



Completion Report

Agriculture and Food Security Project (AFSP)- III in CHT

February 2018 to June 2021



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ACRONYMS

AFSP	Agriculture and Food Security Project
AGEP	Agricultural Growth and Employment Programme
APU	Agricultural Planning Unit
BARI	Bangladesh Agricultural Research Institute
BDT/Tk	Bangladeshi Taka
BTOR	Back to Office Report
CARP	Community Aquaculture Resource Person
CBO	Community Based Organization
CHT	Chittagong Hill Tracts
CHTDF	Chittagong Hill Tracts Development Facility
CHTRC	CHT Regional Council
CLW	Community Livestock Worker
CPW	Community Poultry Worker
DAE	Department of Agricultural Extension
DANIDA	Danish International Development Agency
DFSEs	District FFS Experts
DFO	District Fisheries Officer
DKK	Danish Kroner
DLS	Department of Livestock Services
DO	District Officer
DoF	Department of Fisheries
DWG	District Working Group
FA	Field Assistant
FAO	Food and Agriculture Organization
FF	Farmer Facilitator
FFS	Farmer Field School
FGD	Focus Group Discussion
GoB	Government of Bangladesh
HDC	Hill District Council
HH	Household
IFM	Integrated Farm Management
IFMC	Integrated Farm Management Component
IFM-FFS	Integrated Farm Management-Farmer Field School

M&E	Monitoring & Evaluation
MLI	Market Linkage Initiatives
MoA	Ministry of Agriculture
MoCHTA	Ministry of Chittagong Hill Tracts Affairs
MoFL	Ministry of Fisheries and Livestock
MT	Master Trainer
NGO	Non-Government Organization
PDC	Para Development Committee
PNDG	Para Nari (women) Development Group
SAAO	Sub-Assistant Agriculture Officer
SID-CHT	Strengthening Inclusive Development in Chittagong Hill Tracts
SLL	Season Long Learning
TAC	Technical Advisory Committee
ToF	Training of Facilitators
ToT	Training of Trainers
UAO	Upazila Agriculture Officer
UDCC	Union Development Coordination Committee
UFFSC	Upazila Farmer Field School Coordinator
UFO	Upazila Fisheries Officer
ULO	Upazila Livestock Officer
UMS	Urea Molasses Straw
UN	United Nations
UNDP	United Nations Development Programme
USD	United States Dollar
UzDCC	Upazila Development Coordination Committee
VFA	Veterinary Field Assistant

PROJECT SUMMARY

Project No:	00094983
Project Title:	Agriculture and Food Security Project (AFSP) phase III in the Chittagong Hill Tracts
Project Start Date:	01 February 2018
Project End Date:	30 June 2021
Reporting Period:	01 February 2018 to 30 June 2021
Project Budget:	DKK 37 Million (USD 5.75 Million)
Executing Agency:	Strengthening Inclusive Development in Chittagong Hill Tracts (SID- CHT), UNDP Bangladesh
Responsible Ministry:	Ministry of Chittagong Hill Tracts Affairs (MoCHTA)
Project Area:	Rangamati, Bandarban and Khagrachhari Hill districts in the Chittagong Hill Tracts of Bangladesh
Beneficiaries covered:	The marginal and small (female and male) farm households in the Chittagong Hill Tracts.
Project Objective:	<ol style="list-style-type: none"> 1. Increased pro-poor inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced food security in Chittagong Hill Tracts, 2. Hill District Councils with enhanced capacity to manage transferred agricultural services in line with CHT Peace Accord.
Project Outcomes	<p>Outcome 1: Agricultural productivity of female and male marginal and small farm households increased and diversified through IFM FFS in the Chittagong Hill Tracts</p> <p>Outcome 2: Hill District Councils are managing transferred agricultural services in line with the CHT Peace Accord</p>
Project Outputs	<ul style="list-style-type: none"> • Number of Farmer Field Schools- 998 • Number of Farmer Facilitators-336 • Number of Extension Officers trained -187 • Number of Local Service Providers- 73 • Number of farmer field day organized- 265 • Number of individual farmer received support for FFS learning utilization- 26,905 • Number of monitoring visit conducted by GoB officers- 2,026

	<ul style="list-style-type: none"> • Number of monitoring visit conducted by UDCC/Upazila/DWG- 360 • Number of collection point established- 104 • Number of service provider received training on agriculture services- 73 • Number of input seller/suppliers received training – 521 • Number of bi-monthly coordination meeting organized at Upazila level- 335 • Number of ABN meeting facilitated – 214 • Number of monthly/quarterly AFSP III coordination meeting conducted- 110 • Number of planning & review meeting organized by PIC- 45 • Number of planning & review meeting organized by DWG- 23 • Number of local resilience plan developed- 13
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EXECUTIVE SUMMARY

The Agriculture and Food Security Project Phase III (AFSP III) worked to increase pro-poor inclusive growth and sustainable employment opportunities in the Chittagong Hill Tracts (CHT), through building on key learnings from the first phase of the Agriculture and Food Security Project (AFSP I) supported by the same donor DANIDA. In partnership with the three HDCs (Hill District Councils), the project directly targeted to support 998 Paras/villages with total coverage of 26,505 poor and marginal farm households (119,000 people) in Chittagong Hill Tracts (CHT) which will gradually establish 998 new FFS in 23 Upazilas. The objective of AFSP III was to increase pro-poor inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced food security in CHT and to improve Hill District Councils' (HDCs) capacity to manage transferred agricultural services in line with CHT Peace Accord, through building on the key learnings of the AFSP I and AFSP II. The project achieved notable success on project specific objectives: (i) Agricultural production of female and male marginal and small farm households increased and diversified through IFM-FFS in the Chittagong Hill Tracts, and (ii) Implementation of the CHT 1997 Peace Accord accelerated through further devolution of agricultural services to the Hill District Councils.

The project established 998 Integrated Farm Management-Farmer Field Schools (IFM-FFS) and covered 26,505 farmers (female-16,470, male- 10,035; 62% women) which was 107% achievement of project target considering the reduction of 200 IFM-FFS as target for allocating the support to farmers during COVID-19 pandemic. Around 100% farmers (26,190 of 26,505 farmers) are graduated who participated at least 25 IFM-FFS sessions over a period of 12 months learning cycle, correlates their interest and enthusiasm to learn and effectiveness of Farmer Field School learning approach in CHT communities. The project developed 28 Master Trainers-MTs (female-08, male-20). The project also developed 336 Farmer Facilitators -FFs (female-112, male-224; 33% women) through season long ToF course on IFM-FFS who run 998 IFM-FFS in CHT local communities. The project developed and promoted 11 modules to guide facilitators and conduct sessions on crop, horticulture, livestock, fisheries, nutrition and marketing issues. AFSP III established 104 market collection points and connected about 631 communities to have better access to markets. The project trained 187 GoB Officers who provided 2026 monitoring and follow up visits, established a linkage between farmers and GoB service delivery chain. The project developed 73 Community Livestock Worker who contributed to increase the vaccination and healthcare services for poultry and animals. The project also trained 521 farming input sellers on input quality and advisory services, created farmers' better access to quality farming inputs. The project enhanced the capacities of Hill District Councils thus to manage transferred agricultural services in line with CHT Peace Accord. Various types of trainings, meetings, visits and consultations were made to improve the capacities of Hill District Councils and transferred GoB line department officials.

Project commissioned a final evaluation from January 2022 engaging a third-party research consultancy firm named Disaster Management Watch. The firm has completed the data collection from the field, drafted the report and shared the initial finding of study. A mixed-method design was adopted, where both qualitative and quantitative data (both primary and

secondary) were collected from the target respondents. Quantitative data was collected from two groups, (i) Treatment group (beneficiaries of the project) and (ii) Control group (individuals from non-project areas).

The final evaluation findings revealed that about 97% of beneficiary households have increased and diversified the agricultural productions. Moreover, farmers who were involved in vegetable, fruit, egg and chicken rearing have increased production to 36.8%, 69.5%, 64.5% and 92% respectively. In regards to consumption of nutritious food, about 97% of HHs have taken at least 12 different nutritious food in last 7 days. The result indicates that the beneficiary households have a good practice of diversified nutritious food intake which correlates with increase of productivity at HH level. About 78% of the households have acknowledged that they are now getting increased access to local level GoB service providers on agriculture, fisheries, and livestock. 100% of beneficiary HHs graduated from IFM FFS completing at least 25 sessions over a period of 12 months learning cycle and about 98% HHs have adapt at least one climate-resilient technology. Among the total graduated households 62% were women. Around 72% of farmers have acknowledged that they have received follow up support by GoB line departments. About 97% of HHs have better access to quality agricultural inputs from various sources which includes local markets, Union and Upazila markets.

1. INTRODUCTION

1.1 Background:

The Chittagong Hill Tracts (CHT) is located in the southeast of Bangladesh and consists of three districts: Bandarban, Khagrachari and Rangamati. The region is home to 11 different ethnic groups, in addition to the Bengali population, and has a population of 1.6 million (1 per cent of the national population). Each ethnic group retains a distinct language, culture, tradition, and justice system. Furthermore, the CHT is geographically distinct from most parts of plain land Bangladesh, characterized by very steep, rugged mountainous terrain and dense jungle in areas. More than two decades of conflict, ending with a Peace Accord in 1997, have left most of its inhabitants in conditions of extreme poverty. Communities in the region are increasingly experiencing the impacts of environmental and climate change on their lives and livelihoods, which in turn deforestation, landslide, seasonal water scarcity, soil erosion, and flash flood are becoming common devastating phenomena. Traditionally indigenous communities 'practice Jum cultivation, a local form of 'shifting' or 'rotational' slash and burn agriculture. Out of an estimated about 364,000 acres of available cultivable land where 27% is used for Jum, 20% is under plough cultivation, 18% is set aside for homesteads, and 35% is used for plantation or left to fallow. More recently, there has been poorly used of appropriate farming practices for a range of reasons, including lack of knowledge and skills, supply constraints, land shortages, financial limitation, or inadequate access to markets. As a result, those communities located in the remotest parts of CHT live in chronic poverty with very restricted access to services. Other development challenges include a high degree of under-employment, low literacy, and limited economic opportunities. The 2013 Household Survey conducted by Chittagong Hill Tracts Development Facility (CHTDF)

(n=2,500 households) identified that 74% of families of CHT live below the upper poverty line, and 52.4% of families live below the lower poverty line, as per the direct calorie intake method.

The Agriculture and Food Security Project in the Chittagong Hill Tracts (AFSP III) is being implemented to improve the overall situation mentioned above under Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) project of Ministry of CHT Affairs and UNDP. UNDP through funding from DANIDA has implemented the Agriculture and Food Security Project (AFSP) during 2009-2013 and 2013-2017 benefitting a total of 59,045 poor and marginal farmers through 2,490 Farmer Field Schools (FFS) in 121 Unions of 26 Upazilas of 3 Hill Districts in the light of Integrated Farm Management and improved farming practices on crops, fruits, vegetables, spices, livestock, and fish.

The current AFSP III (Feb'2018-Jun'2021) aims to support 998 para/villages with total coverage of 26505 poor and marginal farm households covering 119,000 people in 3 CHT districts by gradually establishing 998 new Integrated Farm Management- Farmer Field Schools (IFM-FFS) considering the reduced target of 200 IFM-FFS¹ due to COVID-19 response in 23 Upazilas. The adult agricultural education leads to increased productivity and profits – contributed towards empowerment of marginal and small farmers and thereby enabled them to be better in charge of their lives and living circumstances as theory of change while planning and implementing the project activities. Besides, the increased capacity of local institutions in terms of Hill District Councils (HDCs) made them better at handling agricultural services in line with the CHT Peace Accord. The AFSP III worked to increase pro-poor, inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced food security, through incorporating on the key learnings of previous AFSP I and II phases during the formulation of curricula and modules addressing new strategies on mainstreaming nutrition and consumption of nutritious foods, climate change impacts, and high-value crops, etc. The project enhanced the capacity of Hill District Councils (HDCs) to manage transferred agricultural services in line with CHT Peace Accord. In partnership with 3 HDCs, the AFSP III rolled out for a period of over 3 years during February 2018 to June 2021. The project conducted internal Rapid Assessment at every six-months interval to capture results and besides a third-party research organization under final selection process to conduct the endline evaluation of AFSP III. Soonest the evaluation process completes, the endline report will be shared with DANIDA.

¹ Initially the project targeted to establish 1200 IFM-FFS but the LFA targets with an amount of 200 IFM-FFS were reduced considering the extended support to CHT farmers during COVID-19 pandemic.

1.2 Project Objectives:

The objectives of the Development Engagement (DE) are to:

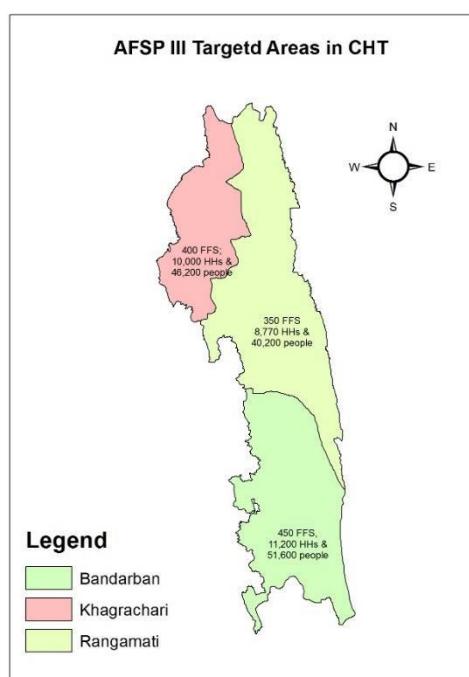
1. Increased pro-poor inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced food security in Chittagong Hill Tracts;
2. Hill District Councils with enhanced capacity to manage transferred agricultural services in line with CHT Peace Accord; These two specific objectives of the project will be achieved by implementing these two outcomes:

Outcome 1: Agricultural productivity of female and male marginal and small farm households increased and diversified through IFM-FFS in the Chittagong Hill Tracts.

Outcome 2: Hill District Councils are managing transferred agricultural services in line with the CHT Peace Accord.

1.3 Project Area Covered:

The AFSP III project covered 23 Upazilas (4 Upazilas in Bandarban, 9 Upazilas in Khagrachari and 10 Upazilas in Rangamati District) in CHT and enrolled gradually 25208 poor and marginalised farmers (of which 62% women) through establishment of 998 Integrated Farm Management - Farmer Field Schools (IFM-FFS) excluding the vested support to farmers during COVID -19 pandemic. Estimated a total of 120,000 people that represents around 7.4 % of the population in CHT. In addition to support to small and marginalized farmers through implementation of IFM-FFS, the project also supported 40,000 households across CHT through distribution of solidarity food packs, seed packs and hygiene materials during COVID-19 pandemic. The AFSP III covered Upazilas are (i) Bandarban district: Bandarban Sadar, Rowangachari, Ruma, and Thanchi (ii) Khagrachari district: Dighinala, Guimara, Khagrachari Sadar, Lakshmichari, Mahalachari, Manikchari, Matiranga, Panchari, and Ramghar. (iii) Rangamati district: Baghaichari, Barkal, Bilaichari, Jurachari, Kaptai, Kawkhali, Longadu, Naniachar, Rajasthali, and Rangamati Sadar. The AFSP III initially started in all 26 Upazilas in CHT and later 03 Upazila of Bandarban (Lama, Alikadam, and Naikhongchari) excluded to avoid overlap between AFSP III and SHARIP implementation in the Chittagong Hill Tracts.



1.4 Strategies of the Project:

The AFSP III considered the adult education leads to increased productivity and profits towards empowerment of small and marginalized farmers in CHT through establishment IFM-FFS in local communities. The project again contributes to enhance the capacity of local institutions in terms of Hill District Councils (HDCs), make them better handling agricultural services in line with the

CHT Peace Accord. It focuses to productivity and income including mainstreaming nutrition of marginal farm households and later the capacity of government institutions to deliver services. The project utilizes environment friendly and resilient farming techniques to empower small-marginalized farmers while organizing Integrated Farm Management- Farmer Field Schools in local communities. The curricula and modules of IFM-FFS were prepared to address the need of farmers considering learnings of earlier implementations. Apart from project resources, GoB officials also engaged in monitoring the implementations. The project contributed to improve further the coordination and management functions, including regulatory framework of HDCs to manage transferred agricultural services.

The specific implementation strategy was focused on:

- (i) Engage stakeholders and mobilize local communities to sustain the project achievements.
- (ii) Develop and promote demand driven curricula and modules to address the need of CHT small-marginalized farmers.
- (iii) Develop capacities of stakeholders including FFS Facilitators to facilitate the implementations including monitoring,;
- (iv) Empower small-marginalized farmers through implementations of Integrated Farm Management- Farmer Field Schools at local communities.
- (v) Facilitate the marketing linkage initiatives both for inputs and outputs to create increased access to market for farmers.
- (vi) Enhance the capacities of Hill District Councils including coordination mechanism, management functions and regulatory framework to manage transferred agricultural services in line with CHT Peace Accord.

2. ACTIVITIES AND RESULTS

Outcome 1: Agricultural productivity of female and male marginal and small farm households increased and diversified through IFM-FFS in the CHT.

A total 26,505 poor and marginalized farmers (106% achievement of LFA target) who learned and practiced better farming techniques through 'learning by doing' approach at the 998 Farmer Field Schools established in three Hill Districts. The project developed 336 Farmer Facilitators (FF) of which 33% were female, who successfully completed their ToF cycles and engaged in their community to organize the farmers, conducted regular FFS sessions, involved FFS participating farmers in establishing learning plots and learn on improved farming practices on their farm production. A total 73 local service providers developed by the project who have been contributing as local resource person and providing vaccination and animal health care services to farmers. 104 market collection points established in remote areas where farmers

usually face severe problems to market their productions. by the project and around 631 communities are connected to sale their productions to market collection points.

LFA targets and achievements

Below is the achievement of major indicators against the LFA targetⁱ (immediate objective) :

SL	Indicator	Project Target	Progress till June 2021	Remarks
Outcome1: Agricultural production of female and male marginal and small farm households increased				
1.1	% increase in yields and production of beneficiary Households (HH) of 1200 FFS	<i>Vegetable 40% of 1000 FFS, Fruits 30% of 1000 FFS, Eggs 50% of 1000 FFS, Chicken meat 30% of 1000 FFS, Pig 25% of 1000 FFS, Goat 25% of 1000 FFS, Cow 15% of 1000 FFS, 50% of 1000 FFS</i>	<i>Vegetable 36.8% of 1000 FFS, Fruits 69.5% of 1000 FFS, Eggs 64.5% of 1000, Chicken meat 92% of 1000 FFS, Pig 60% of 1000 FFS, Goat 37% of 1000 FFS, Cow 47% of 1000 FFS, Fish 65% of 1000 FFS</i>	
1.2	% HH intake of diversified nutritious food: 80% HH diversified nutritious food and average 2,100 KCAL food intake	<i>80% HH of 1,000 FFS diversified nutritious food and average 2,100 KCAL food intake</i>	<i>97% HH of 1000 FFS diversified foods;</i>	
1.3	% of beneficiary HH in target communities with increased access to decentralized extension	<i>75% of beneficiary HH (1000 FFS)</i>	<i>78% of beneficiary HH (1000 FFS)</i>	
1.4	% HH adapted climate resilient technology	<i>60% of HH (1,000 FFS)</i>	<i>98% of 1000 HH were able to adapt at least one climate-resilient technology.</i>	
Output 1.1: Community groups and stakeholders mobilized through establishment of IFM-FFS				
1.1.1	# of FFS formed/established d, including women (50%) and men participated in mobilization initiatives.	1000	998 FFS formed/established with 62% women	
Output 1.2: IFM-FFS Curricula Developed and Promoted				

SL	Indicator	Project Target	Progress till June 2021	Remarks
1.2.1	# of Modules developed with inclusion and testing of relevant farming HH's reliance on climate change issues into FFS curriculum.	11 Modules	11 Modules	
Output 1.3: Knowledge and skills of CHT stakeholders [Master trainers, FFS Facilitators, Government of Bangladesh (GoB) Officers] enhanced				
1.3.1	# of MT, FFS Facilitators trained (at least 30 % women), GoB Officers.	28 MT	28 MT (male:21, female: 8)	
		401 of FFS Facilitators	336 of FFS Facilitators	
		180 GoB Officers	187 GoB Officers	
1.3.2	% of trained CHT stakeholders who believe their knowledge and skills on IFM-FFS have increased after training	95% of trained CHT stakeholders	97% of IFM-FFS members	
Output 1.4: IFM-FFS implemented through participatory and 'learning by doing approach'				
1.4.1	% of IFM-FFS participants graduated (disaggregated by sex and age) 50 % women	90% of 25,000 IFM-FFS participants	About 100% of 26,505 IFM-FFS participants with 62% women	26,190 of 26,505 participants attended 25 FFS sessions over a period of 01 year
1.4.2	% of IFM-FFS graduates applying sustainable and climate resilient intensification (increased yield levels, enhanced soil fertility, averting loss of stock/crops)	60% of 25,000 IFM-FFS	99 % of 26,505 IFM-FFS graduated participants with 62% women	
1.4.3	% of GoB Line Department Officers that provided follow up support to FFS	71% to 1000 FFS	72% to 1000 FFS	
Output 1.5: Access to market linkages (input-output) promoted and facilitated				

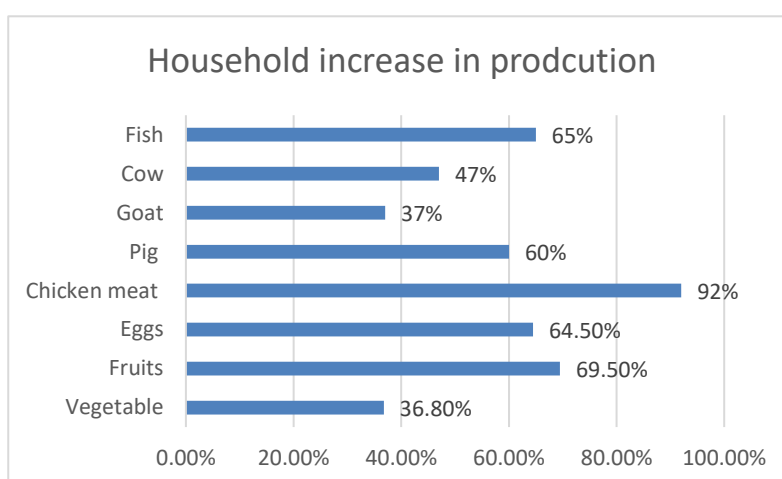
SL	Indicator	Project Target	Progress till June 2021	Remarks
1.5.1	# of FFS linked to traders/buyers for selling their agricultural produces (collection centers and group marketing)	363 FFS	349 FFS	349 FFS communities and 282 non-FFS communities are connected to 104 collection points
1.5.2	% of HHs with access to quality agricultural inputs	60% of HHs of 363 FFS	97% HHs of 456 FFS	
Outcome 2: Hill District Councils (HDC) are managing transferred agricultural services in line with CHT				
2.1	# of guidelines on sustainable agricultural policies and strategies developed and in place at	3 guidelines	3 guidelines	
2.2	Coordination mechanism among the transferred departments related to agriculture services strengthened with functional Agricultural Planning Unit under the leadership of 3 HDCs	Coordination mechanism placed (Qualitative indicator)	Coordination mechanism with different agricultural services had been established with three HDCs.	
Output 2.1: Coordination enhanced and HDC strengthened to manage transferred agriculture services				
2.1.1	# of coordination meetings organized	36	45 coordination meetings (PIC-22 & DWG-23) 110 AFSP III coordination	
2.1.2	# of consultative workshops organized	6 consultative workshops	9 trainings on identified area to manage transferred Agriculture services	

SL	Indicator	Project Target	Progress till June 2021	Remarks
2.1.3	# of Local Resilience Plans supported	20 Local Resilience Plans	20 Local Resilience Plans developed	Through CCRP intervention

3. RESULTS: FROM INTERNAL RAPID ASSESSMENT CONDUCTED DURING FEBRUARY-MARCH 2021

Indicator 1.1: % increase in yields and production (Vegetable, Fruits, Eggs, Chicken, Pig, Goat, Cow and Fish) of beneficiary households

From the final evaluation, it was found that around 97% of beneficiary households have increased and diversified agricultural productions through IFM-FFS. Evaluation data also shows that households who were involved in vegetable, fruit, egg and chicken rearing, have increased production 36.8%, 69.5%, 64.5% and 92% respectively. A positive change has also been observed among the farmers who engaged in vegetable cultivation.



Indicators 1.2: % HH intake of diversified nutritious food

The final evaluation also assessed the current HH diversified nutrition food intake status which showed a remarkable change in HH food intake status. About 97% of HHs consumed at least 12 different nutritious food in last 7 days. The result indicates that the recipient has a good practice of diversified nutritious food intake and similarly correlates with increase of productivity at beneficiary HH level.

Indicators 1.3: % of beneficiary HH in targeted communities with increased access to decentralized extension services

Final evaluation data shows that about 78% of the households have acknowledged that they are now getting increased access to local level GoB service providers on agriculture, fisheries, and livestock. Apart from the government services, the beneficiaries are also better services from local level service providers.

Indicators 1.4: % of HH which adapted to climate-resilient technology

The AFSP III promotes around 40 IFM-FFS technologies through IFM-FFS. Beneficiary Considering the high number, only 14 technologies were considered to assess the adaptation rate among farmers. A significant change was observed and reported during the outcome survey. From the final evaluation, it was found that about 98% HHs have adapt at least one climate-resilient technology.

4. CASE STUDUDIES

Success Story 1: Nikunti Tripura, IFM-FFS learning scaled up a helpless to become helpful in Khagrachari

Nikunti Tripura, a hardworking women farmer who made the impossible is possible. "Para Karbari informed that the Khagrachari Hill District Council would appoint some farmers as Farmer Facilitator. After hearing this, I showed my interest for the position, and many neighbors told me that I should not apply because of my illiteracy and shame. Karbari inspired me by saying that those who do not get a job after passing BA and MA are, they should feel shame. Why do you? After that, I applied with the courage of the mind. And later, I was selected as a Farmer Facilitator out of 7 people within three paras," 36-year-old Nikunti Tripura expressed about herself. later, I was selected as a Farmer Facilitator out of 7 people within three paras," 36-year-old Nikunti Tripura expressed about herself.



Nikunti is the inhabitant of Mantri para under the Bhi-bonchara Union of Khagrachari Sadar Upazila and has been living in this village since ancestor. Mantri para is located about 08 KM distance from Khagrachari town besides the Panchari road. She bears a leading role in her 05 family members' family with the support of her husband, along with two children and mother. Her daughter is studying in class four, studying in a local government primary school and son has been studying in class 9 outside Khagrachhari.

Nikunti Tripura studied up to class five, and her husband not in touch with any study. She has only one Kani of homestead land. There is nothing around the house except a few fruit trees, and those trees do not produce much fruit. Poultry also dies even after rearing. As there is no other way, so both husband and wife run the family by doing daily labor. She gets paid 150 takas per day, and in contrast, the husband receives 200 takas. Besides, they did not get labor work daily. Therefore, approximately 5000-6000 takas they earn in the whole of the month.



Sometimes they had to take two times meal rather than three times considering inadequate capacity to buy foods. They had to struggle to pay school fees and buy books for their children.

They had to run the family expenses by borrowing money every month. Thus, once upon a time, the figure of the debt accumulated to 150,000 Tk to local Mohajon. On the one hand, the amount of debt and, on the other hand, the expense of children's education as well as family expenses made the life of Nikunti Tripura miserable.

For the time being, in March 2018, she was selected as a Farmer Facilitator under the Agriculture and Food Security Project, which has been implemented by Khagrachhari Hill District Council



and collaboration with SID-CHT, UNDP. She received 36 days of long residential training on the "Integrated Farm Management" through farmer field school approach. From the FFS sessions, she came to know that how to grow vegetables, fruit gardening around the house in a planned and year-round, how to benefit from poultry rearing, cow rearing, pigs rearing, how to use a balanced fertilizer, how to use the organic pesticides in vegetables and how to make organic fertilizer. She utilizes every inch of land even house sheds at her homestead. Then she achieved great success in agriculture by cultivating vegetables and fruits in a planned manner around his homestead and rearing poultry, pigs and goats result in a radical change in her life.

After receiving the training, she starts to cultivate Karla (sweet & bitter gourd), bean, squash, Cucumber, Kangkong, Brinjal, Kayda (snake gourd), Sweet pumpkin, Red Spinach, Kalmi (Bindweed), Indian Spinach, Lemon, Papaya and Banana around the house. She plans such a way to produce and sells vegetables and fruits periodically round the year. Now she sells vegetables in the shop twice a week and every time she gets 1,000 Tk to 1,500 Tk. She gets a total of 5-6 thousand TK by selling vegetables every month. Now, traders order for plants in advance, and vegetables can be sold at 5-10 TK more than other farmers because its green is looking fresh and tasty also to eat. Besides, it has some Mango, Jackfruit, Plum, and Grapefruit

trees, but these have no expected production. After training, she pruned the fruit tree and applied balanced fertilizer. After pruning, this tree has a lot of Jackfruit. Earlier, she gets 600 TK to sell Jackfruit, but this year, she gets 2900 TK. This year she looks that Jackfruit drops and rot



too low, and the size of the Jackfruit has more significant. She also gets 300-400 TK by selling 3-4 Bunch of bananas for two consecutive weeks. And she gets 500 TK by selling plums. Now she has not only limited to growing vegetables and fruit gardening. Besides, she starts poultry rearing, pig rearing, and goat rearing. Firstly, she starts rearing chickens and pigs with three chickens and two pigs. She has a total of 131 chickens in small and big. A month ago, she sold 116 chickens and got a total of 91,400 TK. She gets 23,000 TK by selling two big pigs. Twelve baby pigs are reared for two months, two pigs with her, and the rest of the ten pigs sell. Each pig sells 5000 TK and gets a total of 50000 TK. At present, she has 115 chickens, five pigs, and two goats. With farm profits, she repaid debt to *Mohajan* on an amount TK 120,000 and become loan free personnel. Now she is thinking to lease some land and buy a cattle for rearing.

There is no cost for vegetable cultivation without their labor. Moreover, the husband always supports and gives her morale. She starts making farm fertilizers for the use of organic fertilizers in vegetables. Till now has gotten 300 kg of farm fertilizers. At present, she uses only farm fertilizers and organic fertilizers in plants and uses organic pesticides (Sex pheromone & ash) for insects. She feeds a balanced diet with improved housing for poultry, pigs, and goats. Moreover, now he regularly vaccinates to chickens. As a result, no mortality in chickens and is ready for sale within 2-3 months—she stores seeds to improve the method and engaging herself in the cultivation of high yielding and hybrid vegetables.

Success Story 2: Mrs Shely Akter's vegetables and papaya cultivation

Mrs. Shelly Akter, 35 aged, husband of Jamal Uddin, is living in the Taracha Mukh bazar para under the Taracha Union of Rowangchari Upazila. It's located in the western part of the Bandarban hill district and about to 5 KM far away from the Bandarban Sadar Upazila Headquarter, on the way of Bandarban to Ruma upazila river road. She is a real farmer and member of Farmers Field School. She was cultivated papaya in 10 decimal areas. She has 1 son & 2 daughters altogether five members family. She got on various topics dividing in 1 year from Agriculture & Food Security project by Thisapruue Marma, Farmer Facilitator. The common occupations of the villagers are farmer and Mrs Shelly Akter's family also not diverse from this. Last four-five years and return got little due to poor knowledge on fruit cultivation. Profit got minimum amount, because, most of virus diseases in his orchard and little size of papaya. Receiving session on papaya cultivation, vegetables and vermi compost session, she started to use session knowledge in his practical life and added more cultivation in his field e.g. Vegetable bed, pit. She is using session knowledge, she got remarkable amount of papaya from papaya orchard. She told that got the profit satisfied.



She is selling ripe papaya from her orchard in 30 taka per kg and got net 60,000/- profit in last year. She is selling bottle gourd per pcs 20 taka and got 5000/- and bean selling 50 taka per kg and got 8000/- profit in last year. She prepares vermi compost manure and uses it in papaya cultivation and vegetables cultivation. Last winter season a total of 400kg of vermi compost fertilizers have been used in the cultivation of vegetables such as bottle gourd, bean and papaya cultivation. She is very happy now because she does not have to buy chemical fertilizers from the market.

Now, her success is encouraging to other families in the village and finally Shely Akter is happy with papaya cultivation, vegetables cultivation and thanking to BHDC and SID-CHT-UNDP for involving in the project. In future she will more papaya cultivation and vegetables cultivation.

Case Story 3: Mr. Milon's success story with his fellow land

One of Bangalkata Headman para IFM-FFS member named Mr. Milon Chakma lived at Bangalkata Headman para a one-hour long way remote area from Bilaichari Upazila sadar with his four family members. Mr. Milon Chakma said ***"I start to cultivate my winter vegetables***

at November and due to water scarcity in stream I never did properly.

But after joining at FFS at September 2019, as guidance of FF Mr. Mitu Chakma I started at September, which gives a lot of profit. Even FF and UFFSC inspired and helped me for maximum utilizing my 40 decimals fellow land.

After joining with FFS he began to cultivate cucumber, bottle gourd, red pumpkin, red amaranth, brinjal and radish on his fellow land. He applies

learnings of FFS like ideal pit and bed, bio fertilizer, hand pollination and IFM methods.



"After cultivation, I got Tk-24000/= from my fellow land by expending Tk-5000/= for land preparation, seed and fertilizer. I expend my fellow land income to purchase 02 piglets and 10 chickens and for different family activities. The sow gave birth 06 piglet and got Tk-18000/= after selling it and bought 01 bull calf with the money. Through this fellow land I can able to expand my farm animal numbers and



vegetable garden like 01 bull, 02 pigs and 40 chicken whose total market price near Tk-67000/= and a newly fellow land prepared for vegetable garden with different vegetables. Before FFS membership I had 07 chickens, 01 pig and 06 goats." Mr. Milon added.

This year he also cultivates different vegetable like red amaranth, cabbage and bottle gourd on the same land and prepared to cultivate brinjal, potato, tomato and bitter gourd. The surrounding inspired to see his fellow utilization and its profit. By this, not only the production increased but also improved his nutritional supply along knowledge on livestock farming. His future plans to expand his farm size for better profit.

Case Story 4:

Farmer Field School changes the farm dynamics

Farmer Field School member Mr. Kajol Tanchangya said, ***'Really, these kinds of trainings or learning are new to us that we have never received before and now we are practicing. In our method damage of ¾ eggs was certain. But in FFS method not only hatchability increased but also the hen weight increased. Even we know now how to examine a fertile egg.'*** ***'Besides, we did not know what vermi-compost fertilizer was before. Now we are getting good yield by making fertilizer and by applying it in different crops. The use of chemical fertilizers in crops has declined.'***

other FFS members added. This is the story of BarghoniaTanchangya Para IFM-FFS situated at Chandraghona Union of Kaptaiupazila of Rangamati dist. which is about 03 km. from Upazila sadar. It's a mix community para with Bengali, Thanchangya, Marma and total 80 farmer families. 36 years old FF Of AFSP- III Ms Athui Thanchangya, an ideal farmer and married. Due to the financial difficulties of the family, she studied up to class eight. The number of his family members is five (male: 3 and female: 2). In 2019, he was appointed as Farmer Facilitator from Wagga Union of Kaptai Upazila through the Agriculture and Food Security Project which is jointly implemented by Rangamati Hill District Council and SID-CHT, UNDP. After being recruited through the RHDC, she participated in a 36 days Season Long Learning Residential Training. After that, she went to her own village and in collaboration with the local Karbari, she formed IFM-FFS on 26/03/2019. Farmer Field School was formed with 26 members (Male10 and Female 16). She take session on regular basis once in a week with the active participation of IFM-FFS members in different season and need base topics like vermi-compost production



technique, Farm Yard Manure preparation, Homestead space planning, vegetable cultivation technique, hand pollination technique, fruits tree management, poultry rearing, broody hen management and production technique of high value crop Malta etc. The members of Farmer Field School participate in regular sessions and directly apply the leaning in their farm and are



benefited. Member are also set different study plot to prove their learning among all farmers. UzDCC and UDCC visited the IFM-FFS and praise their different activities. UzDCC member UNO and Upazila Chairman visited

The president the Farmer Field School Management Committee Mr. Nihar Ranjan Thanchangya said that this year the members of Farmer Field School have got good yield and price by spraying pesticides and fungicides in time to test the knowledge of Farmer Field School training in the mango and litchi orchard. The fruit did not attack by any kind of insects and diseases. The use of balanced fertilizers in different vegetables, planted in *mada* and bed system helps to establish cost effective irrigation system and use of sex pheromones trap in cucumber families' also very good practice in the fields.

Mr. Nihar Ranjan Thanchangya, the village Karbari and ward member, said that Athui Thanchangya was performing very good role as a Farmer Facilitator. She coordinates with the line departments and project officials for getting proper advice in different agricultural techniques for FFS members.

Mr. Md. Harun, Sub-Assistant Agriculture Officer, Wagga Block, Department of Agricultural Extension, said that Athui Thanchangya is an ideal and active farmer. As a farmer facilitator, she

must inspire the members to grow more vegetables in the backyard and meet the nutritional needs of their own family. He requested her to take any advice in case of any problem in the field.

Case study-5: Shimpru Para Market Collection Point- an alternate market access for farmers at remote

Shimpru Para is located far distance 60 km for sadar headquarter at Batnatali union under Manikchari Upazila of khagrachari hill district. The farmers of this area are involved in other agricultural products including vegetables (Gourd, Sweet Gourd, Brinjal, Sweet Bitter Gourd, Balsam Apple) and Fruits (Jackfruit, Pineapple, Mango, Litchi) . Most of the farmers produce and sell by themselves. Earlier,

Farmers did not understand the market value of the product due to lone selling and they were deprived from getting fair prices. In 2019, Khagrachari Hill District Council has established a market collection point under the



Agriculture and Food Security Project with the support of SID-CHT, UNDP. It has a Five-member management committee consisting of agricultural commodities to protect and manage it.

In the meantime, merchants have been established in connection with Collection Point within Khagrachari and district outside Khagrachari. About 10-15 villages have covered under this collection point and is sold every day. All seasonal vegetables are buying from their and farmers are easily accommodating their commodities.



Md. Forkan Ali, President of collection committee, said' farmers got various price of Vegetables and seasonal fruits. Now traders came to know about the collection point and increase the price due to easily access of traders form outside of khagrachari and farmer are getting reasonable price.

Md. Robiul Hossain, Member Secretary said 'Traders from Tintahari, Guimara and Khagrachari Sadar and Chittagong, Feni, Comilla, Chadpur, Dhaka, Narshindi buy agricultural products at wholesale prices. After this, around 80 metric tons vegetable, 1.2 lack number of Jackfruit, 75 metric tons mango, 1000 number of pineapples of raw sales have been sold, with a market value of about 1.5 crore.

Currently vegetable sales are at Tk 40 per kg which

was Tk 35-36 taka per kg. Mangoes sales 40-50 tk per Kg which was 30-35 tk per kg, Jackfruit 50-60 tk per piches.



Buyer- Md. Saidul Islam said 'I have purchased vegetable and seasonal fruits around 20-30 lack value in this season and supplied in large market. Both of myself and farmers are getting better price and all of happy'

Buyer- Adam Ali said 'I have purchased Vegetable around 10-15 lack value in this season and supplied in large market. Earlier farmers got various price of vegetables. Now traders came to know about the collection point and increase the price due to easily access of traders from outside of Khagrachari and farmer are getting reasonable & expected price.

Mongpaipru Marma, UP member of Batnatali UP, said 'Collection Point is playing vital role through selling farmers products including vegetables. Earlier farmers had to go to market, around 15 kilometers away from Collection Point to sell their products. They have to spend money as transport cost, dining cost alongside physical labors. Moreover, they have to pay toll/taxes at Bazar area besides time wasting. But now they are happy as they don't have to go to market due to establishment of Collection Point. Farmers gathered their products here at Collection Point and Collection Point invited buyers at their point and sell the products altogether that resulting fair prices for farmers. Farmers also benefited from unnecessary cost including toll/taxes, Transport, physical labors and save from harassment. They are also able to save time that uses at agricultural products. If this type of collection point more establish in different area farmers change their fortune.

Case study: 6 Prelang Khumi- small farming activities matter even during COVID-19 pandemic

Prelang Khumi, 36 years old women lives in Sadar union, Ruma upazila, Bandarban, a fertile land in the Chattogram Hill Tracts. Twelve years ago, when she came to Nangle Para in Ruma Sadar union as the wife of Elang Khumi, started hard life as poorest homemaker in the village. Even one year ago she led a hard laborious life but remained poorest of the poor in the village. She used to live a helpless life with three daughters and a son. Due to lack of money, her eldest daughter's education was nearly stopped.



She later became a member of the Nangle Para Krishak Math School one and half year years ago. Mong Sai Khumi, a Farmer Facilitator under AFSP III motivated Prelong to join in FFS. She received training on various subjects including poultry rearing, backyard vegetable cultivation, compost manure preparation, pig rearing, goat rearing as a member of the Farmers Field School at Nangle under the Agriculture and Food Security Project. Motivating from IFM-FFS sessions, she started growing vegetables at homestead, prepared compost manure pit and chicken rearing. She realized

“Prelang Khumi of Ruma Sadar union is a very energetic homemaker. As a member of the Nangle Para Krishak Math School, run under the Agriculture and Food Security Project, Prelang Khumi achieved unprecedented development of her technical knowledge. I often give her various advices on poultry rearing and diseases and Prelang Khumi uses these advices. Prelang Khumir is one of the role models of Ruma Upazila in its efforts to alleviate poverty and meet protein demand”.

DR. Rumon Talukder, Upazila Livestock Officer, Ruma, Banderban

She now collects on average 8-10 eggs per day and sells 60-65 eggs on an average per week and earns on an average of 550-600 taka per week. She also left some eggs for her family consumption. She also sells chickens. In the neighborhood, she sells each adult chicken for 300 taka and the rooster for 350 Taka. In the last one year, she sold 55 chickens and hens. Prelang Khumi, in addition to meeting her needs with vegetables grown in her yard, be able to cooperate with her neighbors. She is currently known as a model farmer in her area. The eldest daughter, who had stopped, has resumed her studies. By applying the knowledge gained through training, Prelang Khumi is now earning more turning to be solvent within the community. She wants every Khumi housewife to play a role in takling corona as well as economic growth like her. She, of course, paid tribute to the role of UNDP's Krishak Math School.

it's now more profitable so expanded gradually her farm activities that made her dreaming to be solvent. She gained basic knowledge on vaccination by raising chickens in an advanced manner and she vaccinated all her chickens with Ranikhet vaccines. Krishak Math School assistant. Although it costs 2 taka per chicken, the death rate of chickens comes down to zero percent. At present she has 16 chickens and 6 hens. During COVID pandemic, nearly everything become stagnant, most people turned jobless, but she survived even earned more money through farm productions including vegetables, eggs, chicken, and sales of compost fertilizer.

Case study-7: Ronika Chakma-a hardworking farmer becoming successful

Mrs Ronika Chakma live in Manikjorchara Para of 3 no Mouza, Longudu Union, Longudu upazila under Rangamati district. She is 31 years old and living with 03 of her family members. She lives on Agriculture, cultivates vegetables and fruits. Before enrolling into FFS she was unable to make profits due to disease and pest infestation, inadequate productions. She enrolled in FFS in 2019 and continued learning throughout year. However, the learning of IFM-FFS changes her farm dynamics and profitability. She required some to invest in vegetable field. She earned those money through day labouring to other people land. She selected 30 decimal land for cultivation of vegetables and applied new learning including technologies. She made 538 pits for cultivation of pumpkin, guard, Cucumber, bitter gourd, tomato and other different vegetables. She prepared cultivation field well, utilized good seeds, managed the cultivation including de-weeding, fertilizers, irrigation, pest, and diseases. She invested around Tk. 8000 for vegetables cultivation and earned till around Tk. 50,000 and still a lot of productions remaining in the field.

She learned the technique of cultivating vegetables in the Farmer field school. She said ***"After joining at Farmer Field School I am selling vegetable along serving my family`s nutritional needs. I have never applied poison (pesticides) to my vegetable garden so I eat my vegetable safely"***. Now she buys chicken & rearing to produce the chicken production. She preparing to planting new vegetables in her field. My future plan is to establish a dairy farm.



Case study-8 Subanta Chakma- Vermi compost farmer

Mr. Subanta Chakma, lives in Baghaichari participated a training course on “Vermi earthworm production and entrepreneurs” during April, 2021 through Agriculture and Food Security project (Phase-III). He said that ***I’m now receiving around Tk. 1000/- from selling through***



selling of vermi compost”. Initially he started with 04 rings and after 02 months he sold 92 Kg Vermicompost fertilizer with an amount of Tk 2200. This success inspired him to set another 16 rings and invested around Tk. 11,800 for buying vermi earthworms and establishment of another 16 new rings for Vermicompost fertilizer and earthworm productions. Till December 2020 he earned TK 62000 from sales of Vermicompost and earthworm. He uses cow dung, banana plant, water hyacinth and straw. He gets support from the project regularly. n Chakma, upazila FFS coordinator helps to make it successful. He told that ***“Now I’m confident to do it myself and have a plan to extend my farm with 50 rings for more production. For his I need a bank loan with the amount of Tk. 50,000/=. I have spent my income for my children education and different family and social activities also made a savings to bank.”*** He is planning to sell his fertilizer after packaging. After knowing his success UDCC visited his farm and male vice-chairman of Baghaichari upazila awarded him with 30 kg fingerlings which then released in community managed creek and the upazila agriculture department helping to disseminate information about his farm. The farmers of surrounding para people inspired to his success and encouraged to do it. The timely technical, financial, proper marketing and packaging materials support will be helpful to sustain his farm and will help to take steps for developing himself as an entrepreneur.

5. OUTPUTS WISE DETAIL ACTIVITIES

Output - I: Community groups and stakeholders mobilized through establishment of IFM-FFS

Indicator 1.1.1 # of FFS formed/established, including women (50%) and men participated in mobilisation initiatives

A total of 998 IFM-FFS formed and established participation of 26,505 farmers (M: 10,035; F:16,470). The women participation rate is 62%. The formation and establishment of IFM-FFS includes the mobilization meeting with each community including farmers, primary listing of interested farmers, resource mapping, assess the farming need of farmers, finalizing list of interested farmers, prepare curricula and continue sessions for 15 months including 3 months for follow up, with maintaining a participatory, hands on, experiential and discovery-based learning approach in respective community. Trained Farmer Facilitators, project human resources including Master Trainers, Upazila FFS Coordinators and local stakeholders played anchor role in formation, mobilization and establishment of IFM-FFS in selected communities throughout the project phase.

The primary activities of this indicator conducted in 2020 are as follows:

Activity 1.1.1.1: Stakeholder (UzDCC, UDCC, HDC, GoB, etc.) mobilisation meeting on FFS at Upazila Level:

Stakeholders (UzDCC, UDCC, HDC, and GoB) mobilization meetings at Upazila level organized in 2018 and respective stakeholders with their concerned institutions extended cooperation and support in implementation of IFM-FFS activities in all selected communities. A total of 23

Hill District Councils	# of meetings	Participants		
		Female	Male	Total
BHDC	4	8	98	106
KHDC	9	23	179	202
RHDC	10	48	138	186
Total	23	79	415	494



Stakeholder mobilization meeting on FFS at Belaichari upazila in Rangamati district

mobilization meetings organized with participation of the respective concern of Upazila Parishads, Union Parishads, traditional leaders, community leaders, service providers and other stakeholders of project intervention Upazilas

under Rangamati, Bandarban and Khagrachari Hill districts. On an average 21 participants were participated at each mobilization meeting at Upazila level.

Activity 1.1.1.2: Training for PDC EC members from PDCs/paras on IFM-FFS implementation process, monitoring, and role of PDCs:

A total 2,265 PDC Executives and para/village representatives were trained through 60 batches (BHDC-8, RHDC 25, KHDC-27) trainings on IFM-FFS implementation process, monitoring, and role of PDCs. In turn, trained personnel extended their cooperation and support to mobilization, selection process of Farmer Facilitators, implementations, and monitoring of IFM-FFS activities in respective communities. Average 38 participants were participated in each training session where 26% were women.



Training for PDC EC members at Ghilachari union of Rajasthali Upazila.



Training for PDC EC members of Barathali union of Belaichari Upazila.

1.1.1.3: Community Mobilisation and FFS Formation

AFSP III communities were selected through a rigorous screening process including consultations and meetings with stakeholders of Para/Village, Union, Upazila and district level, project team members, Government line department's etc by following the AFSP III community selection guideline². All selected communities, para/villages were mobilized through series of initiatives including training of Para/Village and PDC executives, meetings with local communities, FFS formation meetings and orientation of stakeholders. The existing Para Development Committee (PDC) and trained village/PDC Executive members



FFS Formation meeting

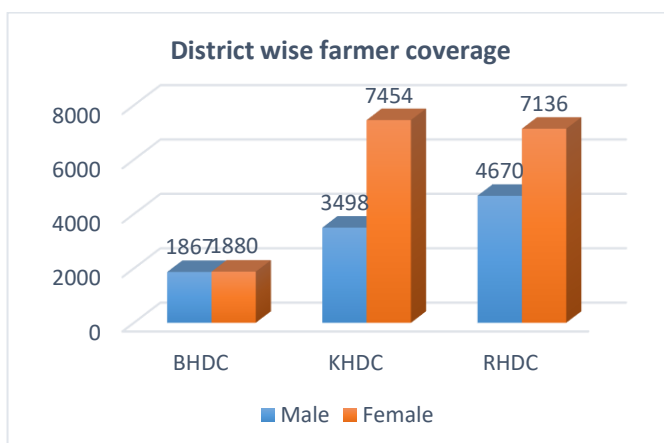
were also provided necessary support in mobilizing farmers and forming Farmer Field School (FFS) in the respective community. Community mobilization initiatives orient community

farmers on IFM-FFS learning approach, identify interested farmers, finalizing members with an emphasis to include the poorest of the poor farmers, consult with individual farmers, baseline and profiling, need identification of farmers and formation of IFM- FFS.

Over the project period 998 IFM-FFS were formed with the participation of 26,505 farmers (Male: 10,035 and Female: 16,470; 62% female). Year wise number of FFS formed status are given below

Table.

District	Year wise # FFS Formed			
	2018	2019	2020	Total
BHDC	32	115	-	147
KHDC	90	224	88	402
RHDC	90	135	224	449
Total	212	474	312	998



Activity 1.1.1.4: Selection of Farmer Facilitators (FF)

A total of 336 (Female 112 and Male 224) Farmer Facilitator were selected following the guideline for selection of Farmer Facilitators. Most of the farmer facilitators were selected in year of 2018 and 2019. The selection process includes identify interested real farmer from local communities, screening, aptitude test, preliminary selection and set them in training to proof as qualified for Farmer Facilitator. A series of initiatives with systematic process guided to select the right candidate as Farmer Facilitator. Among Farmer Facilitators 33% are women. District wise famer facilitator's status are given below table.

District	Male	Female	Total
BHDC	33	16	49
KHDC	84	50	134
RHDC	107	46	153
Total	224	112	336

Activity 1.1.1.5: Conduct FFS sessions at the community level

During the project, a total 34819 FFS sessions were conducted with an average 23 farmers in each session and amongst participants around 60% farmers were women. Around 35 sessions conducted at each IFM-FFS and average 88% farmers participated in each of conducted sessions. IFM-FFS farmers learnt season long the improved farming practices including management of farm components in a participatory, hands-on, learning by doing, sharing of experience and experimentation through conducted sessions which enhanced their farm productivity and profits sustainably. During COVID-19 pandemic situation, maintaining appeared challenging, but enthusiasm of farmers led it overcome which in turn contributed to achieve the increased farm productivity and find measures for survival during pandemic situation.



At a glance information of FFS session and participants' information are given in the table below

District	Year wise # of Sessions				
	2018	2019	2020	2021	Total
BHDC	372	1456	3677	392	5897
KHDC	1155	5433	7056		13644
RHDC	1332	4706	8532	708	15278
Total	2859	11595	19265	1100	34819

Activity 1.1.1.6: Capacity building training for project staff (i.e. community mobilization, supervision, monitoring & reporting).

AFSP III trained its staff on community mobilization, supervision and monitoring areas in different slots considering need and functions of staff groups that in turn contributed an effective mechanism to manage the community mobilization, supervision, monitoring and reporting requirements for the project interventions.

- A total 56 project staff (female-13, male-43) including respective concern of SID-CHT, trained through an orientation on AFSP III, roles of different staff and monitoring of field activities at launching of the project which made them clear about their roles to achieve the project objectives.
- A total 26 staff (19 male and 7 female) particularly Upazila FFS Coordinators, Monitoring & Reporting Officers and District Officers were trained on community mobilization, IFM-FFS implementations, and monitoring of field activities to provide necessary support in implementations of project activities including monitoring.
- A total of 33 project staff (27 male and 6 female) organized on community mobilization, supervision, monitoring and reporting mechanism of AFSP III. Through this training respective participants got clear understanding their roles for community mobilization,

supervision and monitoring. Besides they learnt hands on the practice of monitoring and reporting tools and techniques, data collection and quality control mechanism, dataflow and reporting diagram, data entry and maintenance of database.

- During COVID-19 pandemics, 02 virtual orientation training was organized for data collectors and monitors on six-monthly & annual data collection. Respective all concerned attended in virtual orientation training.
- During COVID-19 pandemic, 01 virtual training was organized on quarterly reporting including template orientation and about 60 participants from HDCs, NGOs, and UNDP colleagues. The female participants were 8%.

Activity 1.1.1.7: Promotional materials- printing of festoons for Farmer Field Day use (1 set of 6 different types)

Over the project period, a total 896 festoons (14 different types) developed, printed and distributed for using in Farmer Field Day. The printed festoons have had been using in all organized Farmer Field days and found effective to disseminate technologies including learning to wider farming communities. The printed festoons containing below messages

- ✓ Improved production technologies including considerations for different farm components and sub-components.
- ✓ Integration of resources including farm components and sub-components, products and biproducts with technological addressing needs.
- ✓ Awareness messages



² The community selection guideline's basic criteria included coverage of diversified ethnicities, household numbers, farming practices, lack of safety net coverage, remoteness, food insecurity and inclusion of poorest of the poor including women headed households.

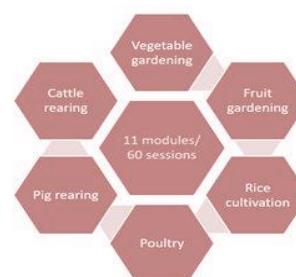
Output 1.2: IFM-FFS Curricula Developed and Promoted

Indicator 1.2.1 # of modules developed with inclusion and testing of relevant farming HH's resilience on climate change issues into FFS curriculum

The curricula of FFS under AFSP III was prepared following series of consultations involving different level stakeholders including farmers, representatives from local communities, Farmer Facilitators, project staff, representative's local government institutions, GoB line department Officers, and Scientists of CHT research institutions. The process of 11 modules development was also considered the review of various secondary materials, incorporated experience of similar implementations in CHT and materialized recommendations of relevant implementation for preparing a contextual and demand driven curriculum for CHT farmers. The Curriculum Development Team (CDT) steered the process for develop, reviews and update over the project phase. IFM-FFS curricula considered as living documents which also addresses the HH's resilience

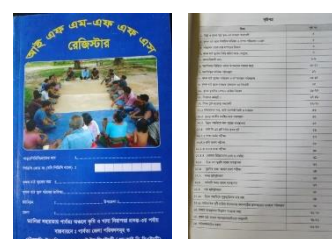
Activity 1.2.1.1: Develop and regularly update curricula for IFM-FFS menu modules

The curriculum and 11 different type of learning modules (60 sessions) including preparatory, vegetables gardening, fruit gardening, rice cultivation, poultry rearing, pig rearing, cattle rearing, fish culture in pond/creek, marketing, nutrition and high value crops were prepared, and distributed to respective users including Farmer Facilitators and Master Trainers. IFM-FFS curriculum and modules prevail as living documents thereof the curricula and menu modules periodically reviewed and updated considering the need of farmers.



Activity 1.2.1.2: IFM-FFS Modules, Register's finalized and printed:

1,750 FFS copies of registers are printed and distributed to respective concern. The register comprises with detail information of FFS including community resources, farmers enrollment and attendance in sessions, study plot information with farmer's reaction and monitoring feedbacks.



IFM-FFS register and its content for AFSP-III

Activity 1.2.1.3 Visibility & Communication (RF 1.33)

Based on the UNDP visibility guidelines, AFSP III developed and printed various types of visibility and communication materials such as calendars, desk calendar and other corporate visibility materials also printed and distributed to stakeholders and beneficiaries of AFSP III.



One project brochure was developed and printed 2,000 copies and distributed to stakeholders with visitors made visits to project sites. The printed brochure highlights the project objectives, arrangements, implementations, and achievements by the project.

Output 1.3: Knowledge and skills of CHT stakeholders [Master trainers, FFS Facilitators, Government of Bangladesh (GoB) Officers] enhanced

Indicator 1.3.1: # of Master trainers, FFS Facilitators, Government of Bangladesh (GoB) Officers

The project has developed the capacities of the relevant stakeholders to improve the quality services, knowledge and skill development and increase their understanding level to smooth operation project intervention. The following capacity training includes ToT for Master Trainers on IFM-FFS, season long ToF for Farmer Facilitators on IFM-FFS, refreshers ToF for Farmer Facilitators, training for GoB line department officers on IFM-FFS implementation and monitoring etc.

With enhanced capacities through training on different areas, the developed 28 Master Trainer (31% women), 187 government officials and **336 Farmer Facilitators (33% women)**, who established **998 IFM-FFSs** in local communities.

The major activities are conducted under this indicator as below:

Activity 1.3.1.1: ToT for Master Trainers on IFM-FFS:

The AFSP III developed 28 Master Trainers (female 08 and male 20) through 27 days residential training in 4 spells in CHT to roll out ToF sessions for Farmer Facilitators. Course participants were 20 project participants (MTs and UFFSCs) and 08 GoB line department Officers. The course schedule includes the curricula contents, facilitation skill developments and extra curriculum activities that require to develop a participant to Master Trainer. Besides project resources, trained MTs from GoB line departments also contributed a lot in role out ToF for Farmer Facilitators and provided backstopping support in implementing IFM-FFS at local communities. The project also developed 03 project Master Trainers who filled from drop out cases of trained MTs through 21 days of training for Master Trainer on IMF-FFS organized by sister component SHARIP.



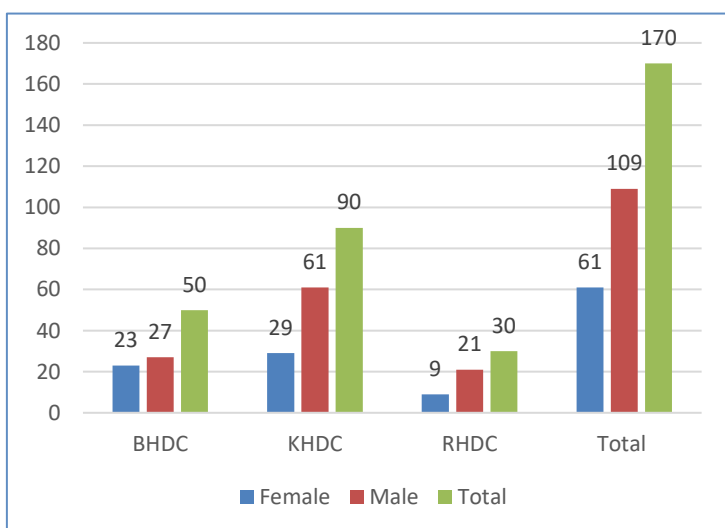
Activity 1.3.1.2: ToF for FFs on IFM-FFS:

Over the project period, a total 336 Farmer Facilitators (female-112 and male-212) were developed through **ToF course for Farmer Facilitators on IMF-FFS and the duration of the course is 36 days**, organized in 4 spells (9 days for a spell) for each training batch. It's a comprehensive learning course. Each training batch comprised of 30 participants, who learnt season long the Integrated Farm Management- Farmer Field School learning approach with facilitation protocol in residential training venues in CHT. Course contents covered the facilitation skills, extracurricular activities and curricula contents for preparatory, vegetables gardening, fruit gardening, rice cultivation, poultry rearing, pig rearing, cattle rearing, fish culture in pond/creek, marketing, nutrition and high value crops modules under IFM-FFS curricula. In turn, respective participants were developed as Farmer Facilitators who formed and established 998 IFM-FFS in local communities.



Activity 1.3.1.3: Refresher Training for FFs:

During the project period, a total 170 Farmer Facilitators (female-61, male-109, 36% women) were refreshed their knowledge and skills through 9 days long refresher ToF course on IFM-FFS for Farmer Facilitators. Participants were refreshed and rebuilt their knowledge and skills on facilitation and IFM-FFS menu modules including sessions on vegetables gardening, poultry rearing, and preparation of vermin compost, high value crop cultivation, fruit gardening, nutrition, rice cultivation, market linkage activity and fish culture. Farmers Facilitators were facilitated sessions more efficiently and smoothly in the FFS after receiving the refreshers training.



Session on agri-business during refresher training.

Activity 1.3.1.5: Promotional materials for Farmer Facilitators (T-shirt, caps, bags) and relevant other promotions (Banner, notebook, different materials etc.)

Different promotional materials such as T-shirt, bags, notebooks, banners were produced and ensured the visibility of donor and implementing partners. Different promotional materials such as T-shirts-400, bags-400, caps-400 distributed among Farmer Facilitators of 03 HDCs. In addition, others promotional such as banners- 1449, signboards-156, Notebooks-8000, and Mugs-25 also developed and distributed among the respective stakeholders.



Promotional material- Bag, Cap and T-shirt

Activity: Recruitment of required AFSP III project staff and selection of FFS Facilitators following the year wise FFS plan and allocation

A total 336 Farmer Facilitators and 50 LoA staff were recruited by HDCs for implementing AFSP III project activities. Moreover, a total of 04 new project staff (all are male; 3 in Bandarban and 01 in Rangamati) were recruited to fill up vacant and drop out positions, 03 project staff were recruited in Bandarban and one in Rangamati.

Indicator 1.3.2: % of trained CHT stakeholders who believe their knowledge and skills on IFM-FFS have increased after training

97% IFM FFS CHT stakeholders (9% women) reported that the project has enhanced their knowledge and skills through comprehensive training on IFM-FFS. A total of 160 GoB line department officer participated in training on AFSP-III and IFM FFS implementation process.

The major activities of this indicator conducted are as follows:

Activity 1.3.2.1: Training for project staff and GoB line department officials on AFSP III and FFS

Implementation:

A total 187 GoB line department officers were trained in 7 batches on IFM-FFS implementations and monitoring and following which they made follow up visits to IFM-FFS communities. **HDC** wise information of training batches are given below table;

	# of training	Male	Female	Total
BHDC	2	50	5	55
KHDC	2	44	5	49
RHDC	3	63	10	73
	7	157	20	187



Output 1.4: IFM-FFS implemented through participatory and 'learning by doing approach'

Indicator 1.4.1: % of IFM-FFS participants graduated (disaggregated by sex and age) with 50% women

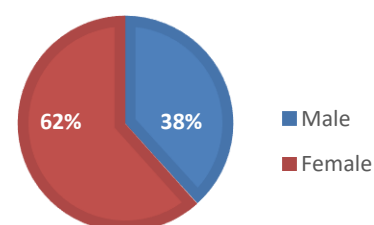
According to Final evaluation survey, 100% of beneficiaries HHs have graduated from IFM FFS completing at least 25 sessions over a period of 12 months learning cycle. Among the total graduated households 62% were women.

The major activities of this indicator conducted are as follows:

1.4.1.1: Profiling of IFM FFS Households

During the project period, a total of 26,505 household data were recorded for the profiling of 998

	# of IFM-FFS	# of Para covered	Total HH
BHDC	147	147	3747
KHDC	402	402	10952
RHDC	449	449	11806
Total	998	998	26505



IFM FFS. The household profile includes all data of IFM-FFS farmers, including physical, professional, and socioeconomic resources. This profiling will support tracking each household's changing status concerning the project's intervention over the project period.

1.4.1.2: Organize Farmer Field Days - one event per Union/year

Over the project period, a total 265 Farmer Field Day events were organized where 13693 (male-6260, female-7433) participants attended and shared their experience and learning of IFM-FFS. The Farmer Field Day held by the Farmer Field School with the Farmer Facilitator (FF) leadership in view to share the lessons that they learned over the FFS period. All Farmer Field Days were organized by host FFS community farmers where neighboring IFM-FFS members also joined to share learning and experiences among themselves and wider community people. The PDC/FFS members, community people, UP chairman & member, representatives from DAE, DLS & DoF, Headman, Karbari, and local elite participated in the event. The staff members of the project provided accompaniment support to the FFs to organize the event. The FFS members displayed different techniques, technologies, products, etc. Besides, the FFS member shared different learnings through discussions. On average, 55 participants attended each event.

	# of FFD Observed			Total
	2019	2020	2021	
BHDC	17	22	1	39
KHDC	47	76	5	128
RHD C	38	39	21	98
	102	137	26	265

	Participants Attended			
	2019	2020	2021	Total
BHDC	595	770	0	1365
KHDC	3216	4329	330	7875
RHD C	1727	1769	957	4453
	5538	6868	1287	13693

Indicator 1.4.2: % of IFM-FFS graduate applying sustainable and climate-resilient intensification (increased yield levels, enhanced soil fertility, averting loss of stock/crops)

99% of 26,505 IFM-FFS participants with 62% women graduates applying sustainable and climate resilient intensification for agriculture production as a result increased yield levels, enhanced soil fertility, averting loss of stock/crops. The farmers are happy with the improved technology and willingly they want to continue.



Demo. Plot visit during FFD at Dokkhin Kdamtali para IFM-FFS

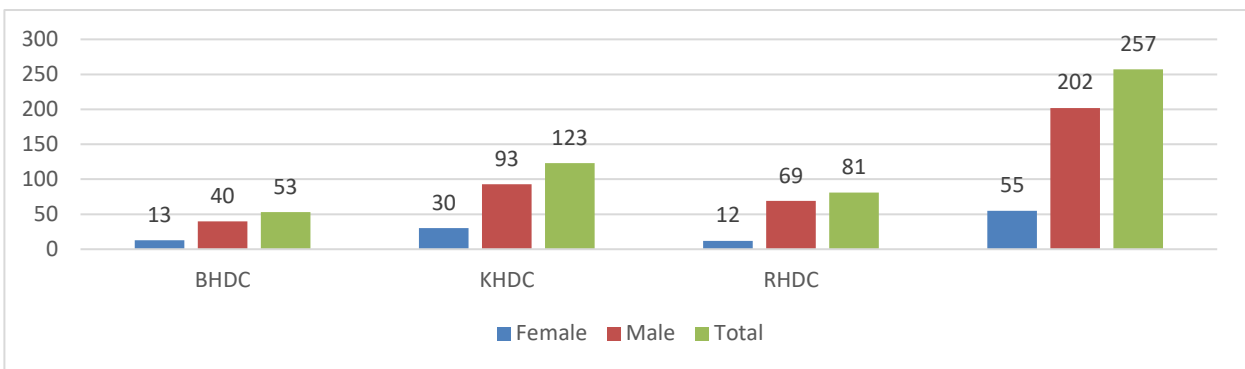


Prize distribution during FFD at Bazechara para IFM-FFS

The major activities of this indicator conducted are as follows:

1.4.2.1: Organize FFS Learning Sharing workshop at District level

The project has been organized, a total of 07 (BHDC – 3, KHDC-3, RHDC-2) learning sharing workshops on IFM-FFS where 257 (Male-202 and Female: 55) participants attended to share their learning, experiences and prepare recommendations for project. As an outcome, participants shared their learning and experiences with deepening strong and improvement areas, strengthened linkages and cooperation opportunities with stakeholders, and prepared recommendations for addressing by the project. Farmers, Farmer Facilitators, GoB line department Officers, representatives of Local Government Institutions with advisory committees, traditional leaders, input sellers, traders and project resources were attended in learning sharing experiences.



1.4.2.2: Organize FFS Learning Sharing workshop at Regional level

Considering the COVID-19 outbreak and imposed restrictions by the Government, it was difficult to organize regional level learning sharing workshops thus focus of regional level learning



Inauguration program of FFS learning sharing workshop



Presentation of group work in the workshop

sharing workshops were further replanned to address differently and accommodated within framework of district level workshop. A total 02 learning sharing workshops were organized at

Bandarban with participation of 49 (Female 10 and Male 39) stakeholders who shared their learning, experience, good practices etc.

1.4.2.3: Support for FFS learning to communities

FFS running cost was provided to 998 IFM-FFS communities group bank account for managing expenses of training materials for FFS sessions, procuring materials to establish study plots, and arranging refreshments to FFS session participants. As an outcome of this support, a total of 34,819 sessions were organized and 6,295 study plots were set to explore the IFM-FFS learning through learning by doing and experimentation.

Name of Upazila	# of IFM-FFS received learning support (running cost)				
	2018	2019	2020	2021	Total
BHDC	0	109	38		147
KHDC	90	224	88		402
RHDC		90	354	5	449
Total	122	423	574	5	998

1.4.2.4: Support to individual farmers for FFS learning utilization

A total of 26,190 individual farmers received the support for post-FFS learning utilization; among them were male-9,979 and 16,211 female (62% female) farmers. The post-FFS learning utilization support is applicable only for IFM-FFS farmers who participated in at least 25 sessions over the implementation cycle. Eligible farmers received BDT 2000 each for procuring farming inputs and utilize learning against IGA plan.

Indicator 1.4.3: % of GoB Line Department Officers that provided follow up support

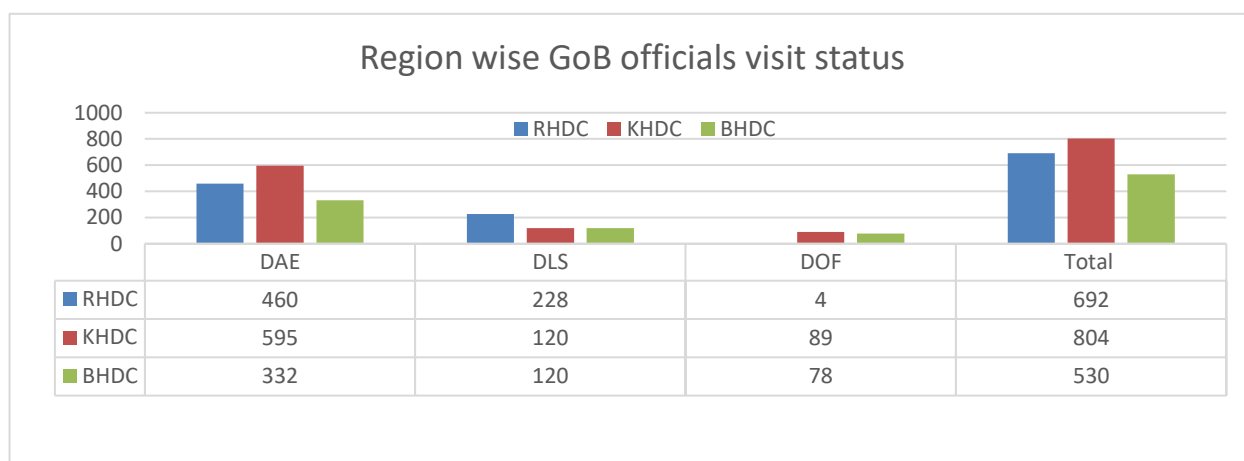
GoB line department officers (DAE, DLS, DOF) made follow up visits to all implemented IFM-FFS over the project period. Final evaluation data shows that around 72% GoB line Department have provide follow-up support to IFM-FFS farmers

1.4.3.1 Organize Monitoring visit by GoB officers (DAE, DLS, DOF) and other stakeholders, and support to the technical sessions of the FFS (2 sessions in each FFS) by SAAO/VFA/FA. (RF 1.11)

During the project period, a total 2026 monitoring visits were made by GoB line department (DAE, DLS and DoF) Upazila and Union/Block level officials in the project site. During the monitoring visit, they also provided advises to farmers, explored opportunities to receive GoB extension services. As outcome, farmers including Farmer Facilitators are in connect with GoB departments to receive advices and enabled services by concern line departments.



Visiting project site by DAE



1.4.3.2 Monitoring visits by UDCC, Upazila and District Working Group (DWG), HDCs, etc.

A total of 360 monitoring visits were conducted by UDCC, Upazila, District Working Group (DWG), HDCs, etc. Through the monitoring visits, respective institutions, including development coordination committees witnessed the project activities, explored the ownerships to the project implementations and enhanced the linkages with farmers and respective institutions that eventually assume to contribute the linkages between farmers with visiting institutions and prepare recommendations for the project. During field visit, committees found impressed to observe different improved agricultural practices including technologies that have been adapting by farmers.



Committee members visiting vegetable Garden plot in Khagrachori

The following tables showing the visiting status of the committee members as region and year.

HDC Name	HDC wise Monitoring & follow-up visits			
	UzDC	UDDC	DWG	Total
RHDC	30	150	6	186
KHDC	24	101	2	127
BHDC	5	39	3	47
Total	59	290	11	360

Committee	Year wise Monitoring & follow-up visits status				
	2018	2019	2020	2021	Total
UzDC	16	19	18	6	59
UDDC	35	128	100	27	290
DWG	2	2	5	2	11
Total	53	149	123	35	360

Mr Anumay Chakma, SAAO, Bilaichari said that "Vermicompost is not only very good but also eco-friendly for the environment than chemical fertilizer. So, farmers should use farmyard manure in their field if as possible."

Mr Bidhan Chakma, Upazila chairman, Barkal, said that "Barkal Upazila farmers are fortunate to have FFS activity. They depend on agriculture production. But they have no idea about technological knowledge. Therefore, there is no alternative to cultivating without modern technologies in this crucial moment. AFSP project is very vital for grassroots people and communities."

Ruma Upazila Chairman Ulahching marma "we want to this kind of donor activities like FFS regularly."

Mr. Ashish Chakma, SAAO, Jurachari said that, "Maximum farmers have no opportunity to store or keep their agriculture products especially during rainy season. The Collection points playing important role for FFS members to store their product and getting more benefit like to get fair price from their agricultural product."

In the District Working Group Monitoring visit to see the progress in the use of fellow land by Farmer Facilitators, broody hen management and use of improve hatching pan, Vegetable cultivation in the homestead, Cow rearing, Fruit tree management, Vermicompost production, Farmyard Manure. They also recommended to increase the Vermicompost entrepreneurs; need to improve linkage with Upazila level department, use quality input collect from reliable sources.

Output 1.5: Access to market linkages (Input-output) promoted and facilitated

Indicator 1.5.1 # of FFS linked to traders/buyers for selling their agricultural produces (collection centres and group marketing).

A total 349 IFM-FFS established connection with traders/buyers through collection points for selling their agricultural productions. Project support to organize 73 market linkage workshops to strengthen the market linkages among seller and buyers.

1.5.1.1 Facilitate Quarterly ABN meetings (1.22 RF)

The project organized a total 214 ABN meeting with the participation of 2008 participants (male- 1932 and female- 76) over the project period. Agribusiness Network Meeting is the platform where farmer leaders, collection point operators, traders, input sellers and service providers exchange information on agricultural productions with availability, prices, farming inputs demand and availability towards mutual benefits of farmer's and the businesses.

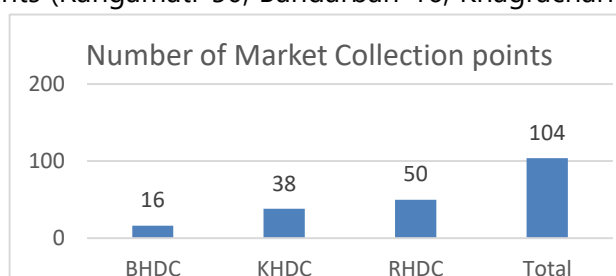


HDC	# of meeting held			
	2018	2019	2020	2021
BHDC		12	8	4
KHDC	9	36	36	9
RHDC	10	40	32	18
Total	19	88	76	31

HDC	Participants		
	Male	Female	Total
BHDC	216	8	224
KHDC	867	39	906
RHDC	849	29	878
Total	1932	76	2008

1.5.1.2 Support community managed collection points for improving market facilities (1.17 RF)

A total 104 community managed collection points (Rangamati-50, Bandarban-16, Khagrachari-38) were established to explore the benefits to farmers from bulking and collective marketing. Collection points were established at a relatively distant place from established markets, encouraging farmers to bulk productions at collection points and motivating the traders to buy required productions from remote locations. All the collection points selected with the concern of union and upazila level parishad. After selection, collection point porichalona committee formed and MoU also signed with respective HDC and Collection point management committee. This committee takes



necessary steps for establishment of market collection point and implementation. Under this activity for providing temporary collection and storage facility of agro products, organized group marketing for getting fair price of farmers. The FFS members, farmers from surrounding the MCP

agro product traders are the beneficiaries of it. Through these collection point, 349 IFM-FFS communities covered, and 282 non IFM-FFS community also benefited. As an outcome, collection points with adjacent IFM-FFS and farmers of neighboring communities are connected to have benefits from marketing and sales of productions.

1.5.1.3 Develop entrepreneurs on Vermi/warm supplier to promote organic farming

A total 27 Vermi Earthworm Entrepreneurs (female-04, male-23) trained to promote organic farming in CHT. Vermi composting is being popular in CHT since it trialed in IFM-FFS and proved most useful than other organic manure, helps to boost productions and improve soil quality. Developed entrepreneurs are contributing substantially to make available the Vermi earthworms and compost fertilizers to farmers. Vermicompost contains more micronutrients which contribute to reviving the soil fertility, reduces pressure on organic manure and helps to grow healthy and safe productions. As an outcome, interested vermicompost farmers have been getting Vermi earthworms at accessible contacts.



1.5.1.4: Training (new batch/refreshers) for community-level service providers on agricultural services

Over the project period, a total 73 Community Livestock Workers (Khagrachari- 25, Bandarban- 28 and Rangamati- 20) were developed through 5 days training. Successfully completed CLW training participants received a gift kit box, containing tool box with thermo-flusk and essential



Hands on practice of vaccination in large ruminants.



Distribution of Cool box and vaccination equipments among trainee

apparatus which found Trained helpful to maintain the cool chain and maintain the quality of

vaccines. Developed CLWs have been contributing to vaccination of poultry and livestock at local communities. In turn, newly developed CLWs alongside previously developed CLWs brought a pace of changes in vaccination of poultry and livestock in local communities.

1.5.1.5: Facilitate market linkages workshops- Agri-Business Networks (ABN) actors and Farmers (AR Activity 1.5.2)

During the project period, a total 33 market linkage workshops were organized with participation of 798 (Male- 714 and female- 84) farmers and buyers to enhance the market linkage and explore the benefits from marketing initiatives. These workshops found useful to have consensus and agreement between farmers and traders to buy and sale agricultural productions. As outcome, farmers, collection point committees and buyers/traders are under consensus and commitment to sale and buy agricultural productions from collection points.



Facilitate market linkage workshop at Jurachari upazila.

Activity 1.5.1.6: Learning visit to other area of best marketing facilities for farmers (AR Activity 1.5.6)

Over the project period a total 06 learning visits (02 by Bandarban district, 02 by Khagrachari district, 02 by Rangamati district) were organized with participation of 100 (male-77 and female-23) participants including farmers, collection point operators with committees, traders, GoB line department officials and project personnel to other area of best marketing facilities for farmers. Khagrachari and Bandarban teams were visited to each other opposite areas to gather knowledge and experiences of sharing for mutual benefits. During the visit both teams visited collection points, ABN including discussion with actors, CIG committees, Rural Sales and Service centers. As outcome, participated members have been materializing knowledge and experiences of visits to improve marketing facilities for farmers.



Learning visit to other area of best marketing facilities for farmers at Bashkhali upazila,

Indicator 1.5.2 % of HHs with access to quality agricultural inputs.

Final evaluation data reveals that about 97% of HHs have better access to quality agricultural from various sources which includes local markets, Union and Upazila markets.

1.5.2.1: Training for Input Suppliers/Input sellers

A total of 521 (Male- 491 and Female - 30) input suppliers were trained for day long on the quality of agricultural inputs, drug related laws and rendering general advisory services on the use of farming inputs. Different types of agricultural input sellers such as fertilizer, seeds, pesticides, poultry feed, fish feed sellers were attended organized training events and most of them expressed that they have been doing business for long time, but first time they got the opportunity to learn the quality identification of inputs and such legislative and advisory services knowledge. GoB line department officials and project resources were involved to train input suppliers who eventually committed to follow laws, aware and continue advices to farmers on use of agricultural farming inputs.



Training participants check the quality of inputs

Outcome 2: Hill District Councils (HDC) are managing transferred agricultural services in line with CHT Peace Accord:

Indicator 2.1: # of guideline on sustainable agriculture policies and strategies and services developed and in place at HDC.

3 guidelines were developed on sustainable agriculture policies, strategies and services for 3 HDCs.

Indicator 2.1.1 # of coordination meetings organized

A total of 335 bi-monthly FF coordination meetings, 110 AFSP staff Coordination meetings, **45** Project Implementation Committee meeting & 23 District Working Group meeting) with participation of cumulative total 7960 participants (female-1771) to review plan the project and associated activities and those vested to manage the transferred agricultural services by Hill District Councils.

The major activities of this indicator conducted as follows:

Activity 2.1.1.1 Organise Bi-monthly FF Coordination meeting at Upazila level (1.10 RF)

Project has conducted a total 335 bi-monthly FF Coordination meetings at Upazila level with the active participation of 5420 (of which the female participants number were 1443) field farmers by monthly FF Coordination meeting is the platform at Upazila level to review and plan the project with associated linked activities. Farmer Facilitators, project staff, service providers, GoB line department officials. The major meeting decisions in bullet point are given below;

District	2018	2019	2020	2021	Total
BHDC	8	24	16	8	56
KHDC	18	45	45	9	117
RHDC	39	64	38	21	162
Total	65	133	99	38	335

- *FFS technical session will be conducted to maintain health tips of Government.*
- *Organized FFD with proper planning and ensure participation of all FFS members in the respective union.*
- *UDCC & UzDCC monitoring visit should be organized and ensuring participation of local*
- *Gov. Representative and other relevant stakeholders.*
- *Follow up and ensure implementation of GoB line department monitoring visit findings.*
- *Update FFS register regularly and UFFSC should cross check register while FFs were attended in the FF coordination meeting.*
- *While technical session conducted, study plot should set up according to the proper guideline.*
- *Each FFs prepare a list of producer group and submit to UFFSC, ASAP.*
- *FFs visit household of FFS member after completion every session.*
- *Prepare field for visitor facing in the every Upazila.*
- *Organize line department monitoring visit planning with GoB officials in the all Upazila*
- *Select primarily market collection point place /site the rest union level.*
- *Submit monthly report within 28-30 end of the month.*
- *Regularly and properly deliver GoB officers messages.*
- *Submit HH profile as decided.*
- *FFS members will build communication with CLW and upazila livestock office for ensuring vaccination.*
- *Respective FF will monitor the market collection point regularly.*
- *Take agribusiness related sessions effectively for formation of producer group and marketing.*
- *Regular monitoring of MCP by respective FF.*
- *Use of locally available materials till available of FFS learning support.*



Bi-monthly FF coordination meeting at Kawkhali upazila.



Bi-monthly FF coordination meeting at Rangamati sadar upazila

Activity 2.1.1.2 Organize Monthly AFSP III coordination meeting and quarterly DWG Meetings at HDCs (1.14 RF)

During the project period, 110 Monthly AFSP III coordination meetings and 23 DWG meetings organized. The total participants were 1950 (Female-298 and Male- 1652). The major agreements and decision of the monthly AFSP III coordination meeting are given below;



AFSP-III staff coordination meeting at Chairman's conference room, RHDC

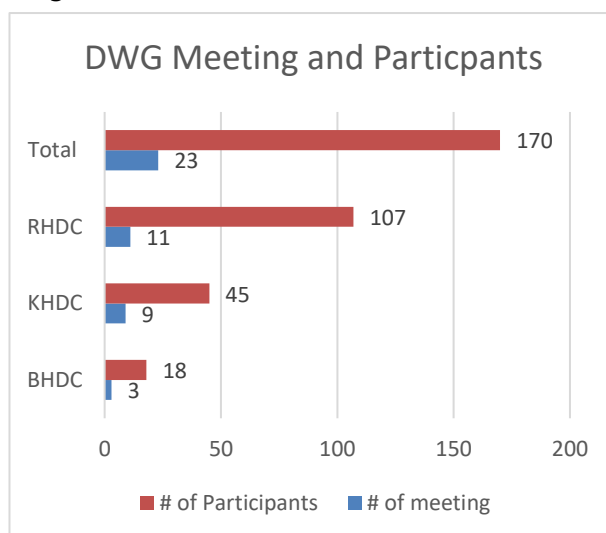
- ✓ *Planned and Organize Learning Sharing cost distribution timely and smoothly.*
- ✓ *Visit all FFS documents during field visits by DO, SMT, MTs, and UFFSC and write remarks in the FFS register.*
- ✓ *Collect NID of all members from formatted all FFS*
- ✓ *Submitted all visit reports, FFS Member list.*
- ✓ *Submitted household profiling of 4th and 5th Batch 1st cycle.*
- ✓ *UFFSCs have to submitted monitoring reports through the prescribed format.*
- ✓ *Various VIP Visit face and field prepared timely.*
- ✓ *Provide signboard, notebook, and swiping net in time.*
- ✓ *Organize monitoring visits by GoB officers.*
- ✓ *Organize UDCC and UzDCC monitoring visits.*
- ✓ *Organize the FF coordination meeting.*
- ✓ *Establishment of collection points in the 09 Upazila.*
- ✓ *Facilitate Quarterly Argi-Business Network meeting.*
- ✓ *Support to FFs for procuring FFs running materials.*

	Monthly AFSP III coordination meeting Status				
	2018	2019	2020	2021	Total
BHDC	9	12	11	5	37
KHDC	11	11	9	3	34
RHDC	11	12	11	5	39
Total	31	35	31	13	110

In addition, 23 District Working Group meetings (DWG) were arranged with the active participation of 170 respective Councilors of Hill District Council, district level officers from three-line departments (DLS, DAE, and DoF), and AFSP District Officer. Apart from the AFSP III activities, the quarterly DWG coordination meetings covered discussion on inter-departmental coordination matters. The DWG meeting has been contributing to improving the coordination and management functions of Hill District Councils towards managing transferred agricultural services in line with the 1997 Peace Accord. As an outcome of these initiatives, 03-line departments under a coordination mechanism between Hill District Councils and within line departments to explore and extend support each other interrelated needs.

Some of the decisions of the Quarterly DWG meeting

- ✓ *To complete Capacity development training for GoB line department officer's Department of Fisheries will be completed within 09-15 March'2020.*
- ✓ *To attach the Upazila level GoB monitoring visit compiled the report.*
- ✓ *District GoB line department officer will inform the respective Upazila line department officer to attend during the DWG monitoring visiting program.*



Activity 2.1.1.3 Planning and review meeting/workshop

A total of 68 Planning and review meeting/workshop was organized over the project period in the working areas. The total participants were 590 where male- 560 and female-30. In the meeting, participants are discussed the existing status of project activities and shared their learning and project success, identify capacity building areas, government visit preparation and find out sustainable way. District wise PIC meeting status are given below table



PIC meeting at Chairman's conference room

Indicator 2.2: Coordination mechanism among the transferred departments related to agriculture services strengthened with functional agricultural planning Unit under the leadership of HDCs

Coordination mechanism with different agricultural services had been established with three HDCs. This coordination mechanism helped to accelerate agrarian activities through a various decision like follows:

- At the Upazila level, Line Department Officers participated in bi-monthly farmer supportive coordination meetings
- Line Department Officers regularly participated in monitoring visits to Farmer Field School and provide advice.
- Farmers received training assistance from the Department of Agricultural Extension, Department of livestock, and Department of Fisheries on a variety of materials including seeds, seedlings, fingerlings, vaccines.
- Farmer Assistants and Farmers received advice from Line Department officials through mobile phones

Indicator 2.1.2: # of consultative workshops organized

A total 9 batches capacity development trainings were organized at HDC on identified areas to manage transferred Agriculture services.

The major activities of this indicator conducted are as follows:

Activity 2.1.2.1 Capacity development support to HDC's on the identified area to manage transferred agricultural services (1.23 RF)

Under this activity, A total 09 (Khagrachari -3 and Rangamati-3, Bandarban-3) batches of capacity building training were conducted over the project period. GoB line department's staff were trained on enhanced coordination mechanism, HDC rules, digital documentation and sustainable improved agricultural technologies. A total of 125 participants (female 31 and male 94) were participated in these 4 days long capacity building training programme.



Training session on E-Filing, HDC rules and Coordination mechanism

The training achievements were as follows:

- The participants got a clear concept of HDC management and the relation with their departments.

- A clear idea of e-filing and digital documentation and able to apply it.
- Most of the participants get e-filing ID and get his office admin ID in the e-filing system online.
- Can inform and applied recent advanced technologies on Fisheries and Food Security issues.

Indicator 2.1.3: # of local resilience plans supported.

During the project period, **20 local resilience plans** have been developed with the support of community people and Climate Resilience Committee engagement. Most of the programs are being reviewed and assessed by HDC and project staff for economic and environmental feasibility aspects.

The major activities of this indicator conducted are as follows:

Activity 2.1.3.1: Support to Local Resilience Plans Develop under CCRP No activity reported in this reporting period.

During the project period, **14 local resilience plans (Khagrachari- 6 and Rangamati-8)** developed with the support of community people and Climate Resilience Committee engagement in 2019 that covered 7 upazila (KHDC- 3 and RHDC-4). Most of the programs are being reviewed and assessed by HDC and project staff for economic and environmental feasibility aspects

6. SUPPORT TO COMMUNITIES AFFECTED BY COVID-19 IN CHT

The global COVID-19 pandemic rapidly unfolded, and the number of confirmed cases and deaths was reported in Bangladesh. It also affected the livelihood of the people in Chittagong Hill Tracts (CHT) very badly. CHT districts including local community people, movements were restricted and particularly the farmers were unable to go to the market and sell their produces. Usually, March – August is the time when the jhum farmers face food scarcity before jhum harvest and they need to buy food from market by selling of their agricultural produces. However, since the markets were closed and movements were restricted, therefore, most of the farmers and daily wage earners are facing food scarcity in CHT.

The government had taken some initiatives to support low income earning households during this crisis. However, the support was inadequate compared to the needs. Thereof in consultation and agreement with Danida, funds were repurposed to respond to the emerging COVID-19 pandemic and assist project beneficiaries and other highly marginalized communities to recover from the crisis. Solidarity packages were distributed comprising agricultural input and food and hygiene items, and numerous COVID-19 awareness-raising activities were carried out.

COVID-19 Response and solidarity packs:

In CHT, Solidarity Packs (food items, hygiene items, and agricultural inputs) are believed to be the most effective response considering many villages' remoteness and poor market and financial infrastructure. In some areas, local markets are already closed and possibilities for purchasing goods are less. As most of the rural community members are poor, buying from neighbors who have surplus production is also limited. Therefore, the Solidarity Pack is the best option for CHT rural communities.



The Food and Hygiene Basket:

The food items were included rice, cereals, salt, oil etc. A total number of 40,000 households in 19 Upazilas in CHT were selected to provide this pack. The unit pack of food and hygiene may include:

Item	Description	Unit	No. of Unit	Rate (BDT/unit)	Estimated Cost in BDT
Rice	Aatop - medium grain	Kg	15	40	600
Pulses	Mosur Dahl	Kg	2	80	160
Cooking Oil	Soyabean Oil	Litre	1	110	110
Salt	iodized salt	Kg	1	30	30
Potato	Deshi (local)	Kg	5	20	100
Onion		Kg	1	70	70

Item	Description	Unit	No. of Unit	Rate (BDT/unit)	Estimated Cost in BDT
Soap	100 gm per piece	Piece	2	30	60
Mask	Surgical Mask	Piece	4	30	120
Total					1250

The farming inputs basket for securing food production:

The beneficiaries selected for the food package will also receive a package of farming input in support of continued homestead gardening in the short-term perspective and to recover from effect of on the agricultural sector in the long run. The farming input package contains various summer and winter vegetable seeds. The priority will be given to the project beneficiaries so that they can use IFM-FFS learnings while utilizing these agricultural seeds. It is expected that the farmers will be able to produce some vegetables which will support their own needs which ultimately will reduce their dependency on the market. This will also help saving household income if they are not required to buy vegetables from the market. The agricultural input pack may include:

Vegetable Seeds	Description	Unit	Unit no	Rate (BDT/unit)	Estimated Cost in BDT
Indian Spinach (Puishaak)	Green	25 gm packet	1	30	30
Okra (Dherosh)	Mukut/Shokhee/Green finger	10 gm packet	1	40	40
Cucumber (Shosha)	Baromashi/Green king	3 gm packet	1	40	40
Bitter gourd (Tita Korolla)	Tia/Taj/Moyna	10 gm packet	1	40	40
Wax gourd (Chal Kumra)	Sufala/Duranta/Durbar	10 gm packet	1	35	35
Sweet gourd (Pumpkin/Misti Kumra)	Baromashi/Thailand-1/Sweeti	05 gm packet	1	40	40
Bottle gourd (Lau)	BARI lau/Martina/Khet lau/Barsha	10 gm packet	1	25	25
Total					25

Raising awareness among the communities about preventive measures and the possible negative impact of COVID

Many smaller ethnic communities face difficulties in understanding the mainstream Bangla language. Since many are living in remote places, access to information also remains a challenge. Therefore, raising awareness about COVID-19 preparation among the people was

equally important to get well prepared for dealing with the crisis and also adapting with post crisis situation.

Considering the above situation, there was a need to expand ongoing efforts to raise awareness on COVID-19 and preventive measures. The awareness raising activities will include developing awareness raising materials on e.g. hygiene practices, social distancing and they will be disseminated through miking, posters, leaflets, banners and songs in different local languages (Marma, Mro, Tripura, Chakma, Bangla, Chattagonian etc.). Social media and message dissemination through community leaders, UP Chairmen and Members, Karbaries, Headmen etc. will also be used.

Beneficiary Selection

The Hill District Councils of Khagrachari and Rangamati, the Deputy Commissioner's Offices, Upazila Parishads, Union Parishads, Headmen and Karbaries were engaged to mobilize the communities and prepared the list of target beneficiaries. HDCs also engaged in organizing consultation meetings with respective community leaders / local government people to verify the list.

The following criteria was applied to select beneficiaries:

- Widows or women-headed households
- Day laborers
- Poor households with low income earners
- Landless households
- Poor farmers with only very small piece of cultivable land
- Physically challenged persons
- Disadvantaged communities/groups
- People living in remote areas or living far from Upazila headquarters or markets
- The enlisted beneficiaries of SID-CHT project activities will get preference

Implementation arrangement

The local administration and local government authorities were engaged in the implementing the activities – particularly the solidarity package distribution. During distribution of the Solidarity Packs, all Headmen, Karbaries and respective Union Parishad Chairmen, Upazila Chairman, UNO and other local stakeholders invited to join the distribution. The local NGOs may also be engaged where necessary. Considering the remoteness and cultural diversity of the area, customized implementation also requires and therefore, flexible principles were followed. Where necessary and possible, the current partners and field level project teams will also be engaged to support the implementation.

7. VISIBILITY & COMMUNICATION

In this reporting period, the project developed and printed a total of 8,000 nos notebook and 998 FFS signboard extended relevant stakeholders utilised those for visibility purpose. Besides, the project also developed some corporate promotional materials such as wall calendars, desk calendars, annual report printing through using matching funds of donors. All of those materials printed following the UNDP visibility guideline; thus, in turn, immensely helped to brand the project, including donors and implementing partners. A project Brochure also printed and distributed to applicable user.

8. MONITORING AND EVALUATION

With the utilisation of earlier learnings (Phase II), the AFSP III established a systematic monitoring and evaluation mechanism in all places, i.e. FFS community, Upazila, District, and regional level. In this reporting period, the AFSP III Result Framework (RF) is at the final stage with baseline status and target setting till to project period up to June 2021. The AFSP III indicators are placed in the UNDP M&E Plan with year-wise target breakdown. The core staff of AFSP III trained up on the Monitoring and reporting mechanism, data collection tools techniques, and the database. An offline data management system is already placed to track the process and progress monitoring data each month.

At the field level, the staff of the project and implementing partners (HDCs), GoB line department officials, union, and Upazila Parishad representative undertook monitoring visits. They participated in staff planning and coordination meetings with the stakeholders to identify critical successes and areas for further improvement. This information is collected and analysed by the AFSP III, before making clear recommendations for addressing challenges observed in the field.

A detailed breakdown of the different parties involved in the monitoring of AFSP III given below:

Community Level: The PDC Executive members who participated in IFM FFS training are involved as the primary vehicle for overseeing and monitoring the FFS activities. They have been following the ongoing session attendance, FFS session conduction by FFs, and finally, each FF maintains a monthly monitoring tool which is checked by the PDC chairperson and submitted to the Upazila FFS Coordinator.

Union Level: Union Parishad representatives visit the FFS communities and share their feedback and suggestion to FFs and community people. Even the UP representatives discuss the findings in their monthly meetings where Union Parishad representatives and other union level stakeholders, including PDCs/FFs representatives and women leaders, discuss the progress of FFS activities and seek necessary support from the UPs as appropriate.

Upazila Level: AFSP III Upazila-based staff are the lowest tier in monitoring and inputting data in the project's database. A simple offline data management system is placed at each Upazila. The Upazila FFS Coordinators have been maintained to track the process and progress mentoring data each month. Data is verified during field visits to the FFS communities. The

monitoring data and field experiences are shared with relevant stakeholders in the progress sharing meeting at Upazila level. Upazila level other actors, such as regional GoB staff, have periodically visited FFS to undertake monitoring activities and provide technical support.

District Level: HDC based project staff and SID-CHT based staff made monitoring visits and follow-up support to the FFS communities. They also maintained the FFS Progress Monitoring Database regularly. The major findings from field visits, lessons learned, and achievement is shared at the HDCs monthly coordination meeting with major decisions if any shortfall/or deviation as per their plan.

Regional/Central Level: Ongoing monitoring visits are conducted by regional/central based AFSP III staff, Senior Management with time to time feedbacks to AFSP III core staff. It's a regular practice by SID-CHT team to maintain Back to Office Report (BTOR) immediately after each field visit. This report has been sharing with senior management of SID-CHT and the National Project Director (NPD) of MoCHTA. Based on the offline data management system, progress reports are prepared on a regular basis (monthly, quarterly, and yearly). Monthly reports reflect activity and output level indicators, such as the number of beneficiaries trained, number and types of grants distributed, demonstration plots established, and number of GoB visits the field. Quarterly reports are prepared based on the immediate results of the activities. They are focused on qualitative information – how farmers are implementing their FFS learning, their feelings, challenges faced, and way forward. Senior management of CHTDF and UNDP also visit project sites to facilitate the implementation and to provide quality assurance and oversight to these activities.

9. LESSON LEARNED, CHALLENGES, AND ACTION TAKEN

The project faced several challenges during the implementation. Different planned activities, and actions have been taken to overcome those challenges. The challenges faced and actions taken by the project include the followings:

CHT a place of diverse ethnicities and different ethnic community utilizes own languages. Sometime languages diversity brings challenges when facilitator and participant of FFS session don't understand comfortably each other language. Hands on and learning by doing approach was utilized by the project and found helpful to overcome the language barriers.

Selection and mobilisation of communities took more time than originally it expected. However, mobilisation of communities including farmers, found helpful for implementation of FFS.

Mature and good farmers were selected for developing as Farmer Facilitators, involving local communities and other stakeholders. It took time but found helpful for developing skills of Farmer Facilitators, preventing dropout rate thus smooth implementation of plan and secure quality of FFS.

The concept- Farmer Facilitator as model farmer works well specially to develop their confidence, proven skills, and establish trust to wider communities, and sustaining themselves as resource person and securing livelihoods from farming profession.

Local political unrest in few areas of Naniachar, Baghaichari, Jurachari, Mahalchari, Panchari, Laxmichari and Rowangchari Upazila hampered mobilization and monitoring activities by the project. However, with support and involvement of local leaders and stakeholders helped to overcome the barriers and continue planned regular activities.

COVID-19 pandemic lockdown situation and restrictions on mobility and mass gathering hampered to organize few planned events which later organized as soon the situation improves and withdrawal of restrictions by Government. Moreover, but urgently required events were organized with participation relatively less number and/or smaller groups.

Initially 1200 IFM-FFS planned to establish. Due to COVID-19 pandemics, CHT farmers were required to provide instant food support jthus in consultation with donor the target 200 IFM-FFS reduced and allocated funds to support farmers through solidarity food baskets and seed baskets. Food basket instantly helped farmers to cope up with food crisis and seed basket support in long rung contributed in food security and income.

Regular monitoring and continuation of planned activities largely hampered during April to July 2020. Comprehensive planning, distance monitoring and use of door hand resources were involved to overcome the situation. Vitual platforms also used to continue meetings, orientations, organizing staff level training in few cases during countrywide extreme lockdown period.

The third-part impact assessment of the project desired advance earlier processing which helpful to capture and state the results through intervned project.

A live data collection and web-based monitoring system may reduce the documentation workload of staff.

How were they overcome

Hands on and learning by doing approach was utilized by the project and found helpful to overcome the language barriers. Selection and mobilisation of communities took more time than originally it expected. However, mobilisation of communities including farmers, found helpful for implementation of FFS. Mature and good farmers were selected for developing as Farmer Facilitators, involving local communities and other stakeholders. It took time but found helpful for developing skills of Farmer Facilitators, preventing dropout rate thus smooth implementation of plan and secure quality of FFS. The concept- Farmer Facilitator as model farmer works well especially to develop their confidence, proven skills, and establish trust to wider communities, and sustaining themselves as resource person and securing livelihoods

from farming profession. With support and involvement of local leaders and stakeholders helped to overcome the local political barriers and continue planned regular activities.

Comprehensive planning, distance monitoring and use of door hand resources were involved to overcome the situation. Virtual platforms also used to continue meetings, orientations, organizing staff level training in few cases during countrywide extreme lockdown period.

10. OVERALL EXPENDITURE:

Major outputs	Fund Receipt/Budget		Actual Expenditure Report (from 1st Feb to 31 Dec'2018)	Agriculture and Food Security Project (AFSP)- III in CHT	Actual Expenditure Report (from 1st Jan to 31 Dec'2020)	Actual Expenditure Report (from 1st Jan to 31 Jun'2021)	Actual Expenditure Report (from 1st Feb 2018 to 31 Jun'2021)	
	DKK	USD	USD	USD	USD	USD	USD	DKK
Output 1: Communities/Stakeholders mobilised to establish IFM-FFS	463,630	73,826	42,472	421	-	-	42,893	273,661
Output 2: IFM-FFS Curricular Developed	333,600	53,121	34,278	33,258	48,999	15,396	131,931	841,732
Output 3: Knowledge and skills of CHT stakeholders (Master trainers, FFS Trainers/Facilitators on IFM-FFS, GoB Officers) enhanced	1,640,431	261,215	305,722	147,070	34,447	11,515	498,753	3,182,091
Output 4: IFM-FFS implemented through participatory and 'learning by doing' approach	29,805,960	4,660,587	1,106,494	2,012,190	589,791	181,182	3,889,657	24,816,382
Output 5: Access to market linkages (input-output) promoted and facilitated	1,494,670	238,005	61,231	80,614	51,594	21,564	215,002	1,371,731
Output 6: Coordination enhanced and HDCs strengthened to manage transferred agriculture services and coordinate LRPs and monitor Local Resilience Plans	520,968	82,957	23,731	22,875	10,279	12,026	68,911	439,656
Covid-19 Expenditure as of 31 Dec'2020					-	522,564	-	522,564
GMS 8%	2,740,741	429,577	125,914	183,714	100,614	19,335	429,577	2,740,741
Total expenditure from Jan'2020 to 30 Jun'2021	37,000,000	5,799,287	1,699,842	2,480,141	1,358,287	261,017	5,799,287	36,999,998

10. ANNEXES

i. Community selection guideline

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 Rangamati 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.

ii. Farmer Facilitator selection guideline

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 staff 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).

iii. Guideline on selection of Master Trainers

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.

iv. Guideline orientation training for PDC and Village Executives

1. Title of the Training:
“Orientation for PDC Executive Committee Members and Community Leaders on IFM-FFS, Implementation Process and role of relevant Organizations”
2. Objective of the Training:
The objective of the training is to orient the PDC Executive Members and/or community representatives on Integrated Farm Management Farmer Field School approach, implementation process, and management of FFS and role of such community leaders.
3. Expected Results:
It is expected that after receiving the training the PDC EC members and/or community leaders will be able to share the learning with PDC and/or community members with clear understanding and will be able to provide necessary support to the FFS implementation including support to the primary selection of good facilitator in line with the project requirements.
4. The Training Contents and Tentative Time: The 01 (one) day training will be for 4 hours or 240 minutes excluding the tea break and lunch time. The following timeline may be followed:

S/N or Session No.	Session/topic	Tentative time	Remarks
01	Welcome speech, objective sharing and Introductory session	30 minutes	
Session 1	Overview of Agriculture and Food Security Project in the CHT (AFSP III)	30 minutes	Brief on AFSP: Major focusing areas, What is expected to be achieved through this project? key stakeholders, beneficiaries etc.
Session 2	Concept of FFS and Integrated Farm Management? Why FFS is needed? FFS Learning Approach and how it differs from traditional training systems	60 minutes	Discuss the concept of FFS and Integrated Farm Management with linking the learning approach. Use practical examples linking with implementation of study plots.
Session 3	FFS Implementation Process and role of different staff/stakeholders.	45minutes	Who runs the FFS? How a Farmer Facilitator will be selected? What is FFS cluster? Selection criteria or eligibility for FF, PDCs/respective community role in the selection of FF. Who are the FFS participants and how the FFS members will be selected? Activities of FFS, role of FF and PDCs

			and/or respective community roles in the FFS implementation.
Session4	What is FFS Input Grant? How the grant will be managed? Factors need to be considered	45 minutes	Link with PDC and/or respective community role
Session5	Necessary documents maintained in the FFS, FFS Monitoring mechanism	15 minutes	Please also share that regular update sharing by FF with PDC or such relevant organizations owning by respective community members.
06	Q&A, Sum up of the day	15 minutes	

5. Participants of the Training:

02 participants preferably 01 women will be joining from each selected community. If the selected community is a PDC community then potential Executive Committee members will be participating the training. On the other hand, if there is no existence of PDC then 01 Karbari and another 01 potential community leader will be nominated in consultation with respective community group. The training should be organized at Union level with 30 participants' maximum in each training batch.

6. Resource Persons/Facilitators:

Master Trainers supported by District FFS Expert will facilitate the training in his/her responsible district. The Upazila FFS Coordinator will be assisted to respective facilitators for the training.

7. Budget:

The total budget is BDT 10,000.00 (budget breakdown is: 9000 taka @ 300 taka per person for 30 persons and 1,000 taka for materials purpose cost).

8. Reporting:

The Facilitator or the co-facilitator of the training will prepare the training report. Training report should be produced after the training and submitted to the District within one week of the training. The district will send a summary report to the cluster ASAP. The report should contain but not limited to the following contents:

1. Name of the training as title
2. Total participants, male and female
3. Training venue and date
4. Key resource persons and guests
5. Key activities of the day, what have been delivered
6. Comments from the training participants or expressions made by the participants about the training (satisfied, not satisfied, training was good, message was clear; more training will be good, commitment level etc.)
7. Overall comments on the training by the training facilitator
8. Good action oriented photos

v. Recruitment guideline for MT and FF under LoA

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 Mater 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 if necessary support 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.

vi. Guideline on performance monitoring and evaluation of MTs and 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 be 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 Staff

The other relevant staff (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.

vii. Guideline on coordination, monitoring and reporting of LoA activities

1. Coordination:
Both parties of SID-CHT Project, UNDP and RHDC 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 RHDC 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 RHDCs. 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 Upazila level:

- ✓ **Monthly coordination meeting of RHDC based AFSP staff** 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 staff 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 DFFE 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:

4.

Monitoring Report - Project Visits

Project number and title:

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

Location of Visit:

Purpose of Visit: [click below] √

- I. workshop / training,
- II. consultations and meetings
- III. activity monitoring
- IV. review of progress towards results
- V. context monitoring
- VI. situation monitoring [Impact of Project on the context/Impact of Context on project]
- VII. issue Specific [list issue]
- VIII. 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

Actions to be Taken	By Whom	Target Completion Date

F. Key Persons Met:

Name	Position & Organization	Contact Details (e-mail and phone; if available)

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)

viii. Guideline on visibility and communication of LoA activities

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 Rangamati Hill District Council (RHDC) 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 RHDC for activities under the LOA should reflect the respective CHT local institution's (i.e. RHDC) 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 (RHDC 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. RHDC) 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 RHDC) 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.

About Disclaimer in the publication:

Where opinions and views are expressed in UNDP-published works, where the author's name is mentioned, and UNDP publications shall carry a disclaimer to the effect that:

"The views expressed in this publication are those of the author(s) and do not necessarily represent those of the United Nations, including UNDP."

"This publication has been produced with the assistance of (insert name of donor/donors). The contents of this publication are the sole responsibility of (name of the author/contractor/implementing partner/ international organization) and can in no way be taken to reflect the views of the (insert name of donor/donors)."

ix. Breakdown of FFS running cost

ড্যানিডা সহায়তায় পার্বত্য অঞ্চলে কৃষি ও খাদ্য নিরাপত্তা প্রকল্প (৩য় পর্যায়), কৃষক মাঠ স্কুলের জন্য বরাদ্দকৃত ২২,০০০ টাকার আনুমানিক বাজেট বিভাজন						
ক্র. নং	ব্যয়ের খাত	ইউনিট এর বিবরণ	ইউনিট	একক মূল্য	মোট বাজেট	মন্তব্য
ক)	আপ্যায়ন বাবদ					
১	নূন্যতম ৩৬ টি সেশনের জন্য আপ্যায়ন	ল্যাম্প সাম	১		৭০০০	সর্বোচ্চ ৪টি সেশনের নাস্ত্রুবাদ একসাথে টাকা তোলা যাবে, তবে সেক্ষেত্রে পিডিসির অনুমোদন থাকতে হবে।
	সাব-টোটাল (ক)				৭০০০	
খ)	প্রশিক্ষণ ও অন্যান্য সরঞ্জামাদি					সেশন গুরুত্ব কয়েকদিন আগেই পিডিসির অনুমোদন নিয়ে পিডিসির নিয়মমোতাবেক প্রশিক্ষণ সামগ্রী ক্রয় করে ফেলতে হবে যাতে সেশন পরিচালনায় ব্যাঘাট না হয়।
১	এফএফএস-এ পরীক্ষণ প্লটের জন্য সাইনবোর্ড (সাইজ ৮' X ১২')	টি	১০	৪০	৪০০	স্থানভেদে মূল্য তারতম্য হতে পারে।
২	এফএফএস সাইনবোর্ড (সাইজ ৩' X ২')	টি	১	৫০০	৫০০	সরবরাহকৃত নমুনা মোতাবেক
৩	স্ক্রল (কাঠের) ১ মিটার	টি	১	৫০	৫০	
৪	হার্ড বোর্ড (০.৭৫ X ১.০ মি:)	টি	৪	৬০	২৪০	
৫	বড় ট্রিপল/বসার ম্যাট (বসার জন্য ৯' X ২০')	টি	২	৫০০	১,০০০	
৬	পাষ্টিক বয়াম (বড় সাইজ, ছোট সাইজ)	টি	১০	১৫	১৫০	

৭	আইকা (১৫০ এম .এল)	টি	১	৩০	৩০	
৮	এনটি কাটার	টি	২	৪০	৮০	
৯	মেজরিং টেপ (৫০ মিঃ)	টি	১	১৫০	১৫০	
১০	বড় পলিথিন ব্যাগ (পাউন্ড)	টি	০.৫	২০০	১০০	
১১						
১২	ক্যালকুলেটর ১০ ডিজিট	টি	১	১৭০	১৭০	
১৩	রঙ্গীন পেসসিল (লুনা)	ডজন	২	৯০	১৮০	
১৪	তুলার রোল	রোল	১	২০	২০	
১৫	ফরসেপ	টি	৫	২০	১০০	
১৬	ছুরি	টি	১	৫০	৫০	
১৮	মার্কার কলম (স্থায়ী কালি) রেড লিপ	টি	০৯	৫০	৪৫০	
১৯	পেপার টেপ	টি	২	২০	৪০	
২০	পেপার ক্লিপ বড়	টি	১২	১০	১২০	
২১	ব্রাউন পেপার	টি	৭০	৫	৩৫০	
২২	সাদা কাগজ (এফোর সাইজ) দিস্তা	দিস্তা	২	২৫	৫০	
২৩	রাবার ব্যান্ড (প্রতি প্যাঃ ১০০)	টি	২	১২	২৪	
২৪	কাঁচি	টি	২	৭৫	১৫০	
২৫	সুতার বল	টি	১	১০	১০	
২৬	ডিটারজ্যান্ট পাউডার ৫০০ গ্রাম	প্যাকেট	১	৫০	৫০	
২৭	বালতি	টি	১	১২০	১২০	
২৮	মগ	টি	২	৩০	৬০	
২৯	ক্যাপসহ হোমিও ভায়াল	টি	৫০	২	১০০	
৩০	পানির বার্ণা	টি	১	৩৫০	৩৫০	
৩১	স্প্রে মেশিন (২ লিটার)	টি	১	২০০	২০০	
৩২	রেজিস্টার খাতা	টি	১	৮০	৮০	
	সাব-টোটাল (খ)				৫৩৭৪	
গ)	স্টাডি পট/ পরীক্ষণ প্লট					কৃষকের গরু, শুকর, হাঁস মুরগী, ধানক্ষেত, ববজি ক্ষেত ইত্যাদি স্টাডি প্লট হিসেবে ব্যবহৃত হবে। স্টাডি প্লটের জন্য শুধুমাত্র উপকরণ ও মেরামত ব্যয় ইনপুট গ্রান্ট থেকে খরচ করা যাবে যেমন ঘর মেরামত, তৈরী, খাদ্য ক্রয়, সার, বালাইনাশক ইত্যাদি ক্রয়ের জন্য উক্ত অর্থ ব্যয় করা যাবে।
১	সবজি চাষ	লাম্প সাম	১	৮০০	৮০০	সবজির বীজ ও চারা ক্রয় বাবদ (শীতকালীন ও গ্রীষ্মকালীন সবজি), ঘেরা বেড়া, সুতলী, খুঁটি।
২	ফল চাষ	লাম্প সাম	১	৮০০	৮০০	ফলের উন্নত চারা,সাকার, ঘেরা বেড়া, গোবর, সার, কীটনাশক, ঔষুধ ক্রয় বাবদ।
৩	ধান চাষ	লাম্প সাম	১	১০০০	৬০০	বীজ, সার, ঔষুধ ক্রয় বাবদ
৪	হাঁস-মুরগী পালন	লাম্প সাম	১	৬০০	৬০০	খাবার, টিকা, ঔষুধ, খাঁচা তৈরীর সরঞ্জাম, জাল ইত্যাদি।

৫	শুক্র পালন	লাম্প সাম	১	১	৮০০	টিকা, খাদ্য ইত্যাদি
৬	গরু মোটাজাকরণ/গরু পালন	লাম্প সাম	১	১৮০০	১,৮০০	ইউএমএস তৈরীর যাবতীয় উপাদান ক্রয় বাবদ, নেপিয়র, ভূট্টা, ট্রিটিকেলী, ইপিলইপিল পট, ঘেরা-বড়া, কৃমি ঔষুধ, ভিটামিন।
৭	মাছের পোনা, পুকুর/জলাশয় প্রস্তুতি	লাম্প সাম	১	১৫০০	১,৫০০	পোনা, চুন, সার, মাছের খাদ্য ইত্যাদি।
৮	খামারজাত সার তৈরী পরীক্ষণ প্লট, ভার্মি কম্পোস্টের রিং ও ভার্মি	লাম্প সাম	১	১৫০০	১৫০০	ট্রাপেল এর ছাউনি, বাঁশ, সুতলী, রিং, ভার্মি বীজ ইত্যাদি
৯	পুষ্টি সেশন ও স্ট্যাডি আয়োজন	লাম্প সাম	১	৯০০	৯০০	পুষ্টি সেশন ও স্ট্যাডি আয়োজন যেমন পারিবারিক পুষ্টি চাহিদা মেটানোর জন্য নতুন পরিকল্পিত কার্যক্রমে
	সাব-টোটাল (গ)				৯৩০০	
ঘ)	বিবিধ খরচ (যোগাযোগ, অতিরিক্ত ব্যয় ইত্যাদি)		১	৩২৬	৩২৬	
	সর্বমোট বাজেট (ক+খ+গ+ঘ)				২২,০০০	

বিশেষ দৃষ্টব্যঃ উল্লিখিত বাজেট অনুমান নির্ভর। ক্ষেত্র ও স্থানবিশেষে বাজেট এ তারতম্য হতে পারে। পিডিসির অনুমোদন ক্রমে কৃষক সহায়তাকারী পরীক্ষণ প্লট এর এক খাতে বেঁচে যাওয়া অর্থ অন্য খাতে ব্যয় করতে পারবেন। সেক্ষেত্রে দায়িত্বপ্রাপ্ত উপজেলা এফএফএস কোঅর্ডিনেটর কে অবহিত করতে হবে ও অনুদান নিতে হবে। এফএফ সেশন শুরু কয়েকদিন আগে হতে পিডিসির নিকট বাজেট পেশ করবেন। পিডিসি বাজেট যাচাইপূর্বক অর্থ ছাড় দেবেন। এফএফ বাজেট ব্যয়ের এক মাসের মধ্যে ব্যয়সংক্রান্ত যাবতীয় হিসাব পিডিসির সভায় পেশ করবেন ও পরবর্তী বাজেট বরাদ্দের জন্য আবেদন করবেন। পিডিসির কোষাধ্যক্ষ এফএফএস এ ব্যয়িত যাবতীয় অর্থের হিসাব ও নথি সংরক্ষণ করবেন। বাজেট সংক্রান্ত হিসাবে কোন গরমিল নজরে আসলে পিডিসি সরাসরি দায়িত্বপ্রাপ্ত ইউএফএফএসসি কে অবহিত করবেন। ইউএফএফএসসি পরবর্তীতে উক্ত অনিয়ম সংক্রান্ত বিষয় সুরাহার জন্যে বা প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য জেলা পরিষদ ও সিএইচটিডিএফকে অবহিত করবেন ও প্রয়োজনীয় ব্যবস্থা নেবেন।

x. Brief ToR of all LoA positions

JOB DESCRIPTIONS FOR AFSP RELATED STAFF UNDER THE HILL DISTRICT COUNCILS

Name of post	Quantity	Qualifications	Responsibility/Accountability
District Level			
District Officer-AFSP (Full-time)	3	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.	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.
Senior Master Trainer (MT)- Full-time	3	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 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 but flexible for highly experienced candidate.	Under supervision of the District Officer-AFSP and guidance of the Technical Coordinator-Training & 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 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	10	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	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

		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.	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	3	Master in Statistics/ Economics/Social Science/ Agricultural Science or 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 control, data management, analysis and report writing.	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 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	3	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	3	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.
Upazila Level			
Upazila FFS Coordinator-Full-time	26	<p>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;</p> <p>Prior experience of working in the CHT on similar field would be an added advantage.</p>	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.
Community level			
Farmer Facilitator (FF)-Full-time for the assigned FFS	401	<ul style="list-style-type: none"> • Practical farming experience; • Active farmer; • Permanent resident of the selected; community/PDC or nearby community/PDC; • Organizing skills; • Willingness for listening; • Acceptance by the community; • Main occupation is agriculture • Skills and experience in demonstrating agriculture practice would be an advantage; • Cultural sensitivity; • Excellent communication skills in Bangla; 	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

	<ul style="list-style-type: none"> • Able to communicate with the farmers within her/his assigned community/PDC; • Able to spend sufficient time for receiving training and conducting FFS sessions; • Mature women farmers are encouraged whilst students are prohibited • Interested to work under PDC supervision and maintain communication with local service providers; • Good FFS member fulfilling above criteria will get preference • Preferred age limit (25-45 years) 	<p>detailed register of all activities undertaken, including participating farmers' profile, descriptions of problems identified, solutions provided, action taken, and budget expenditures. S/he will 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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xi. ToR of District Working Group

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):

SN	Designation and Institutions	Position
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.

xii. 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 -HDC 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 -HDC, to be nominated by the -HDC Chair
2. Two representatives from the SID-CHT Project, UNDP
3. The PIC shall be chaired by the -HDC Chair or any Council member nominated by the -HDC Chair from among the -HDC 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 -HDC Chair has final authority on -HDC activities under the LOA and as such approves the processes and recommendations made by the PIC and any committee formed by the PIC. -HDC 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 -HDC financial and operational processes.

As and when needed, the PIC shall invite other -HDC 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.