



Hill District Council
Khagrachari Hill District

Memo no- 2079

Date: 25/10/2018

To,
Mr. Prasenjit Chakma
National Project Manager
SID-CHT.UNDP.

Attention:
Mr. Priyatar Chakma
District Manager
CHTDF-UNDP
Khagrachari.


Subject: Sending the amended signed LoA with Plan and Budget on the provision of Agriculture and Food Security Project (Phase-III) and CCRP, 2018-2021.

Reference: Your letter dated on 05 September'2018.

Dear Mr. Prasenjit,

Greetings from KHDC. With reference to your letter dated on 05 September'2018, it is to be informed that KHDC is sending the amended signed LoA with plan and budget of AFSP-III and CCRP for the period of 1st February'2018 to 30 June'2021. Total amended budget for the period is BDT-8, 29,40,150 (Eight Crore Twenty Nine Lakh Forty Thousand One Hundred and Fifty Only).

Thanking you for your continuous cooperation.


25.10.18
(Kongjari Chowdhury)
Chairman
Hill District Council
Khagrachar

Attachment:

1. Budget and plan for 1st February'2018 to 30 June'2021.

CC:

1. Chief Executive Officer, Khagrachari Hill District Council, Khagrachari.
2. Chief Livelihood and Natural resource Management, SID-CHT, UNDP, Rangamati..
3. Accounts & Audit Officer, Khagrachari Hill District Council, Khagrachari .
4. Office copy.



Amendment to Letter of Agreement: 1

LOA Reference: United Nations Development Programme and Khagrachari Hill District Council (KHDC) signed on 19 February 2018.

LOA between the United Nations Development Programme (hereinafter referred to as "UNDP") and Khagrachari Hill District Council (KHDC).

Whereas the Parties have entered into the above referred LOA on 19 February 2018.

Whereas the Parties agree and desire to amend as follows:

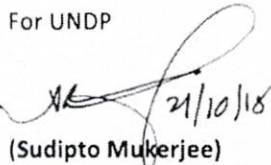
1. The LOA duration shall be extended to 30 June 2021 with additional cost.
2. This amendment is aimed at cost extension of KHDC LOA under article 16 in order to continue the Agriculture and Food Security Project in the CHT (AFSP III) and include the CHT Climate Resilience Project activities in the field up to 30 June 2021. An additional amount of BDT 215,20,250 will be spent for implementing the new project activities and for the extended period.
3. The previous LOA had a total of BDT 61,419,900 (Six Crore Fourteen Lakh Nineteen Thousand Nine Hundred Taka Only) and will be increased with BDT 215,20,250 (Two Crore Fifteen Lakh Twenty Thousand Two Hundred Fifty Taka Only) to a new total of BDT 829,40,150 (Eight Crore Twenty-Nine Lakh Forty Thousand One Hundred Fifty Taka only).
4. The changes above have been reflected in the revised Attachment 3-Schedule of LoA Activities, Facilities and Payments attached to the amendment.

The amendment shall enter into effect on the date of the signature.

All other terms and conditions of the original LOA signed on 19 February 2018 shall remain in force. In case of any ambiguity or conflict between the terms of this amendment and the original LOA, the terms of this amendment will prevail.

Agreed and accepted:

For UNDP



(Sudipto Mukerjee)
Country Director, UNDP Bangladesh
Date:

For Khagrachari Hill District Council



(Kongjari Chowdhury)
Chairman
Khagrachari Hill District Council
Date:

Schedule of LOA Activities, Facilities and Payments (1 February 2018 to 30 April 2021) (REVISED)

ATLAS Project ID: 00094983 and 000110466

[illegible]

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EXPEC TED CP OUTP UTS Indicators Including annual targets	ATLAS Activity Code	PLANNED ACTIVITIES	Time frame												Chart of Account				Total Budget (1 Feb 2018 to 30 Apr 2021) in BDT (REVISED)	Installments 2018				Installments 2019				Installments 2020				Installments 2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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EXPEC TED CP OUTP UTS and Indicators Including annual targets	ATLAS Activity Code	PLANNED ACTIVITIES	Time frame												Chart of Account				Total Budget (1 Feb 2018 to 30 Apr 2021 in BDT (RE VIS ED))	Installments 2018				Installments 2019				Installments 2020				Installments 2021	
			2018			2019			2020			2021			Acc Code	Donor Code	Fund Code	Project Code		Q1 (Feb-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4																			
rs and community leaders trained on IFM-FFS implementation process, monitoring (male and female)	4.1 FFS SESSION	Conduct FFS sessions at community level (at least 3 sessions per month in each FFS) - FF Honorarium (44 FF to cover 1 FFS at 1st cycle, 2 FFS in 2nd cycle)	x	x	x	x	x	x	x	x	x	x	x	75705	00095	30000	94983	4,730,000	-	-	-	-	176,000	528,000	528,000	528,000	594,000	594,000	594,000	594,000	594,000	-	
Baseline: 2,770, Target: 6,750 (in 2018) Custom indicator: 1.3.1: Number of FFS trained to conduct	3.7 FFS RUNNING	FFS Running cost	x	x	x	x	x	x	x	x	x	x	x	75705	00095	30000	94983	8,844,000	1,620,000	-	-	360,000	968,000	3,960,000	-	1,936,000	-	-	-	-	-		
4.2 FFS RUNNING	4.2 FFS RUNNING	Input grant to farmers-post FFS learning phase	x											75705	00095	30000	94983	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

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EXPEC TED CP OUTP UTS and Indicators Including annual targets	ATLAS Activity Code	3.9	PLANNED ACTIVITIES	Time frame												Chart of Account				Total Budget (1 Feb 2018 to 30 Apr 2021) in BDT (REVIS ED)	Installments 2018				Installments 2019				Installments 2020				Installments 2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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EXPEC TED CP OUTP UTS Indicat ors Includin g annual targets	ATLAS Activity Code		PLANNED ACTIVITIES	Time frame												Chart of Account				Total Budget (1 Feb 2018 to 30 Apr 2021 in BDT (RE VIS ED))	Installments 2018				Installments 2019				Installments 2020				Installments s 2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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EXPEC- TED CP OUTP UTS and Indicators Including annual targets	ATLAS Activity Code	PLANNED ACTIVITIES	Time frame												Chart of Account			Total Budget (1 Feb 2018 to 30 Apr 2021) in BDT (REVISED)	Installments 2018				Installments 2019				Installments 2020				Installments 2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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EXPEC TED CP OUTP UTS and Indicators Including annual targets	ATLAS Activity Code	PLANNED ACTIVITIES	Time frame												Chart of Account				Total Budget (1 Feb 2018 to 30 Apr 2021) in BDT (REVISED)	Installments 2018				Installments 2019				Installments 2020				Installments 2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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EXPECTED CP OUTPUTS Indicators Including annual targets	ATLAS Activity Code	PLANNED ACTIVITIES	Time frame												Chart of Account				Total Budget Feb 2018 to April 2021 in BDT (REVISED)	Installments 2018				Installments 2019				Installments 2020				Installments 2021																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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**JOB DESCRIPTION OF KEY STAFFS UNDER
CHT Climate Resilience Project (CCRP)**

POSITION	REQUIREMENTS	KEY RESPONSIBILITIES
 District Officer-CCRP (01)	<p>Masters in Environmental Management/studies/science/Social Science /Agricultural Sciences /Disaster Management/Public Health from a reputed university.</p> <p>Minimum 5 years' working experiences in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc.</p>	<p>Under the supervision of Hill District Council (HDC) and close collaboration with SID-CHT Project, UNDP the incumbent will be the focal person in implementing the CCRP activities to be implemented by the HDC. These include but not limited to planning, coordination, management of trainings, selection of communities/PDCs, formation of CRC, supervise and appraise project personnel under HDC and monitor project 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 act as focal point of HDC for managing Letter of Agreements (LoA) on CCRP. S/he will be responsible to lead CCRP team under HDC. S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting and administrative procedures. S/he will have to ensure quality during implementation in compliance with SID-CHT, UNDP guidelines.</p>
Monitoring & Reporting Officer-CCRP (01)	<p>Masters in Statistics/Economics/Social Science/ Agricultural Science/Development Studies/Public Health from a reputed University.</p> <p>Minimum 3 years' experience as M&E Officer in the field of Monitoring & Evaluation;</p>	<p>Under supervision of the District Officer-CCRP and guidance of the Programme Officer- M&E, the Monitoring & Reporting Officer will be responsible for internal monitoring of all field level activities of CCRP. S/he will also be responsible to collect data from Upazila, analyze data and prepare different reports. S/he will be based at district with frequent monitoring visits to field other than data analysis and reporting. S/he will have to develop capacity of the project staffs in the area of M&E and take lead with guidance from his/her supervisor. S/he will have to extend his/her support to other team members in organizing training, workshop etc. S/he will regularly capture case studies, photos and share. S/he will support to prepare regular</p>



POSITION	REQUIREMENTS	KEY RESPONSIBILITIES
		monthly/quarterly/annual reports for the project. S/he will support or take lead in the district during periodic result assessment, conduct FGDs as required by the project. Perform any other duties/assignments as and when required by the project.
Technical Officer- Climate Change and Community Resilience (01)	<p>Masters in Environmental Management/studies/science/Social Science /Agricultural Sciences /Disaster Management/Public Health from a reputed university.</p> <p>Minimum 3 years' working experiences as technical officer in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc.</p>	<p>Under the supervision of District Officer-CCRP and close collaboration with District Livelihoods and Community Mobiliser of SID-CHT Project, UNDP in the district the incumbent will be providing technical supports to the team in implementing the CCRP activities. These include but not limited to planning, coordination, management of trainings, selection of communities/PDCs, formation of CRC and monitor project 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 act as focal point of HDC for developing different training modules, materials, capacity development of CRC, Union Parishad members (youth and women), exchange visits, organizing different trainings and workshops. S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting. S/he will have to supervise Community Organisers along with Monitoring and Reporting Officer in the team. S/he will have to ensure quality during implementation and achieving results in compliance with SID-CHT, UNDP guidelines.</p> <p>Perform any other duties/assignments as and when required by the project.</p>

POSITION	REQUIREMENTS	KEY RESPONSIBILITIES
Community Organizer (06)	<p>Minimum Graduate degree.</p> <p>Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects.</p> <p>S/he must be permanent resident from the locality/Union. If no suitable candidate s/he must be from nearby Union in the Upazila. Must be able to physically move in remote areas.</p>	<p>Under the supervision of Technical Officer-Climate Change and Community Resilience and Monitoring and Reporting Officer of HDC and overall supervision of District Officer-CCRP s/he will be responsible for:</p> <ul style="list-style-type: none"> - Preparing village profile; - Organizing, mobilizing the targeted communities; - Social map, resource map; - Support formation of Climate Resilience Committee (CRC); - Build capacity of CRC as per project need; - Conduct different awareness raising sessions at community level; - Support to organise monthly meetings and maintain meeting resolutions; - Support CRC to conduct Community Climate Vulnerability Assessment (CCVA); - Support CRC to prepare Local Resilience Plans (LRPs) and project proposals following the prioritized actions; - Primary data collection; - Coordination with AFSP III and CCRP; - Liaison and linkage building with Union Parishads, Traditional institutions, GoB line departments etc. - Organise communities for different visitors to show project activities/results; - Participate in Bimonthly UDCC meetings and necessary support for CRC proposals and need; - Perform any other duties/assignments as and when required by the project.

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POSITION	REQUIREMENTS	KEY RESPONSIBILITIES
Finance & Admin Assistant (01)	B Com with minimum 3 years experiences in administration and accounting work.	Under supervision of District Officer-CCRP 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.

