision of the District Officer-AFSP, the Market Development Facilitator will be primarily responsible to promote the agribusiness and collective marketing by FFS farmers. S/he will be responsible for mobilizing farmers and linking further to collection points for collective marketing. S/he will be responsible for establishing and functioning collection points. S/he will be facilitating training on marketing and market linkage for farmers and input suppliers. S/he will be focal person implementing market intervention activities with assistance of other AFSP staff. S/he will be based at district with spending time for field visit other than training, reporting and documentation. Perform any other duties/assignments as and when required by the project.
Finance & Admin Assistant-Full-time	1	B Com with minimum 3 years experiences in administration and accounting work.	Under supervision of District Officer-AFSP and in close coordination with Admin/Accounts section of the HDC, Finance & Admin Assistant will be responsible for maintaining all documents related to finance and admin of the project implemented by HDC. These include but not limited to maintain issue and receipt register, store management, stock register, writing cash book, maintain cheque /DD, S/he will also be responsible for maintaining cash allotment registers and prepare the salaries and different bills. Perform any other duties/assignments as and when required by the project.
<b>Upazila Level</b>			





Name of post	Quantity	Qualifications	Responsibility/Accountability
Upazila FFS Coordinator- Full-time	7	Diploma in Agricultural Science. Preference will be given to the candidates having a B.Sc. in Agriculture/Fisheries/Livestock. Minimum 4 years' experience of working with NGOs or other development organizations with supervision of community/field facilitators. Supervising role in Farmers Field School approach with good track record would be an added advantage. Must be willing and physically able to work in and travel frequently to difficult geographical and cultural environment; Prior experience of working in the CHT on similar field would be an added advantage.	Under the supervision of the District Officer-AFSP the Upazila FFS Coordinator will be responsible for supervising the FFs and monitoring the FFS activities and provide necessary support to them. These include identifying problems in FFS organization/ facilitation, convey technical aspects/problems to MTs, monitoring performance of the FFs. S/he will be responsible for reporting on the ongoing activities and build strong linkages between service recipients-the FFS community and the service providers-various GoB technical line departments with involving FFs to do their duties properly. S/he will be extending support in implementing marketing activities. Perform any other duties/assignments as and when required by the project.
<b>Community level</b>			
Farmer Facilitator (FF)- Full-time for the assigned FFS	114	<ul style="list-style-type: none"> <li>• Practical farming experience;</li> <li>• Active farmer;</li> <li>• Permanent resident of the selected; community/PDC or nearby community/PDC;</li> <li>• Organizing skills;</li> <li>• Willingness for listening;</li> <li>• Acceptance by the community;</li> <li>• Main occupation is agriculture</li> <li>• Skills and experience in demonstrating agriculture practice would be an advantage;</li> <li>• Cultural sensitivity;</li> <li>• Excellent communication skills in Bangla;</li> <li>• Able to communicate with the farmers within her/his assigned community/PDC;</li> <li>• Able to spend sufficient time for receiving training</li> </ul>	Under the direct supervision of the Upazila FFS Coordinator and technical backstopping of the MTs Farmer Facilitator (FF) will be responsible for organizing farmers and forming FFS following FFS guideline/module. S/he will facilitate FFS sessions as per FFS module. In addition they will provide extension services to all graduated FFS members/farmers, which in most cases will involve visits to individual farms to help farmers with specific problems and new technologies. S/he will establish study plots and encourage other farmers for the same. In cases where agricultural problems cannot be solved by her/him; s/he will be responsible for seeking assistance from line departments, UFFSC, MT and organizing activities to find solutions. The FF will maintain a detailed register of all activities undertaken, including participating farmers' profile, descriptions of problems identified, solutions provided, action taken, and budget expenditures. S/he will



Name of post	Quantity	Qualifications	Responsibility/Accountability
		<p>and conducting FFS sessions;</p> <ul style="list-style-type: none"> <li>• Mature women farmers are encouraged whilst students are prohibited.</li> <li>• Interested to work under PDC supervision and maintain communication with local service providers;</li> <li>• Good FFS member fulfilling above criteria will get preference</li> <li>• Preferred age limit (25-45 years)</li> </ul>	<p>maintain liaison with PDC, other FFs in the Union/Upazila, Upazila FFS Coordinator, SID-CHT Project partner NGO, community based service providers and line departments. S/he will be extending support in implementing marketing activities. Perform any other duties/assignments as and when required by the project.</p>

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## Annex IV

### **Guidelines for Learning Grants and Post FFS input Grants to farmers Bandarban Hill District Council**

#### **1. Introduction:**

The SID-CHT Project, UNDP signed the Letter of Agreement (LOA) with the HDC to provide grants to different beneficiaries for addressing the needs of the different communities and organisations in the respective district.

As mentioned in **clause 4** BHDC shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with the Government's Financial Regulations and Rules. However, in order to properly manage the grants placed under LoA, BHDC can form a Grants Committee in line with the rules and regulations mentioned in the clause 4.

#### **2. Grants Committee**

2.1. The Grants Committee of Hill District Council will be constituted by the following members:

- ❖ Chairperson – 1 : HDC Chairman or any Councilor nominated by the Chairman
- ❖ Member (Minimum) – 3 : According to the HDC's Decision

2.2. The Grants Committee will meet as and when necessary to review the grant proposals/application and review the progress. The tenure of the Grants Committee will follow the duration of the signed LOA.

2.3. The District Officer-AFSP will act as the Secretary of the Grants Committee and will keep all the records, maintain necessary documents and prepare reports for the Committee. In absence of District Officer-AFSP the HDC Chairman will nominate any of the staff members to perform as Secretary of the Grants Committee.

2.4. One representative from SID-CHT Project, UNDP will be observer member of the Grants Committee. The SID-CHT representative will not have any voting right.

#### **3. Key Features of the Grants:**

The Grant Committee will manage the following grants:

Sl. No.	Type of Grant	Maximum Ceiling (in BDT)	Eligible Beneficiaries	Scope of Grants
1.	FFS Learning Grants or FFS running cost	Tk. 18,000/= per FFS community	<ul style="list-style-type: none"><li>▪ PDCs where FFS is being established</li><li>▪ Non PDC community where FFS is being established</li></ul>	To procure necessary materials required for conducting FFS sessions and establishing study/learning plots
2.	Post FFS input grants to farmers	TK. 12,500/= per FFS community	<ul style="list-style-type: none"><li>▪ PDCs where FFS is being phased out</li></ul>	Disburse to farmers for procuring agricultural production inputs individually or collectively on choice

Sl. No.	Type of Grant	Maximum Ceiling (in BDT)	Eligible Beneficiaries	Scope of Grants
			<ul style="list-style-type: none"> <li>Non PDC community where FFS is being phased out</li> </ul>	

#### 4. Grants Proposal Approval Guidelines

Name of Grants	Guidelines
1. FFS Learning Grants	<ul style="list-style-type: none"> <li>Following the application of PDC, the Grants Committee will approve and disburse directly to PDCs.</li> <li>Following the application accompanied by meeting minutes, the Grants Committee will approve and disburse directly to joined bank account, managed by FFS farmer leaders</li> </ul>
2. Post FFS input grants to farmers	<ul style="list-style-type: none"> <li>Following the application of PDC, the Grants Committee will approve and disburse directly to PDCs.</li> <li>Following the application accompanied by meeting minutes on eve of phasing out, the Grants Committee will approve and disburse directly to joined bank account, managed by FFS farmer</li> </ul>

#### 5. Grants Approval and Funds Disbursement

The Grants Committee, considering the type of the activities, will approve the proposals and installments. Upon the approval, the funds will be disbursed in installments. The disbursement will be made through bank transfer directly to the beneficiary's bank account. The Committee will decide the installment amounts considering the nature of the projects. All disbursement should be done following the HDC's rules. The decisions of the Committee regarding disbursements and any other matters in relation to the grant will be stated in an MOU between the HDC and the recipients.

#### 6. Reporting and Installment Requests

The beneficiaries will submit acknowledgement upon receiving the first installment into their bank account. The SID-CHT Project, UNDP staff members and its partner NGOs, following the existing QIF guideline of SID-CHT Project, will assist the beneficiaries next installment (after 1<sup>st</sup> installment disbursement) requests. During the next installment request, the beneficiaries will make an expenditure reports and available balance. Any remaining balance will be adjusted for the next plan of activities. The beneficiary will submit a plan of action and required budget during the next installment request. Upon the completion of project activities, the beneficiary will submit a completion report to Hill District Council.

Any remaining balance after the implementation of these grants can be re-processed into new grants upon approval by the grants committee.

This will contradict with Clause#4 where HDC is allowed to carry out activities as per govt. rules and reg. and also with 6 where subcontractors shall work under the supervision of HDC



## Annex V

### Coordination, Monitoring and Reporting under LoA with Bandarban Hill District Council

#### 1. Coordination:

Both parties of SID-CHT Project, UNDP and BHDC will maintain close coordination to ensure smooth implementation of the Programme. The regular coordination from SID-CHT Project will be maintained by the District Offices by the District Manager. However, under the overall guidance of District Manager, the District Livelihoods and Community Mobilizer (DLCM) will act as the main Focal Person or in absence the respective District Farmer Field School Expert (DFFSE) of SID-CHT Project, UNDP for the HDC. However, day-to-day programme related activities can also be coordinated by the respective District FFS Expert. The BHDC will keep coordination with all stakeholders about the programme. Noteworthy that the Partner NGOs of SID-CHT Project, UNDP are supporting in mobilizing marketing activities in the field. They are also coordinating with relevant stakeholders at upazilla level. Such activities can be mentioned for mobilizing and monitoring of FFS activities through different committees UDCC, UzAC/UzAC, Hence it is crucial to ensure better coordination amongst stakeholders for implementing FFS activities in the field. If it is required, Livelihoods and Natural Resource Management Unit and thus the SID-CHT Project, UNDP may keep coordination with the BHDCs. In this regard, the District Livelihoods and Community Mobilizer (DLCM) will be kept in the loop.

The following coordination meetings will be organized at district and upazilla level:

- ✓ **Monthly coordination meeting of BHDC based AFSP staffs** will be held at district level. The DO-AFSP will organize the meeting where Master Trainers, UFFSC, Monitoring and Reporting Officer will join the meeting to discuss on the programme related issues. DLCM and or District FFS Expert from SID-CHT Project, UNDP will also join the meeting. GoB line departments (DAE, DLS, DoF etc.) can also be invited based on issues to be discussed. Nevertheless PNGO Officers can also be invited if they are assigned to perform relevant task and vice versa they found necessary to participate.
- ✓ **Coordination meeting of District working groups/line departments** will be held at district level on quarterly basis. The councilor/AFSP focal person will convene the meeting. The DO-AFSP, Master Trainers, departmental heads of DAE, DLS, DoF will join the meeting. Representative from SID-CHT Project, UNDP will also join the meeting. The objective of this meeting is to take decisions on technical issues involving senior level officers and to discuss on issues which cannot be solved at district coordination meetings. The DWG meetings enhance integration between Agriculture, Livestock and Fisheries sectors.
- ✓ **Bi-Monthly FF Coordination Meetings** will be held at Upazilla level where UFFSC will organize the meeting with support from SID-CHT Project, UNDP. The Farmer Facilitators (FF) working in the Upazilla will join the meeting to provide regular update on FFS activities. FFS issues such as sessions, establishing learning plots, FFS Input Grants related issues, technical support related issues etc. will be discussed and solved in these meetings. The Community Level Service Providers (CLW/CPW, CARP, Nursery Growers etc.) will also join the meeting where District level officers from SID-CHT Project, UNDP and HDC Master Trainers can also join to provide necessary feedback and guidance.



## 2. Monitoring and Reporting

- **Monitoring visits of District working groups** will take place six monthly basis at the project area. The DWG are expected to provide necessary feedback after the visit so that field officers or project staffs can take necessary action based on feed backs.
- At least two visits per FFS will take place as monitoring/ support visit by Master trainers/ upazila GoB line department officers following the prescribed format (FFS monitoring tool). The visitors will provide necessary feedback to the concerned during their visit and will provide report to District Officer-AFS after each visit. The DO-AFS will share the field visit report with DLCM with cc to DFFSE and Programme Officer-Livelihoods assigned for AFS project. Necessary action should be taken by the District team based on the feedback by the MTs/GoB.

## 3. Reporting Format:

### Monitoring Report - Project Visits

Project number and title:

Mission Period (incl. travel days): From:                      To:

Location of Visit:

Purpose of Visit: [click below] √

- workshop / training,
- consultations and meetings
- activity monitoring
- review of progress towards results
- context monitoring
- situation monitoring [ Impact of Project on the context/Impact of Context on project]
- issue Specific [list issue]
- coordination with CHTRC

Mission Member(s):

Name	Designation	Cluster/Unit

#### A. Overall Observations and Findings (including any changes observed on the ground)

#### B. Challenges

[Any challenges relating to implementation and partnerships on the ground]

**C. Lessons Learned**

--

**D. Recommendations**

--

**E.**

**Follow up Action Matrix**

<b>Actions to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>

**F. Key Persons Met:**

<b>Name</b>	<b>Position &amp; Organization</b>	<b>Contact Details (e-mail and phone; if available)</b>

Prepared by:

Date:

Name of the Supervisor (Name, designation, organization)

\_\_\_\_\_  
Date:

**Annex:**

- Necessary photos with captions;
- Success/results (if any) observed and stakeholders voice/or statements with address (if applicable)



## Annex VI

### AFSP III Guideline for Selection of Communities for new FFS support:

About 1002 communities will be selected to establish IFM-FFS under AFSP III. All the 26 Upazilas of 3 hill districts will be covered over the project period.

*Note: All targeted communities will be selected at once but FFS will be established gradually in 3 years over the project period.*

#### **A. Steps to be followed in selecting communities generally:**

##### **Step-I**

At this step, the respective District Team will prepare a Union wise list of communities. District Team comprise of district level HDC based AFSP staff and staff of SID-CHT Project working in respective district. Using the updated M&E database, they will put remarks against applicable community, whether it supported by establishment of FFS earlier or geographical location of community in Reserve Forest areas, are also important since to cope with strategic plan of the project. For example, if a community supported through establishment of FFS in 2009 then in remark column there will be noted "FFS in 2009". On the other hand, if the community is located within Reserve Forest areas, there will be noted as "Reserve Forest Community", even both information may fit to single community at applicable situation. Once this listing is over then District Team will move to next step for selection of communities.

##### **Step II**

This step reveals as ground work to finalize the Upazilla and Union wise distribution of communities for FFS support through Agriculture and Food Security Project, Phase III. A total 1002 communities (Bandarban-318, Khagrachari-324 and Rangamati-360) finally be selected for FFS support through AFSP III. In compliance with district target it assumed that around 36 communities will be selected from each Upazilla. However the Upazilla wise targets for selection of communities may vary on practical considerations. In this situation, total number of communities and/or unions exist within Upazilla might set on scale for selecting Upazilla level targets for FFS support. Before moving to Upazilla level meeting, exception and adjustment of plan will be shared with Livelihoods and Natural Resource Management Unit, SID-CHT Project. In line with the strategic plan, at least 48 communities (Bandarban-15, Khagrachari-15 and Rangamati-18) should be selected Reserve Forest areas. Beyond regular target, 66 additional communities will be selected from Naikhongchari of Bandarban district in order to response the Rohingya issue.

##### **Step-III**

A community selection meeting will be organised at Upazilla to select communities for FFS support through Agriculture and Food Security Project, Phase III. The following participants to attend the meeting:

- Chairman and Vice Chairman of respective Upazilla Parishad
- GoB Officers of three line departments-DAE, DLS, DoF
- All UP Chairman
- Representatives from HDC – 1
- Representative from SID-CHT Project-1
- Female UP Ward Member (Union Development Coordination Committee Member) – 1 from each Union

The representative from SID-CHT Project/HDC will share the above list (mentioned in step-II) to participants at the beginning of the meeting.





### **III (a) Union wise allocation**

In the meeting, meeting participants will decide Union wise allocation (Number of communities) for FFS implementation based on total allocation for the Upazila. While Union wise allocation, participants may consider certain criteria e.g. total population of the Union, dependence on agriculture by the communities, food security, access to agriculture services etc.

### **III (b) Community selection**

Communities will be selected from PDC and non PDC communities. Following the Union wise allocation, meeting participants will select communities for FFS establishment using the below criteria:

- Criteria 1:* All ethnicities living in the Upazila/Union to be covered;
- Criteria 2:* Farming communities (where most of the HHs' occupation is agriculture)
- Criteria 3:* *Prevailing the agricultural vulnerabilities within community such as affected by flash floods, droughts, heavy rainfall, rat floods, disease outbreaks etc.*
- Criteria 4:* A community yet not supported through establishment of FFS earlier will get priority.
- Criteria 5:* Communities with more household deserve priority
- Criteria 6:* Relative presence of development/safety net programs (Priority will be given to the communities which are un-serviced; i.e. are not part of any IGA/regular safety net programs by the GoB/NGOs. In cases of mixed communities i.e. where some of the members are served, priority will be given where majority community members are unserved)
- Criteria 7:* Priority to the most disadvantaged and marginalized communities in remote areas
- Criteria 8:* Food insecurity (priority to the areas where no food security coverage is available)
- Criteria 9:* Location (remote but relatively accessible areas will get preference)
- Criteria 10:* Presence of women-headed households

Every Farmer Facilitator will be implementing 02-03 FFS over the project phase; reference- FFS implementation plan. Selection should comply the grouping of communities in Cluster of FFS which will be taken care by Farmer Facilitators. A meeting minutes enclose with list of communities including grouping into FFS cluster will be prepared for sharing.

*Note The project will explore the possibility the 2nd option as practical situation (e.g. availability of time for implementation or overrule the process by meeting participants)*

### **Step IV**

The meeting minutes with the finally selected list of communities alongside grouping into FFS Cluster will be submitted to HDC with copy to respective Union Parishads, SID-CHT Project and other relevant parties.



## Annex VII

### GUIDELINE FOR SELECTION OF MTs

A total of 7 MTs (Bandarban-2, Khagrachari-2, Rangamati-3 ) and 03 Senior Master Trainers are planned to be involved as full time staff under AFSP III. These Master Trainers and Senior Master Trainers will be selected following below procedure and criteria:

#### **01. Educational Qualification and Experiences**

At least a Bachelor degree from a reputed University on Agriculture Science (Agriculture/ DVM or Animal Husbandry/Fisheries) or related field. **The Three Master Trainers should be selected from three different educational backgrounds i.e. one from Agriculture (crops/horticulture etc.) one from DVM or animal husbandry and one from Fisheries background.** If the Senior Master Trainer is selected from any of the three major background, then other two master trainers must be selected from other backgrounds. As for example, if the Senior Master Trainer is selected from Agriculture Background, then other two master trainers must be selected from Fisheries and Livestock background.

#### **02. Skills, experiences and competencies**

- At least 5-7 years of working experience in the similar field
- Work experience in the CHT for longer period would be an added advantage;
- Well conversant with Participatory Approach and Techniques;
- Well understanding and knowledge on CHT agricultural practices or hill farming;
- Local experienced graduate from Agriculture, Livestock and Fisheries disciplines preferred;
- Attitude to accept IFM-FFS approach and disseminate
- Master Trainers developed through Agriculture and Food Security Project, Phase I and II of DANIDA will also get priority if they meet first criteria;
- The person must be readily available as and when necessary and S/he must have adequate and flexible time to provide residential training;
- Familiarity with local language will be an added advantage;
- Working experiences in FFS establishment will get preference;
- Clear understanding on advance Training Curriculum Development and TNA (Training Need Assessment) regarding CHT context.
- Good facilitation/presentation skills to provide ToT
- Knowledge on indigenous practices by local community
- Knowledge and experience on human nutrition finds an advantage
- Knowledge, experience on promotion of agribusiness and collective marketing an advantage.
- Proactive, energetic and good in interpersonal communication
- Sensible and flexible working in a multi-cultural context
- Preferred maximum age limit for the position: 50 years.
- Perform any other duties/assignments as and when required by the project.

Respective HDCs will recruit the MTs following existing rules/systems practiced. However, it is to be noted that SID-CHT Project Management will have a final say to the selection of Master Trainers to ensure their proper qualifications.



## Annex VIII

### **GUIDELINE FOR SELECTION OF FARMER FACILITATORS (FF)**

This is notable that the role of Farmer Facilitators (FF) in FFS learning is very much crucial to maintain quality in the FFS. During implementation of the AFSP I the project experienced some good lessons for instance- the project learned that involvement of PDC in the primary selection of Facilitator is very important which ensured quality selection of facilitator and better acceptance by the farmers. In order to ensure selection of quality FFs the AFSP II will involve the following steps and criteria with little change from the AFSP I:

Required qualifications and experiences for the FFs:

- Active (real) farmer with minimum 5 years of agriculture/farming activities as main livelihood occupation. **The UP Chairman/UP Ward Member/Karbari/Headman will provide a certificate that whether the applicant is a real farmer.**
- Age limit will be 25-50 years. No students or fresh graduates (just completed study) will be eligible;
- Minimum education – Class-V. For experienced and energetic farmers education qualification is flexible if s/he understands Bangla well as Bangla will be the language for training;
- Permanent resident of the selected community or the selected cluster of communities;
- Having good organizing skills and willing to learn;
- Well acceptance by the community;
- Cultural sensitivity;
- Excellent communication skills in local language(s) and understands Bangla;
- Committed to demonstrate FFS learning and sharing with other farmers
- Interested to work under PDC supervision and maintain communication with local service providers;
- Good FFS member, fulfilling above criteria will get preference during selection

#### **Step 1: Identification of FFS cluster**

All the communities for FFS support will be selected at a time. Possible cluster of FFS communities (2-3 communities) in the Union will be identified following the below criteria:

- Comparatively easy access/communication among the cluster communities and geographically located in a cluster.

The local level stakeholders will be closely involved in identifying the FFS Cluster.

#### **Step 2: Recruitment notice:**

Following HDC's recruitment guideline the recruitment notice (information) to be reached out to all cluster communities where FFS will be established or supported. In this regard, the notice can be shared with Union Parishad, local NGOs, Upazila Offices, Headman/Karbari offices and other public places like markets, schools etc. Upazila/Union based HDC staffs will ensure wider circulation including clarification of requirements to selected communities.

#### **Step 3: Primary Selection of FF by PDC/Community**

- Following the above mentioned criteria, the PDC or community, through a general meeting, will nominate maximum 2 farmers (one male and one female) to apply for the FF position.



- After community nomination – the selected Farmers will apply to HDC for FF position following recruitment notice guideline.
- If there don't exist a community, project staff will explore opportunities to follow the same involving respective Karbari to recommend candidates with consensus of community in a meeting.

*Note. The PDCs and Communities should be clearly informed that nomination by the PDC/community does not necessarily mean that the person they have nominated, will be finally selected for FF. The person has to qualify in the test.*

#### **Step 4: Oral Test of candidates / Farmers**

Following HDC's recruitment guidelines, procedures and previous experiences HDC may form an oral interview panel with the representatives of different institutions or departments to take oral test preferably in Upazila (according to previous experience). Under the leadership of HDC's representative, the members of the oral interview panel may be from Upazila Parishad, agriculture line department, representative from Union Parishad, traditional leaders (Headman / Karbari) and the representative from SID-CHT Project. The oral interview panel will recommend to HDC for final selection. It should be noted that the recommendation of Danida Appraisal Team needs to be followed during the interview and selection.

The oral interview panel will recommend 2 candidates for one "FFS Cluster of PDCs/communities". If the first candidate fails in the training, the second candidate will be selected to join next training. If the second candidate also fails in the training, HDC will inform the respective communities/Union Parishad and will recruit newly.

#### **Step 5: Primary Selection by HDC**

Following the recommendation of oral interview panel, the HDC will make decision for primary selection. The primary selected Farmers will be called to join the first round training on IFM-FFS to be organized by HDC and SID-CHT Project.

#### **Step 6: Final selection and appointment by HDC**

Following successful completion of the first round IFM-FFS training, the successful training participants – who will pass in the training exam, will be recruited by HDC as Farmer Facilitator (FF).



## Annex IX

### PERFORMANCE MONITORING AND EVALUATION OF MTs & FFs

#### **A. Performance Evaluation of Master Trainers**

Master Trainers (MTs) are considered to be the important actor for the successful FFS initiative with playing vital role in developing Farmer Facilitators (FFs) who in turn is the key person for quality implementation of FFS cycle. A pool of 30 Master Trainers is proposed for AFSP III to conduct the ToF and to provide backstopping support to the FFs. The first step for ensuring the quality is to recruit quality MTs on which more will be depending for quality delivery and SID-CHT Project will ensure recruitment of quality personnel. However, a quality assurance mechanism has to be in place thereafter in order to achieving quality outputs from the MTs on IFM-FFS ToF although a well-qualified person is recruited as MT. Therefore, it is obvious to ensure quality performance by the MTs in order to achieve expected results from the implementation of the FFSs. AFSP III will adapt different kind of approaches and processes to evaluate performance of the MTs which are described below:

##### **I. Evaluation in MT ToT**

The first evaluation of the MTs will be conducted during the MT ToT course which will be organized at the very initial stage of project implementation. Performance of MTs will be observed by the MT ToT Trainers and SID-CHT Project management concentrating on their attitude, willingness for learning, participation in training activities, adaptation, commitment etc. If any shortfalls/lackings are noticed the respective MTs will be motivated to improve his/her performance. A formal final evaluation will be conducted at the end of the training course and the successful candidates will receive certificate indicating "Qualified" as Master Trainer for IFM-FFS. Certificate will not be issued to those who will be unsuccessful. Detailed on post-training qualification criteria will be developed during the designing of MT ToT course.

##### **II. Delivery of training (ToF) by MTs**

The prime responsibility of MTs is to provide ToF to the Farmer Facilitators which will a long training of 6 spells over 12 months period. The delivery of training by MTs will be closely monitored by SID-CHT Project (TC-T&Q) as well as by the senior master trainers under HDCs. The monitors will observe delivery on technical subject areas, training technique used by MTs, regularity/timely attendance, feedback of the FFs on MT's performance etc. Then necessary feedback will be given to MTs to improve on respective areas. In addition, cross-visit from IFMC super MTs will be organized and their observations/recommendations will be taken into account as part of improving performance of the MTs.

##### **III. Refresher training for MTs**

Refresher training will be organized for the MTs to ensure momentum and quality is maintained by the MTs in providing training to the FFs. Refresher course will be designed based on review of the performance of the MTs with indication of gaps, quality aspects etc. Special care/motivation will be ensured for the less performing MTs.



#### **IV. Feedback and follow-up actions**

Besides providing training to the FFs the MTs will be engaged in visiting FFSs regularly to follow-up/providing necessary technical support to ensure quality delivery by the FFs in conducting FFS sessions. Accordingly the MTs will prepare reports on their findings including follow-up actions by themselves/other officials. These reports will be compiled at district level with identification of further follow-up actions by MTs. Subsequently both HDC and SID-CHT Project will monitor MTs on their performance on providing follow-up support to the FFs. If necessary cooperation from the respective designated superior officials of the respective line departments will be sought.

##### **B. Performance Evaluation of Farmer Facilitators**

###### **I. Performance monitoring and evaluation by MTs**

The MTs will be the ones who will play crucial role in ensuring quality performance by the FFs. The MTs will be closely observing the FFs during the ToF which is the first place to monitor the performance of the FFs. The MTs will ensure all kinds of inputs to improve the performance of the FFs considering their level of understanding/capacity. However, there might be cases where special measures like special sessions/attention will be required. The attitude, willingness for learning, participation in training activities, adaptation, commitment etc. of the FFs will be monitored. If any shortfalls/lacking are noticed the respective FFs will be motivated to improve his/her performance. A formal final evaluation will be conducted at the end of the training course and the FF appointment should be subject to satisfactory performances.

The MTs will conduct regular visit to FFs and observe their facilitation of FFS sessions. On site feedback will be provided by MTs to improve respective areas. After a certain interval refresher training will be organized for all FFs.

###### **II. Monitoring at community level**

The PDCs will closely monitor performance of the respective FF during the implementation and follow-up of FFS in their own village. The participating PDC(s) will designate 1/2 PDC members to monitor the performance of the FF. At this level the monitoring may include: regularity/attendance of the FF, sitting place and time, duration of session, farmers' feedback on FF's attitude & behavior, attention of the FF to the farmers, home/plot visit by the FF, communication of farmers' problem/issues (which the FF is not able to solve) to the respective line departments etc.

###### **III. Monitoring at Union and Upazila level**

1 Upazila FFS Coordinator (UFFSC) will be assigned in every Upazila under HDCs who will be responsible for regularly monitoring of the FFs within the Upazila. The UFFSC will visit frequently to the FFSs and observe whether the FFS sessions are conducted properly. S/he will monitor documentation/record keeping by the FF, talk to farmers to know their feedback, visit learning/demonstration plots etc. Accordingly, the UFFSC will provide necessary feedback to improve on respective areas by the FF. Alternatively the UFFSC will bring issues of concern to the MT levels, which are more technical. Further, the Upazila Field Supervisor and District Farmer Field School Expert of SID-CHT Project will visit FFSs and observe overall quality by the FFs. This may include: discussion with farmers to know the progress of FFS, performance of FF, documentation, follow-up support by UFFSC and line department etc. Both UFFSC, Upazila field Supervisor and District FFS Expert will prepare reports on their field visits and will share with concerned for further actions.



Bi-monthly FF coordination meetings will be organized at Upazila level where all FFs within the Upazila will join and present their progress, problems/difficulties etc. SID-CHT Project, UNDP, HDC and line departments will be participating in these meetings. So, it will be a good platform for discussing on various quality issues including small session on concerned topic (particularly by the line departments/MTs).

#### **IV. Monitoring by government line departments**

Officials of the respective government line department (DAE, DLS, DoF) will conduct monitoring visits to the FFSs. They will be closely looking at technical aspects of FFSs, demonstration/learning plots etc. Accordingly FFs will be guided by them. The line department officials will bring issues concerning to FF quality to the Upazila level FF meeting and to that of MTs.

#### **V. Monitoring by other AFSP Staffs**

The other relevant staffs (e.g. TC-T&Q, AFSP PO, District Officer-AFSP, District FFS Expert) will regularly visit FFSs, observe FF's performance and provide on-site feedback. They will prepare report where findings and recommendations related to FF's performance will be an integral part. These reports will be shared with concerned (e.g. MTs, UFFSCs) for necessary follow-up actions.

#### **VI. Yearly performance review**

A performance review system for FFs will be introduced to make them more accountable and performance-oriented. The review will be conducted on a yearly basis before renewal of contract of the FFs. MTs and UFFSCs will be conducting the performance review process where SID-CHT Project will have space for comments. Based on the outcome of the review decision on the contract of FFs will be taken. Contract of the FFs with quality performance will be renewed. The poor performing FFs may be given chance with certain conditions (improvement in certain areas within stipulated timeframe). The best performing FFs may be rewarded (include participant for exchange visit etc.). The performance review will include scoring system. A detailed performance review tool will be developed in the first half of year 2018.

#### **C. Annual appraisal of HDC based AFSP staff:**

Annual appraisal of all staff will be commenced at end of every year within project phase and thereof the evaluation carry value to continuation of assignment in following year. Respective Supervisor/s are responsible to appraise their Supervisee. Respective focal person of SID-CHT Project will be copied while the process commenced including the sharing of summery Annual appraisal report.



## Annex X

### Visibility Guideline

UNDP implements project activities with funds from different donors and UNDP, and as per UNDP's agreement with their funding partners, the visibility guidelines developed and agreed between UNDP and the donors also apply to all partners of UNDP.

The Hill District Council by virtue of its mandate plays a pivotal role at the center of the development process in the CHT and as such has been identified as one of the main institution to eventually take over the responsibilities of UNDP activities. The ongoing collaboration between UNDP and the Bandarban Hill District Council (BHDC) is based on the recognition of the latter as a government institution with the mandate to lead and coordinate all development activities within the district, particularly in the areas constituting transferred subjects such as health, education and agriculture.

The main objective of the visibility guidelines is to provide effective measures and directives to raise awareness about and increase visibility of all institutions and organizations involved in supporting UNDP activities, particularly of UNDP and donors and the CHT local institutions, among key stakeholders.

The following are some basic guidelines that are suggested to increase the visibility of funding partners and institutions working with UNDP

- Any promotional item (e.g. banners, posters, leaflets billboards etc.) produced and displayed for public event organized by the BHDC for activities under the LOA should reflect the respective CHT local institution's (i.e. BHDC) logo alongside that of UNDP and respective donor(s).
- Any promotional item (e.g. annual diary, calendar, leaflet, website, component wise promotional item etc.) produced and distributed to key stakeholders and others under the LOA should reflect the respective CHT local institution (BHDC logo) logo alongside that of UNDP and respective donor(s).
- Any publication (e.g. training manuals, booklets, knowledge products etc.) produced and distributed to key stakeholders and others under the LOA should reflect the respective CHT local institution (i.e. BHDC) logo alongside that of UNDP and respective donor(s).
- Any advocacy campaign on specific issues related to the LOA organized under the LOA should take appropriate measure to increase the visibility of the respective CHT local institution (the district BHDC) alongside with UNDP, and respective donor.
- As a general rule, UNDP alone should never be acknowledged or mentioned as the only donor for activities supported through LOAs.

Component Name	Donor
Agriculture and Food Security Project in the Chittagong Hill Tracts, Phase III	DANIDA

#### Logo Use Policy for the Donors:

When producing a publication with other partners, all logos should be placed on the same line either at the bottom or at the top of the front cover of the publication. All logos should be visually equal; no one logo





should take precedence over the other logos of partnering agencies or organizations. There are no exceptions to this rule.

**Government of Bangladesh (GoB)**

GoB (or CHT institution) logo should be placed at far left and UNDP-Bangladesh logo should be placed at far right position. All other logos can be placed in between these logos.

**UNDP:**

On all print magazines, reports, books, brochures and flyers, the UNDP logo should be placed at the top right-hand corner on the front cover of the publication, when and if only the UNDP logo is used.

**DANIDA:**

The official name to be used for publications in relation to Denmark's contribution to the SID-CHT Project should be "Government of Denmark" and the logo should be used accordingly.

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## Annex XI

### RECRUITMENT GUIDELINE FOR MASTER TRAINER AND FARMER FACILITATOR

In order to maintain the quality of Farmer Field School (FFS) and to achieve results of FFS learning it is necessary to select and recruit competent persons as Master Trainers and Farmer Facilitators. This has been notified by the Danida project Appraisal Team (AT) and accordingly the AT made recommendations – particularly for the recruitment of Master Trainers and Farmer Facilitators that SID-CHT Project, UNDP- and HDCs must ensure that competent persons are selected and setting specific selection criteria following which the MTs and FFs will be recruited. Accordingly, the TORs (Terms of References or Job Descriptions) for these positions are reviewed and prepared.

The recruitment will follow usual rules and processes as practiced by the Hill District Council following the set criteria and specific ToR (Attachment 17) where SID-CHT Project, UNDP also represent in the recruitment committee as the observer member.

However, considering the recommendation ("... AT recommends that the CHTDF management should have a final say to the selection of both Master Trainers and FSF to ensure their proper qualifications.") of Danida Appraisal Team (please refer to AT Report page 7 section 3.6.3), HDC will ensure involvement of UNDP-SID-CHT Project representative in every step of the selection and recruitment process particularly for the case of recruiting Master Trainers and Farmer Facilitators. The nature of the involvement of UNDP-SID-CHT Project's representative in the recruitment process can be discussed and mutually agreed by the HDC and UNDP-SID-CHT Project.

The final offer letter (joining letter) will be given by HDC only:

- After successful completion of first TOT training by the initially selected Master Trainers. The TOT training will be organized by UNDP-SID-CHT Project and Danida's IFMC component. Any unsuccessful training participant cannot be recruited as the Master Trainer.
- After successful completion of the first round SLL training by the initially selected Farmer Facilitator (FF). The first round SLL training will be organized by HDC and SID-CHT Project, UNDP.

This recruitment guideline is prepared with the objective of recruiting the best candidates for Master Trainer and Farmer Facilitator as because, these two positions are the key and centre for success of FFS and providing proper learnings to the farmers. These guidelines can be revised through mutual discussion and agreement between HDC and SID-CHT Project, to achieve the set objective.

