

United Nations Development Programme – Bangladesh

PROGRESS REPORT

(1 March 2018- February 2019)

CHT Climate Resilience Project (CCRP), Bangladesh

Title of Programme: Climate Resilience and Sustainable Energy Programme under Denmark's
"Bangladesh Country Programme 2016-2021"

Prepared for: Danish International Development Assistance (DANIDA)

Prepared by: Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT)

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February 2019



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ACRONYMS:

| | |
|---------|------------------------------------------------|
| AFSP I | Agriculture and Food Security Project Phase I |
| AFSP II | Agriculture and Food Security Project Phase II |
| BARI | Bangladesh Agricultural Research Institute |
| BDT | Bangladeshi Taka |
| BHDC | Bandarban Hill District Council |
| BTOR | Back To Office Report |
| CCRP | CHT Climate Resilience Project |
| CCVA | Community Climate Vulnerability Assessment |
| CHT | Chittagong Hill Tracts |
| CHTDF | Chittagong Hill Tracts Development Facility |
| DAE | Department of Agricultural Extension |
| DLS | Department of Livestock Services |
| DoF | Department of Fisheries |
| DANIDA | Danish International Development Agency |
| DO-CCRP | District Officer-CCRP |
| DKK | Danish Kroner |
| DQA | Data Quality Assessment |
| FGD | Focus Group Discussion |
| FF | Farmer Facilitator |
| FFS | Farmer Field School |
| GoB | Government of Bangladesh |
| GPS | Global Positioning System |

| | |
|---------|--------------------------------------------------------------|
| HDC | Hill District Council |
| HH | Household |
| IFM | Integrated Farm Management |
| IFM-FFS | Integrated Farm Management-Farmer Field School |
| KHDC | Khagrachari Hill District Council |
| LRP | Local Resilience Plan |
| M&E | Monitoring & Evaluation |
| MoA | Ministry of Agriculture |
| MoCHTA | Ministry of Chittagong Hill Tracts Affairs |
| MT | Master Trainer |
| NGO | Non-Government Organization |
| RHDC | Rangamati Hill District Council |
| SID-CHT | Strengthening Inclusive Development in Chittagong Hill Tract |
| SRDI | Soil Resources Development Institute |
| ToT | Training of Trainers |
| ToR | Terms of Reference |
| USD | United States Dollar |
| UNDP | United Nations Development Programme |

PROJECT SUMMARY:

| | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project No: | 00110466 |
| Project Title: | CHT Climate Resilience Project (CCRP) |
| Project Start Date: | 1 March 2018 |
| Project End Date: | 30 September 2021 |
| Reporting Period: | 1 March 2018 to February 2019 |
| Project Budget: | DKK 20 Million (USD 3.18 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: | 10,000 people in 10 (ten) Upazilas of the three districts, where communities are relatively exposed to the impact of climate change and facing challenges in improving their livelihoods |
| Project Objective: | "To improve climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts". |
| Project Outcomes | Improved community livelihoods and watersheds that are resilient to climate change |
| Project Outputs | Output 1: Community Climate Vulnerability Assessments and Climate Responsive Local Resilience Plan developed in identified project locations. Output 2: Resilient livelihoods are implemented for vulnerable communities for climate change adaptation Output 3: CHT institutions and leaders are able to promote resilience building actions |
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Executive Summary:

CHT Climate Resilience Project (CCRP), is a component of Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) of Ministry of CHT Affairs and UNDP, is being implemented in 3 Hill Districts since March 2018. This DANIDA funded project is aimed to improve **climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts** benefitting 10,000 people of 10 out of 26 Upazilas in CHT. CCRP supports will be firstly, conducting Community Climate Vulnerability Assessments and developing Climate Responsive Local Resilience Plan in identified project locations, secondly, supporting implementation of LRPs by the vulnerable communities for climate change adaptation and thirdly, promoting resilience building actions involving CHT institutions and leaders.

During the reporting period, the project has been able to make good progress on preparatory activities including in some areas as per plan. The activities being- preparation of Annual Work Plans, Signing Letter of Agreement with 3 Hill District Councils, recruitment of project staffs, developing different Terms of Reference of staffs, Site/community selection guideline, Monitoring and reporting framework etc. details of which is explained in section 2 (page 13-21).

Noteworthy that the project faced some challenges and learned few lessons those being- delay in signing LoA with HDCs, unstable local and national political situation etc. which is explained in section 6 (page 22). Additionally, adequate time was required in order to bring the stakeholders in common consensus and some of the preparatory activities. From the experiences gained over the time, It is assumed the project will be able to implement it's planned activities as per plan and will be able to show results.

1. INTRODUCTION

Bangladesh is characterized by an extremely high population density, a low resource base, and a high incidence of natural disasters. Bangladesh is therefore recognized worldwide as one of the countries most vulnerable to the impacts of climate change and climate variability. Due to geographic location, geomorphological conditions and low development of Bangladesh and unprecedented impact of climate change, intensity and frequency of natural disasters in aggravating day by day, wreaking havoc on life and livelihoods of indigenous communities in three districts of CHT region.

Although climate change affects all spheres of people, but due to lack of capacity the people of hilly areas in Bangladesh are more vulnerable to climate change. They are facing extreme constraints to get available water and resources to maintain a sustainable life. Long term impacts of climate change, for example, changes in the frequency of major droughts, flooding, extreme temperature, or climate-induced diseases disturb agricultural production. On the contrary, in 2050, the increased agricultural water demand for food production may cause insufficient water supply for other purposes like domestic and commercial water supply, fisheries, ecosystems and navigation. Moreover, fishery sector will become vulnerable due to changes in temperature and rainfall in the hilly area, reduction of water flow in the small water bodies creates declining of biodiversity as well as source of livelihood. A large amount of people in hilly areas are depended on the forest directly or indirectly for various purposes such as, food, sustainable water supply, security, different goods, medicine including various ecosystem services for example, soil protection and conservation, wild life etc. In Chittagong Hill Tracts (CHTs) of Bangladesh, community peoples used to collect firewood, timber, wild fruits and vegetables, medicinal plants from forests. The culture, livelihood and lifestyle of the ethnic peoples in the CHTs are strongly related to the forest resources. The communities are facing major challenges with depleting forest coverage and excessive soil erosion with changing rainfall pattern that are causing water scarcity during dry season and bringing challenges to their lives and livelihoods.

With that preview, CHT Climate Resilience Project is being implemented by UNDP, with taking support from the Embassy of Denmark in three hill districts of Chittagong namely Bandarban, Rangmati and Khagrachari from 2018 to 2021 for identifying and addressing climate risk to their

livelihoods and watersheds inhabited by them. This project will be implemented in selected 10 upazilas covering 10,000 affected peoples where communities are relatively exposed to the impact of climate change and facing challenges in improving their livelihoods. The project will support building resilience of the local communities, areas affected by Rohingya Influx and traditional institutions to climate induced risks and natural disasters such as landslides, soil erosion and flash floods. Total costs for this project worth about USD 3.18 Million (DKK 20 million).

This project will conduct climate change vulnerability assessment and resilience analysis which will be conducted by communities through proper capacity building to community peoples followed by development of Local Resilience Plan (LRP) for addressing climate and environmental risks through a participatory way. The project will support some of planned activities of LRPs whereas Union Parishads will be approached to include reminder activities under ADP of the government of Bangladesh. The assessment and risk analysis mainly with respect to climate and water related disasters such as floods and landslides will be focused. Based on the findings of the assessment, vulnerable communities will a) identify and prioritize actions that address the challenges to their livelihoods posed by climate change, natural resource base and livelihoods b) provide communities with skills to develop LRPs allowing them to prioritize, budget and develop a time line for implementing the communities climate resilient actions.

This project will work with local and traditional governance structures to build capacities to support the implementation of resilience actions at the community level, thereby reinforcing sustainability and replicating resilience measures at community level. The local bodies are the Union parishads, Hill Districts Councils and the CHT traditional institutions (Circle Chief office, Headmen and Karbaries). CCRP will work closely with Union Development Coordination Committees (UDCCs), wherein the elected and traditional leaders will oversee implementation of development plans of the Union and monitor their activities. The Upazila Parishads and HDC will provide necessary technical support for implementing the LRPs.

1.1 Project Objectives:

The objective of CCRP is to improve **climate resiliency** of the **community livelihoods** and **watersheds** in the Chittagong Hill Tracts.

The project objective will be achieved by below outcome:
Improved community livelihoods and watersheds that are resilient to climate change.

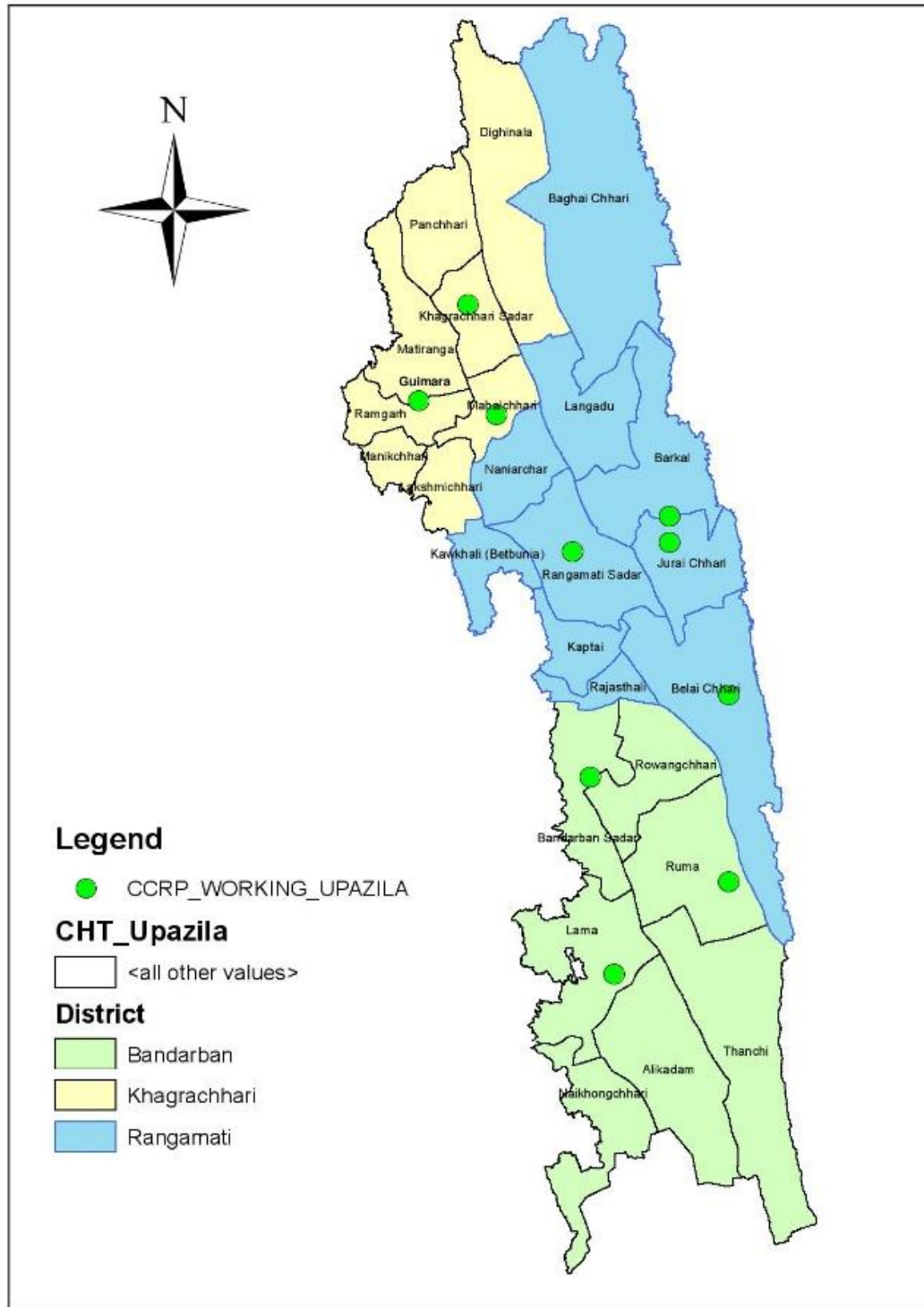
1.2 CCRP Targeted Area:

A total of 10,000 population from 100 communities (from 20 specific sites/locations) where communities are relatively exposed to the impact of climate change and facing challenges in improving their livelihoods will be supported by the project. 10 out of 26 upazilas in CHT are planned to be covered under this pilot initiative. The table below and map 1 shows district wise working upazilas:

Table 1 District wise Upazilas under CCRP

| Name of District | Name of selected Upazilas | Approximate number of communities |
|-------------------------|---------------------------------------------------|------------------------------------------|
| Bandarban | Bandarban Sadar, Lama and Ruma | 30 communities from 6 sites/watersheds |
| Khagrachari | Mahalchari, Guimara, Khagrachari Sadar | 30 communities from 6 sites/watershed |
| Rangamati | Rangamati Sadar, Belaichari, Jurachari and Barkal | 40 communities from 8 sites/watersheds |
| Total | 10 upazilas | 100 communities from 20 sites/watersheds |

CCRP WORKING UPAZILA in CHT



Map 1: CCRP covering upazilas in 3 hill districts

2. PROGRESS OF CCRP:

The project progress against targets since signing of the agreement on 1 April 2018 to date is shown in below table and described onwards:

| SL | Indicators | Activities under outputs | Target | Achievements | Remarks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|------------------------|
| Output 1: Community Climate Vulnerability Assessments and Climate Responsive Local Resilience Plan developed in identified project locations | | | | | |
| 1.1 | Percentage of communities that have completed Community Climate Vulnerable Assessment. | 1.1.1 District level workshop to identify micro and small watersheds | 3 workshops | 0 | |
| | | 1.1.2 Selection of communities from the identified micro-watersheds and formation of cluster | 20 sites | 01 sites | |
| | | 1.1.3 Inception meeting at community level and form Climate Resilient Committee (CRC) | 20 meetings | 01 meeting | |
| | | 1.1.4 Hire consultant to prepare Community Climate Vulnerability Assessments (CCVA) | 01 consultant | 0 | |
| | | 1.1.5 Organize Awareness Raising Sessions at Community Level | 20 sites | 01 site | |
| | | 1.1.6 Training for Project staffs on Climate Change issues, adaptation, watersheds management, risks assessment and planning, CCVA, LRP | 1 batch training | 0 | |
| | Percentage of selected communities with Local Resilience Plan. | 1.1.7 Training for CRC members on CCVA and LRPs, project formulation | 20 batches | 1 batch | |
| | | 1.1.8 Community Climate Vulnerability Assessment and development of Local Resilience Plans | 08 assessment | 01 assessment | |
| | | 1.1.9 Prepare and submit Project Proposals following the LRPs | 0 proposal | 0 | Targeted for year 2019 |

| SL | Indicators | Activities under outputs | Target | Achievements | Remarks |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|------------------------|
| | | 1.1.10 Organize CRC Meetings at para/community level | 08 meeting | 01 meeting | |
| Output 2: Resilient livelihoods are implemented for vulnerable communities for climate change adaptation | | | | | |
| 1.2 | Percentage of communities (with nearly 50% women participation) that implemented prioritized and selective risk reduction actions. | 1.2.1 ToT for Project staffs on Project Management including Financial Management, Participatory Monitoring and Reporting | 0 batch | 0 | Targeted for year 2019 |
| | | 1.2.2 Training for CRC members on Project Management including Financial Management, Participatory Monitoring and Reporting | 0 batch | 0 | Targeted for year 2019 |
| | | 1.2.3 Skill development training (e.g. soil & water conservation, rain water harvesting, land use planning) | 0 batch | 0 | Targeted for year 2019 |
| | Percentage of community members perceiving difference in levels of risks | 1.2.4 Experience Sharing and Lessons Learning workshop at Upazila level | 0 workshop | 0 | Targeted for year 2019 |
| | | 1.2.5 Experience Sharing and Lessons Learning Workshops at District level: | 0 workshop | 0 | Targeted for year 2019 |
| Output 3: CHT institutions and leaders are able to promote resilience building actions | | | | | |
| 1.3 | Percentage of communities supported (technically and /or financial) by CHT institutions. | 1.3.1 CCRP Inception workshop at district level | 03 | 02 | |
| | | 1.3.2 Training for Union Parishad members on Climate Change issues, adaptation, watersheds management, risks assessment and planning | 03 | 0 | |
| | | 1.3.3 Day observation-World Environment Day/World Water Day at Upazila/Union level | 0 | 0 | Targeted for year 2019 |

| SL | Indicators | Activities under outputs | Target | Achievements | Remarks |
|----|------------|----------------------------------------------------------------|--------|--------------|---------|
| | | 1.3.4 Organize Bi-monthly UDCC meetings | 10 | 0 | |
| | | 1.3.5 Organize Monthly Coordination meetings at district level | 09 | 05 | |
| | | 1.3.6 Regional level workshop on policy advocacy issues on CHT | 01 | 0 | |

During the reporting period and starting of CCRP activities the following preparatory activities took place:

Annual Work plan and budget:

During the reporting period 2 workshops organized by SID-CHT, UNDP to review and finalise the Annual Work Plan of 2018 and 2019 which included CHT Climate Resilience Project activities along with SID-CHT’s other components.

The 1st workshop in December 2017 organised in Rangamati was participated by the then honorable Secretary, National Project Director, Joint Secretary (dev.) and other senior officials from MoCHTA. However, since the third party cost sharing agreement with DANIDA was not signed at that time, hence only projection of some CCRP activities were discussed in that workshop. Once the agreement was signed in March 2018 the AWP 2018 was revised to include CCRP activities.



The 2nd workshop was organized in Cox's Bazar during December 2018 to make an year 2018 end review and finalise next year 2019 Annual Work Plan. The workshop was participated by the honorable Secretary, National Project Director, Additional Secretary (dev.), other officials of MoCHTA, representative from UNDP Country Office, and SID-CHT project staffs. The AWP 2019 was finalized with taking valuable suggestion made by the MoCHTA and other participants.



Letter of Agreement with HDCs:

A series of consultation meetings were organized with Hill District Council to discuss on CCRP activities and implementation process. It took a long time to come to a consensus on some issues. It was decided that since there was a Letter of Agreement already signed with HDC on Agriculture and Food Security Project phase III (AFSP III) there will not be a separate LoA on CCRP. Accordingly, the CCRP activities were included in LoA through amendment. Separate project ID's are being used to keep record of individual projects.

Staffs recruitment:

A total of 32 staffs were recruited by 3 HDCs during the reporting period following the specified Terms of Reference (ToR) (**please see Annex I**). However, staff recruitment was delayed in Bandarban Hill District Council (BHDC) due to national election which took place during December 2018. Table 3 shows district wise staff recruitment status including male female ratio.

Table 3: District wise staffs information

| Name of HDC | Number of staffs | | | Remarks |
|--------------|------------------|-----------|-----------|----------------------------------------|
| | Male | Female | Total | |
| BHDC | 04 | 06 | 10 | 60% female |
| KHDC | 08 | 02 | 10 | 20% female |
| RHDC | 10 | 02 | 12 | 20% female |
| Total | 22 | 10 | 32 | 31% female staffs on an average |

Moreover, one female staff was recruited for the position of Climate Change Expert under SID-CHT, UNDP contract.

Orientation training for project staffs:

The project was able to organize three basic orientation trainings for 32 newly recruited project staffs and SID-CHT, UNDP district staffs in three hill districts. The objective of the training was to orient staffs on CCRP project, its objective, activities including implementation modalities, area/site and community selection, cluster community identification, formation of Climate Resilience Committee (CRC), very basics on Climate Change and Adaptation, Community Climate Vulnerability Assessment (CCVA) and Local Resilience Plans. Staffs knowledge and skills have increased to a certain level and they are now able to explain project objective and activities, primarily select area/site for CCRP intervention, Climate Change Issues to other stakeholders including communities, local leaders, youths etc.



Orientation training for KHDC CCRP staffs (left), orientation training for RHDC CCRP staffs (middle), and orientation training for BHDC CCRP staffs (right)

2.1 Outcome: Improved community livelihoods and watersheds that are resilient to climate change

The project took some time for site selection, stakeholders and community mobilization process which delayed to achieve results for this outcome. Although significant results yet to achieved but most of the preparatory activities explained earlier section including planned activities explained below under section 2.1.1, 2.1.2 and 2.1.3 already done which will later contribute to achieve project expected results. It is expected that significant progress will be made in the next reporting period. As per agreed Result Framework (RF) output wise activities are furnished below:

2.1.1 Output 1: Community Climate Vulnerability Assessments and Climate Responsive Local Resilience Plan developed in identified project locations.

Activity 1.1: District level workshop to identify micro and small watersheds:

The project developed a site/community selection guideline based on which HDCs have selected 10 out of 26 upazilas in 3 Hill Districts for piloting CCRP activities. As per the guideline the project field team has visited the possible sites and is preparing a short list which will be placed at HDCs or to Selection Committee to finally select the sites and communities. The following criteria are being followed during selection of sites/communities:

Criterion 1: Areas where communities comparatively suffer most due to severe drought or acute water crisis will get priority;

Criterion 2: Areas where communities comparatively suffer most due to Flash flood (frequency and consequences);

Criterion 3: Areas where communities suffer most comparatively because of Agricultural vulnerability due to heavy rainfall, drought, cyclone etc.;

Criterion 4: Absence of resilience building supports on the above from GoB and NGO will get priority.

Please see **Annex II** for site/community selection guideline.

Following the primary list of possible sites identified in 10 Upazilas of 3 Hill Districts the District level workshops yet to be organized. This activity is planned during March 2019.

Activity 1.2: Selection of communities from the identified micro-watersheds and formation of cluster:

This activity is linked to above activity 1.1. Once the sites are finally selected and communities are identified project team will conduct inception meeting at community level where representative from all the communities will be invited. 1 (one) cluster has been identified in Khagrachari district with 6 communities in the cluster.

Activity 1.3: Inception meeting at community level and form Climate Resilient Committee (CRC):

The project targeted to select 20 sites consist of around 100 communities/paras, till to date the project selected one site (01) with 06 communities/paras and completed community mobilization process with Participatory Rural Appraisal (PRA) exercises.



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The project developed a guideline on Climate Resilience Committee (CRC) formation which is attached as **Annex III** here, based on which 01 (one) Climate Resilience Committee was formed in Maischari Union of Mahalchari Upazila of Khagrachari Hill District. The committee consisted of 13 members (Female 6: Male: 7) with representative from 6 nearby villages. Based on field experiences through stakeholders and community mobilization process, Climate Resilience Committee (CRC) will be formed in other working locations.

Activity 1.4: Hire consultant to prepare Community Climate Vulnerability Assessments (CCVA):

Some of the consultative workshops, to be organized later, will identify local issues related to environment and climate change, based on which consultancy need will be identified. Hence, this activity could not be implemented and is planned during 2nd and 3rd quarter of 2019.

Activity 1.5: Organize Awareness Raising Sessions at Community Level:

The project aims to conduct at least three awareness raising sessions on (a) current and future climate and environmental risks in CHT, (b) climate change issues and Community Based Adaptation, and (c) on integrated planning and management of common use of water and Natural Resources actions at each Community during the project duration. So far, the project was able to conduct awareness session on Climate Change and Community Based Adaptation for 6 communities in Maischari Union of Mahalchari Upazila of Khagrachari Hill District. The trained community people are now able to distinguish differences between climate change hazard and other hazards/disasters as well as with usual weather change issues.

Activity 1.6: Training for Project staffs on Climate Change issues, adaptation, watersheds management, risks assessment and planning, CCVA, LRP:

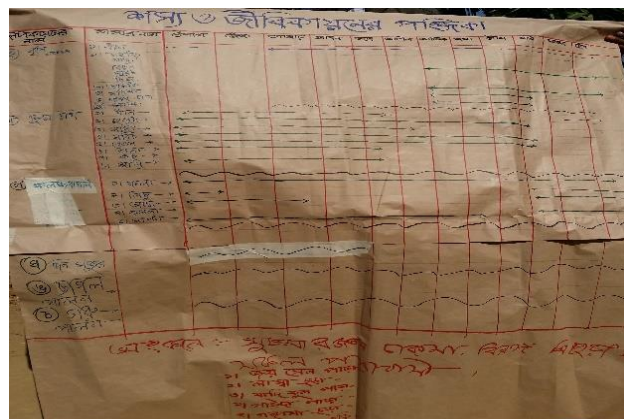
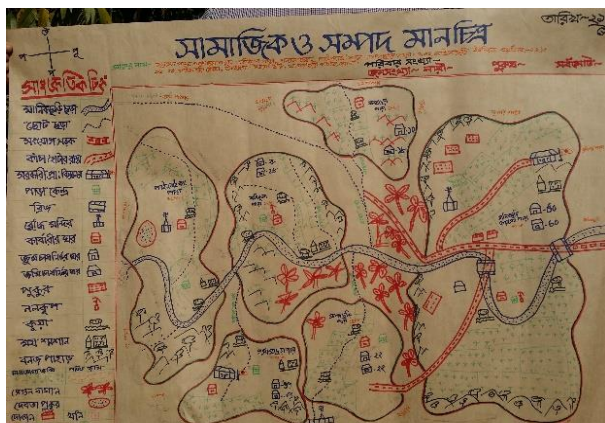
This activity could not be implemented and is planned during last week of March 2019.

Activity 1.7: Training for CRC members on CCVA and LRPs, project formulation:

This activity is linked with activity 1.6 above and planned to conduct at the end of March 2019.

Activity 1.8: Community Climate Vulnerability Assessment and development of Local Resilience Plans:

The CCRP field team in KHDC with support from Climate Change Expert and Programme Officer-Monitoring and Evaluation of SID-CHT supported community people to conduct Community Climate Vulnerability Assessment and prepare Local Resilience Plan based on identified risks/hazards. Prior to CCVA and LRP the field team supported community people to prepare Social and Resource Map of the area, crops and livelihoods seasonal calendar, Hazards Map including Adaptation capacity. The LRPs will be further reviewed involving Union and Upazila Parishad including expert opinions from GoB line departments officials and traditional leaders.



Social and resource map (left), Livelihoods and seasonal calendar (right) done by community people

Activity 1.9: Prepare and submit Project Proposals following the LRPs:

This activity is linked to *Activity 1.8*. and not achieved in this reporting period, but some linking activities i.e social and resource maps, hazard maps and livelihoods seasonal calendar completed involving six communities/paras/villages in one site. These field learnings will support to prepare the project proposal guideline very soon. It is expected that the project core staff will be trained in the last week of March and immediate after training this activity will be implemented in field level. As onwards process.

| দুর্ঘটনার ফলে এগারত ক্ষেত্র | | প্রভাবের মাত্রা | জুন-সেপ্টেম্বর বর্ষা | বৈ. জে. আ.স. ড. আ.সি. কা. মে. পৌ. মা. ফা. ডি. | | | | | | |
|-----------------------------|--------------|-----------------|----------------------|-----------------------------------------------|---|---|---|---|---|--|
| | | | মাস ০০ বছর কত বার | মাস ২০-৩০ বছর কত বার | | | | | | |
| ১। কৃষি | ১। কৃষি | | ২৫ বার | ৫৫ বার | ✓ | ✓ | ✓ | | | |
| ২। গাছপালা | ২। বাঁসা গাছ | | | | | | | | | |
| ৩। পশু-পাখি | ৩। গাছ পানাম | | | | | | | | | |
| ৪। রাজ্য-ঘট রুচি হয় | | | | | | | | | | |
| ৫। বৈ. ক্ষতি হয় | ৫। ফল বাগান | | ২২ বার | ৩৩ কম | ✓ | ✓ | | ✓ | ✓ | |
| ৬। ফল বাগান | ৬। ঘর বাড়ি | | | | | | | | | |
| ৭। গাছ পানাম | ৭। পশু পাখি | | | | | | | | | |
| ৮। পানাম | ৮। পানাম | | ২৬ বার | ২০ কম | ✓ | ✓ | ✓ | | | |
| ৯। পানাম | ৯। পানাম | | ২০ বার | ২৪ কম | ✓ | ✓ | ✓ | | | |
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Sample of Hazard map as the part of community level exercises.

Activity 1.10: Organize CRC Meetings at para/community level:

1 meeting organized at community level in Khagrachari district during the reporting period. The objective of this meeting was to discuss on how 6 communities can be organized to work on CCRP activities, how to maximize the benefits for the vulnerable communities etc. The CRC meetings will be organized regularly once all the 20 CRCs are formed gradually and it is a no budgetary activity planned under the project.

2.1.2 Output 2: Resilient livelihoods are implemented for vulnerable communities for climate change adaptation

Activity 2.1: ToT for Project staffs on Project Management including Financial Management, Participatory Monitoring and Reporting:

This activity will be implemented during 2nd quarter of 2019.

Activity 2.2 Training for CRC members on Project Management including Financial Management, Participatory Monitoring and Reporting:

Following the progress of activity 2.1 this activity is planned to be implemented at community level during 2nd quarter 2019 and onward.

Activity 2.3 Skill development training (e.g. soil & water conservation, rain water harvesting, land use planning):

This activity is linked to activity 1.9 and is planned to implement during 3rd quarter 2019 and onward. However, it will be need based and community to community it will vary considering the needs.

Activity 2.4 Experience Sharing and Lessons Learning workshop at Upazila level:

This activity is planned during 3rd quarter 2019.

Activity 2.5 Experience Sharing and Lessons Learning Workshops at District level:

This activity linked to activity 2.4, is planned during 3rd and 4th quarter 2019.

2.1.3 Output 3: CHT institutions and leaders are able to promote resilience building actions

Activity 3.1: CCRP Inception workshop at district level:

The project organized two workshops in Khagrachari and Rangamati district where a total of 100 participants from Government Line Departments (DAE, DLS, DoF, SRDI, BARI), community people, farmers, Farmer Facilitators, traditional leaders (headmen and karbaries), Union and Upazila Parishad Chairman or Vice Chairman, UP members, representative from Deputy Commissioner's office, HDC councilors, Chief Executive Officers, selective project staffs participated and contributed. The honorable chairman of KHDC was the Chief Guest in Khagrachari workshop and Mr. Dipankar Talukder, Member of Parliament (who is member of the Parliamentary Standing Committee on Ministry of Environment, Forest and Climate Change) of Rangamati was the Chief Guest in Rangamati workshop. The objective of these workshop was to share on CCRP project activities and obtain valuable suggestions from the invited participants from different sectors.



District level sharing workshop, Khagrachari (left), and District level sharing workshop, Rangamati (right)

Activity 3.2: Training for Union Parishad members on Climate Change issues, adaptation, watersheds management, risks assessment and planning:

This activity linked to activity 1.6, is planned during 2nd and 3rd quarter 2019.

Activity 3.3: Day observation-World Environment Day/World Water Day at Upazila/Union level:

This activity is planned during March and June 2019.

Activity 3.4 Organize Bi-monthly UDCC meetings:

The bi-monthly UDCC meetings are organized at Union level which is a regular meeting through Government gazette. CCRP wants to utilize this forum to bring the issues of CCRP and make aware relevant UDCC and get decisions. This activity is linked to activity 1.9, and is planned during 2nd, 3rd and 4th quarter 2019.

Activity 3.5 Organize Monthly Coordination meetings at district level:

A total of 5 district coordination meetings organized during the reporting period where SID-CHT, UNDP participated as observer member in the meeting. Regular updates were obtained on project progress and next month's planning were chalked out in these meetings. Challenges and how to overcome those were also discussed.

Activity 3.6 Regional level workshop on policy advocacy issues on CHT:

This activity is planned during 2nd and 3rd quarter 2019.

3. Visibility & Communication:

Visibility and communication is key part and accordingly UNDP has a visibility guideline which is donor specific. During the reporting period different banners used in meetings and workshops contained donor and project messages along with UNDP and GoB logos into it. A detailed visibility and communication plan specific to CCRP is yet to finalised and will be developed during 2nd and 3rd quarter 2019.

4. Project Management and Partnerships:

CCRP project is managed by SID-CHT project of UNDP with Ministry of CHT Affairs. From MoCHTA a National Project Director (NPD) directly oversees the project activities along with a National Project Manager (NPM) engaged to implement the project from UNDP side. 3 Hill District Councils are the key implementing partners for CCRP. The project is managed through National Execution (NEX) Modality where the Government takes the lead role in implementation and monitoring.

A dedicated team of SID-CHT, UNDP led by Chief-Livelihoods and NRM is fully involved in supporting implementation, monitoring and guiding the field activities of CCRP. The other team members who are based in Rangamati and provide support to CCRP are a Programme Officer-Livelihoods, a Programme Officer-Monitoring and Evaluation, a Climate Change Expert and a Technical Coordinator-FFS training and quality. SID-CHT, UNDP's each of the three district teams includes a District Manager, a District Livelihoods and a Community Mobiliser and a District FFS Expert who supports day to day supervision and monitoring of CCRP activities in the district.

The District CCRP team in 3 HDCs consists of 32 full time dedicated staffs who are District Officer-CCRP (3), Technical Officer-Climate Change and Community Resilience (3), Monitoring and Reporting Officer (3), Finance and Admin Assistant (3) and Community Organiser (20). All the staffs are based at district and perform their duties in the selected upazilas except the Community Organisers who are based at upazila or community level.

At field level Climate Resilience Committee is the lowest tier of the project who takes lead on community level activities and organize cluster of included villages' to support implementation at

field level. Traditional leaders (Headmen and Karbaries), Union Parishad members, Union and Upazila Parishad also play key roles in project implementation through participation in different discussions, meetings, providing feedback/guidance, etc.

5. Monitoring and Reporting:

CCRP initiated a systematic monitoring and evaluation mechanism in all places i.e. CRC Committee at community, Upazila, District (at HDCs) levels and finally at SID-CHT District and regional levels. A basic orientation was provided to CCRP core staff of HDCs and SID-CHT on the monitoring and reporting data flow diagram (refer **Annex IV** the CCRP dataflow diagram) with roles and responsibilities and the project staff now clearly understand their monitoring and reporting roles in this project. A capacity development training will soon be held with all core staffs on the monitoring and reporting tools, techniques, data collection, validation and database. Process and progress monitoring tools are already designed with relevant database and data tracker. A systematic offline data management system is being developed to track the process and progress of CCRP activities as ongoing process. As part of this process, project staff of implementing partners (HDCs), union and upazila parishad representatives, CRC committee members and finally SID-CHT, UNDP will undertake monitoring through site visits. The project staff of HDCs and SID-CHT, UNDP will participate in staff planning and coordination meetings with the stakeholders to identify key successes and areas for further improvement.

6. Lesson Learned Challenges and Action Taken:

During the reporting period the project faced a number of challenges which have been overcome, learning a number of lessons in the process. Below are some challenges and actions the project has taken:

Table 4: Challenges and actions taken:

| Challenges | How the project addressed the challenge |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Delay in signing Letter of Agreement with Hill District Councils | Since signing of the agreement with donor several consultation meetings were held with HDCs, finally consensus was reached and revised LoA signed. |
| 2. Lack of interested and qualified female staffs in CHT | Beyond the control of project, however, wider circulation helped to finally get few female staffs |
| 3. Lack of adequate information/study on Climate Change and its impact in CHT | CCRP intends to engage a national consultant/institution to conduct the study. |
| 4. Political situation in CHT as well as the overall national political situation | Activities were adjusted to cope with the local and national political situations and accordingly project was able to continue field activities. |

The project learned that community people and CHT stakeholders are aware that the Climate is Changing comparing to the last few decades. The project can make the communities aware on climate hazards and risks and how to cope with the changing environment/climate. The project can play a pivotal role in CHT and benefit community people who suffer most due to climate change.

7. Budget and Expenditure:

During the reporting the CCRP expenditure recorded USD 530,732 which is provided in below table:

Table 5: Budget and expenditure:

| Outputs | Expenditure Report (Mar'18-Feb'19) | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------|
| | DKK | USD |
| Output 1: Community Climate Vulnerability Assessments and Climate Responsive Local Resilience Plan developed in identified project locations | 1,335,174 | 212,340 |
| Output 2: Resilient livelihoods are implemented for vulnerable communities for climate change adaptation | 1,330,982 | 211,673 |
| Output 3: CHT institutions and leaders are able to promote resilience building actions | 671,034 | 106,718 |
| Total | 3,337,190 | 530,732 |

Exchange Rate 1 USD = DKK 6.2879

8. Next Plan/Way Forwards:

| 9. Output/Activities | Unit Description | Time Frame Year 2019 | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 |
| Output 1: Community Climate Vulnerability Assessments and Climate Responsive Local Resilience Plan developed in identified project locations. | | | | | |
| Organise workshop to identify micro and small watersheds (at district level) | Workshop | | | | |

| 9. Output/Activities | Unit Description | Time Frame Year 2019 | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 |
| Selection of communities from the identified micro-watersheds and formation of cluster | Communities | | | | |
| Inception meeting at community level and form Climate Resilient Committee (CRC) | Meeting | | | | |
| Hire consultant to identify current and future climate and environmental risks in CHT | Person Month | | | | |
| Awareness raising sessions on (a) current and future climate and environmental risks, (b) climate change issues and CBA, (c) on integrated planning and management of common use of water and Natural Resources actions at Community level | Sessions | | | | |
| Training for Project staffs on Climate Change issues, adaptation, watersheds management, risks assessment and planning, CCVA, LRPs etc. (Foundation training) | batch | | | | |
| Training for CRC members on CCVA and LRPs, project formulation (1.5 day) | batch | | | | |
| Community Climate Vulnerability Assessment and development of Local Resilience Plans (LRPs) in Participatory way | Meetings | | | | |
| Prepare and submit Project Proposals following the LRPs | Project Proposal | | | | |
| Organise CRC Meetings at para/community level (Non-budgetary) | Meetings | | | | |
| Printing of awareness raising materials/training modules etc. | Printing materials | | | | |
| Output 2: Resilient livelihoods are implemented for vulnerable communities for climate change adaptation | | | | | |
| Screening of LRPs and primary approval at Union Development Coordination Committee (UDCC) | Project Proposal | | | | |
| Final approval of project proposals at district level | Proposal | | | | |

| 9. Output/Activities | Unit Description | Time Frame Year 2019 | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 |
| Support to CRC following the approval of Project Proposals | CRC | | | | |
| ToT for Project staffs on Project Management including Financial Management, Participatory Monitoring and Reporting | Batch | | | | |
| Training for CRC members on Project Management including Financial Management, Participatory Monitoring and Reporting | Training | | | | |
| Skill development training (e.g. soil & water conservation, rain water harvesting, land use planning etc.) to CRC/PIC involving relevant technical institutions/organisation/resource persons | Training | | | | |
| Learning visit within CHT to learn best practices on micro watershed management and relevant issues | Visits | | | | |
| Organise workshops on Experience Sharing and Lessons Learning at Upazila level with CRC members and relevant stakeholders | Workshops | | | | |
| Organise Experience Sharing and Lessons Learning Workshops at District level (including other projects such as; AFSP III, CHTWCA etc.) | Workshops | | | | |
| Output 3: CHT institutions and leaders are able to promote resilience building actions | | | | | |
| CCRP Inception workshop at district level | Workshop | | | | |
| Training for Union Parishad members (including women and youth) on Climate Change issues, adaptation, watersheds management, risks assessment and planning | Training | | | | |
| Day observation-World Environment Day/World Water Day at Upazila/Union level | Event | | | | |
| Organise Bi-monthly UDCC meetings (including formation or reformation of Disaster Management Committee at Union level) | Meeting | | | | |

| 9. Output/Activities | Unit Description | Time Frame Year 2019 | | | |
|----------------------------------------------------------------------------------------------------|------------------|----------------------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 |
| Organise Monthly Coordination meetings at district level (with CCRP staffs) | Meeting | | | | |
| Monitoring visits by UDCC (Quarterly) | Visits | | | | |
| Monitoring visits by Upazila DCC (Quarterly) | Visits | | | | |
| Regional level workshop on policy advocacy issues on CHT (environment, NRM, climate change issues) | Workshop | | | | |
| 4. Communication, Planning, Monitoring and Evaluation | | | | | |
| Project M&E Activities (designing, data collection, orientation etc.) | Per Annum | | | | |
| Planning and review meeting/workshop | Lump Sum | | | | |
| Study/Assessment/Evaluation | Lump Sum | | | | |
| Visibility & Communication: | | | | | |
| Produce Documentary Video | Per production | | | | |
| Develop and print posters/festoons/visibility materials | Lump Sum | | | | |

Annexes:

- Annex I Terms of Reference of CCRP staffs
- Annex II Site/Community Selection Guideline
- Annex III CRC formation guideline
- Annex IV CCRP data flow diagram

Annex I- Terms of Reference of CCRP Staffs

Terms of Reference of District Officer-CHT Climate Resilience Project (CCRP) Rangamati Hill District Council (RHDC)

Title and Reporting Structure:

| | |
|----------------------|--------------------------------------------------------------------------------------------|
| Title | District Officer-CCRP |
| Supervisor | LoA focal person or as assigned by RHDC Management |
| Duty Station | Rangamati District |
| Duration of Contract | Initially 01(one) year (renewable upon satisfactory performance and availability of funds) |

Description of the Work Assignment:

The CHT Climate Resilience Project (CCRP) (2018-2021), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where Hill District Councils are key partners. The objective of CCRP is: "To improve climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts". The project will empower the vulnerable communities by involving them gainfully to identify climate induced livelihood risks, develop risk reduction action plans and field implementing the plans in identified micro- and small-watersheds. It will also focus on the capacity development of the CHT institutions to support the implementation of community risk reduction action plans. This will contribute to improved livelihoods of the vulnerable communities as well as reducing the pressure on natural resources and improving the CHT watersheds in order to improve environmental situation and reduce climate change impacts.

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 issues. 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. S/he will perform any other functions related to the project implementation as and when required by the project.

Coordination and Management:

- Day to day management of project activities, resources, administrative and operations protocol;
- Coordinate with relevant team members of SID-CHT, UNDP team and other relevant stakeholders including PNGO in the district with updating relevant other staff on a regular basis in implementing the planned activities;
- Lead the CCRP team and ensure to perform as per their ToR and achieve project objectives;
- Assist and/or organize, conduct project trainings programme, workshops and seminars, learning sharing events etc.;
- Participate in different skill development/management orientation/training organised by SID-CHT;
- Organise and facilitate the visits made by donors, other stakeholders to show CCRP project intervention/results in CHT;
- Monitor performance of CCRP staffs regularly and appraise them accordingly;
- Supervise staff and ensure support to relevant field staffs;
- Coordinate the training activities on CCRP in the respective district;
- Organise regular coordination meetings on management and implementation issues to ensure effective implementation of the activities;
- Create a good working environment for the staffs in a team effort.

Planning and Budgeting

- Contribute in developing Annual Work Plans (AWP) of Livelihoods and Natural Resource Management, SID-CHT Project those pertinent to CCRP;
- Prepare event calendar, training plans;
- Prepare budgets for different events (training, workshops etc.) following the Letter of Agreements (LoA) and guidelines;
- Ensure plans and budget are realistic and achievable;
- Prepare and submit fund requests in consultation with AFSP III (another ongoing component under same LoA) team under HDC and SID-CHT, UNDP district team;
- Ensure submission of required documents such as: quarterly narrative reports, expenditure reports, FACE, Cash book, Bank reconciliation, monitoring reports etc. along with fund request and adjustment.

Quality Assurance/Monitoring:

- Pay regular monitoring visits to field (at least 40%), prepare monitoring reports and provide necessary guidance to the field team;
- Support to prepare different training materials, modules, visibility/promotional materials etc. in the team;

- Provide training to the field staffs/community people following the ToT received from SID-CHT, UNDP;
- Ensure training quality as per provided guideline/materials;
- Ensure field implementation of the activities as per guideline to ensure quality;
- Develop monitoring tools and template to be used for monitoring the training quality, outputs and result at community level;
- Monitor the monthly progress of delivery and achievements in the assigned areas.
- Take necessary measures based on the feedback from the field staffs;
- Manage simple database/tracking sheets for ongoing monitoring and reporting;

Reporting:

- Prepare and submit regular monitoring reports;
- Support periodic result assessments, quick-and-dirty assessments;
- Produce case studies/success stories regularly;
- Keep a photo database on CCRP activities and utilisation as and when required;
- Prepare visibility plan as per donor requirement;
- Facilitate to observe various National and International Days;
- Prepare and submit (in consultation with HDC management) monthly/quarterly progress reports, narrative reports, financial reports, fund request, fund adjustment to SID-CHT, UNDP following the guideline;
- All training related reports, evaluations, field observation reports with recommendations to SID-CHT management are produced on time and as required;
- Prepare or provide input to the annual report/Completion Report or any type of reports related to CCRP as seem necessary.

Skills and Competencies:

- Team work and lead the team effectively towards achieving the objectives;
- Demonstrates commitment to work in the CHT;
- Displays sensitivity and adaptability on cultural diversity, gender, religion, race, nationality and age;
- Very good knowledge on the community development and livelihoods improvement through utilization of the sustainability principle concept;
- Plans, prioritizes and delivers tasks on time;
- Excellent knowledge of project monitoring and evaluation;
- Good interpersonal and coordination skills with ability to handle multiple activities;
- Good report writing and presentation skill;
- Seeks, learns and applies knowledge, information and best practices from within and outside CHT;
- Owning a valid driving license of motorcycle with ability to travel remote CHT;
- Focuses on impact and result of the programme activities;
- Build strong relationship with the stakeholders;
- Demonstrates openness to change and ability to manage complexities;

Required Qualifications and Experiences:

| | |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education: | Master's in Environmental Management/studies/science/Social Science /Agricultural Sciences /Disaster Management or any other relevant discipline from a reputed university. |
| Experience: | <ul style="list-style-type: none">• Minimum 5 years' working experiences in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc.• Similar experience in CHT is desirable.• Skills in providing technical supports to team members;• Skills in developing training modules and facilitation of training;• Experience to work in Partnership;• Proven record of leadership, team-building, cultural sensitivity;• Must be able to work in close collaboration with staff of multicultural background and multi-stakeholders.• Skilled user of computers specially with Windows operating system, MS office, internet and web browsing etc.;• Experience in work/study/research on CHT or Hilly areas is desirable. |
| Language Requirements: | <ul style="list-style-type: none">▪ Excellent English written and communication skills;▪ Excellent command of Bangla;▪ Working knowledge on any of the CHT indigenous languages would be an added advantage |

**Terms of Reference
of
Monitoring and Reporting Officer-CCRP
Rangamati Hill District Council (RHDC)**

Title and Reporting Structure:

| | |
|----------------------|--------------------------------------------------------------------------------------------|
| Title | Monitoring and Reporting Officer-CCRP |
| Supervisor | District Officer-CCRP |
| Duty Station | Rangamati District |
| Duration of Contract | Initially 01(one) year (renewable upon satisfactory performance and availability of funds) |

Description of the Work Assignment:

The CHT Climate Resilience Project (CCRP) (2018-2021), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where Hill District Councils are key partners. The objective of CCRP is: "To improve climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts". The project will empower the vulnerable communities by involving them gainfully to identify climate induced livelihood risks, develop risk reduction action plans and field implementing the plans in identified micro- and small-watersheds. It will also focus on the capacity development of the CHT institutions to support the implementation of community risk reduction action plans. This will contribute to improved livelihoods of the vulnerable communities as well as reducing the pressure on natural resources and improving the CHT watersheds in order to improve environmental situation and reduce climate change impacts.

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 with particular focus on CCRP. 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. S/he will perform any other duties/assignments as and when required by the project.

Key Responsibilities/ Functions:

- Utilize at least 60 % of working time for field visits/ monitoring of CCRP activities;

- Develop and deliver all progress and narrative reports (included training reports, event reports, field visit reports, monitoring reports and monthly/quarterly/annual report) to project management;
- Contribute and assist to project assessment/result assessment/study reports or any evaluation as assigned by project/or SID-CHT.
- Ensure the establishment and development of an appropriate monitoring mechanism, monitoring plan, tools for respective implementations of CCRP project activities, systematic record keeping and strong data base management at district level;
- Responsible to collect, analyze, compile and organize the data collected from District, Upazila and community level and prepare reports to provide feedback on all activities by the project;
- Monitor project activities and contribute in data quality management;
- Liaise with the government offices, and non-government institutions at the District and Upazila levels in connection to data collection related to project interventions;
- Contribute in preparing monthly, quarterly and annual progress reports of the HDC on CCRP;
- Assist/support District Officer-CCRP and others concerned, preparing of all plans such as Monitoring plan, Annual Action Plan;
- Contribute as Training Facilitator on adhoc basis when district team feel necessary to involve at training and monitoring and capacity development related activities;
- Participate in project implementation planning, and periodic strategic reviews;
- Support District Officer-CCRP to organize meetings, seminars, workshops, symposia, advocacy, day observations and other promotional and routine activities.
- Coordinate, organize and support in monitoring and evaluation related activities taken by the project;
- Maintain effective links, coordination and information sharing with SID-CHT Project counterpart (especially, District Managers and Programme Officer- M&E) and ensure that plans;
- Support in establishing an appropriate mechanism for linkages and information sharing between/among HDC, line departments, Local NGOs and SID-CHT Project for effective management and implementation of the project activities.

Other tasks:

- During field and workshop visits monitor the progress of project process, progress and result indicators and share the findings with project staff;
- Analyze the periodic database/progress database (monthly database/quarterly report/GoB Officers and field officers and staffs visit reports) and share/or present with project staffs;
- Participates in training, workshop, and seminar and contribute in related developments;
- Support all survey/study or any action research organized under the SID-CHT Project;

Skills and Competencies:

- Well conversant and familiar with Participatory Approach and Techniques;
- Proactive, energetic and good in interpersonal communication;
- Displays sensitivity and adaptability on cultural diversity, gender, religion, race, nationality and age;

- Plans, prioritizes and delivers tasks on time;
- Team work and lead the team effectively towards achieving the objectives;
- Excellent knowledge of project monitoring and evaluation;
- Good report writing and presentation skill;
- Seeks, learns and applies knowledge, information and best practices from within and outside CHT;
- Owning a valid driving license of motorcycle with ability to travel remote CHT;
- Focuses on impact and result of the programme activities;
- Build strong relationship with the stakeholders;
- Demonstrates openness to change and ability to manage complexities;
- Must be skilled in computer operating mainly MS office, MS Excel including data input and analysis, MS power point and internet browsing.

Required Qualifications and Experiences:

| | |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education: | Master’s in Statistics/Economics/Social Science/ Agricultural Science/Development Studies or any other relevant discipline from a reputed University. |
| Experience: | <ul style="list-style-type: none"> ▪ Minimum 3 years’ experience as M&E Officer in the field of Monitoring & Evaluation; ▪ Proven experience working as M&E officer with similar type of projects; ▪ S/he should be skilled in data collection, quality control, data management, analysis and report writing; ▪ Skills on analyzing monitoring and evaluation data and produce reports accordingly. |
| Language Requirements: | <ul style="list-style-type: none"> ▪ Excellent English written and communication skills; ▪ Excellent command of Bangla; ▪ Working knowledge on any of the CHT indigenous languages would be an added advantage. |

**Terms of Reference
of
Technical Officer-Climate Change and Community Resilience
Rangamati Hill District Council (RHDC)**

Title and Reporting Structure:

| | |
|----------------------|--------------------------------------------------------------------------------------------|
| Title | Technical Officer-Climate Change and Community Resilience |
| Supervisor | District Officer-CCRP |
| Duty Station | Rangamati District |
| Duration of Contract | Initially 01(one) year (renewable upon satisfactory performance and availability of funds) |

Description of the Work Assignment:

The CHT Climate Resilience Project (CCRP) (2018-2021), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where Hill District Councils are key partners. The objective of CCRP is: "To improve climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts". The project will empower the vulnerable communities by involving them gainfully to identify climate induced livelihood risks, develop risk reduction action plans and field implementing the plans in identified micro- and small-watersheds. It will also focus on the capacity development of the CHT institutions to support the implementation of community risk reduction action plans. This will contribute to improved livelihoods of the vulnerable communities as well as reducing the pressure on natural resources and improving the CHT watersheds in order to improve environmental situation and reduce climate change impacts.

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. S/he will perform any other duties/assignments as and when required by the project.

Key Responsibilities/ Functions:

- Utilize at least 60 % of working time for field visits/ monitoring/capacity development training on CCRP activities;
- Contribute in preparation of different training materials, awareness raising materials and properly use in the field to aware community people and other stakeholders;
- Contribute in preparing monthly, quarterly and annual progress reports of the HDC on CCRP;
- Support in the team to develop various tools and formats related to CCRP;
- Assist/support District Officer-CCRP and others concerned, preparing of all plans such as Training/workshop/events Plan, Annual Action Plan;
- Receive ToT as organized by SID-CHT Project on CCRP and later play vital role as training facilitator, to conduct the training for projects staffs, community people, Union and Upazila Parishad stakeholders;
- Support/contribute in developing different tools for Community Climate Vulnerability Assessments. LRP in the team and accordingly conduct similar in the field;
- Support communities to prepare proposals on Prioritized activities of LRP and implementation of projects;
- Provide technical support to the communities following the need;
- Coordinate with relevant line departments/stakeholders on technical or CCRP implementation issues;
- Support Community Organisers in conducting CRA sessions, awareness raising sessions and achieve as per targets;
- Support District Officer-CCRP to organize meetings, seminars, workshops, symposia, advocacy, day observations and other promotional and routine activities.
- Coordinate, organize and support in monitoring and evaluation related activities taken by the project;
- Prepare training reports after each training conducted by him/her and review different training reports produced by field staffs;
- Provide regular feedback to field staffs for any observation that need to be improved, seek support from DO-CCRP and other senior officials for improvement of project delivery;
- Maintain effective links, coordination and information sharing with SID-CHT Project counterpart (especially, District Managers and Programme Officer- M&E) and ensure that plans;
- Support in establishing an appropriate mechanism for linkages and information sharing between/among HDC, line departments, Local NGOs and SID-CHT Project for effective management and implementation of the project activities.
- Supervise field staffs/Community Organisers' in the field and extend support to them for project quality delivery/achievements.

Other tasks:

- During field and workshop visits monitor the progress of project process, progress and result indicators and share the findings with project staff;
- Participates in training, workshop, and seminar and contribute in related developments;

- Support all survey/study or any action research organized under the SID-CHT Project;

Skills and Competencies:

- Well conversant and familiar with Participatory Approach and Techniques;
- Proactive, energetic and good in interpersonal communication;
- Displays sensitivity and adaptability on cultural diversity, gender, religion, race, nationality and age;
- Plans, prioritizes and delivers tasks on time;
- Team work and lead the team effectively towards achieving the objectives;
- Excellent knowledge of project monitoring and evaluation;
- Good report writing and presentation skill;
- Seeks, learns and applies knowledge, information and best practices from within and outside CHT;
- Owning a valid driving license of motorcycle with ability to travel remote CHT;
- Focuses on impact and result of the programme activities;
- Build strong relationship with the stakeholders;
- Demonstrates openness to change and ability to manage complexities;
- Skilled in computer operating mainly MS office, MS Excel including data input and analysis, MS power point and internet browsing.

Required Qualifications and Experiences:

| | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education: | Master's in Environmental Management/studies/science/Social Science /Agricultural Sciences /Disaster Management or any other relevant discipline from a reputed university. |
| Experience: | <ul style="list-style-type: none"> • Minimum 3 years' working experiences as technical officer in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc. • Practical experiences in developing training materials/awareness sessions and providing/organising trainings or awareness sessions related to Environment and Climate Change, Community Based Adaptation, • Experiences on Community Climate Vulnerability Assessments, Local Resilience Plans would be an added advantage; • Similar experience in CHT is desirable. • Skills in providing technical supports to team members; • Experience to work in Partnership; • Experience in work/study/research on CHT or Hilly areas is desirable. |
| Language Requirements: | <ul style="list-style-type: none"> ▪ Excellent English written and communication skills; ▪ Excellent command of Bangla; ▪ Working knowledge on any of the CHT indigenous languages would be an added advantage |

**Terms of Reference
of
Community Organizer
Rangamati Hill District Council (RHDC)**

Title and Reporting Structure:

| | |
|----------------------|--------------------------------------------------------------------------------------------|
| Title | Community Organizer |
| Supervisor | Monitoring and Reporting Officer-CCRP/Technical Officer-CCRP |
| Duty Station |Upazila, Rangamati |
| Duration of Contract | Initially 01(one) year (renewable upon satisfactory performance and availability of funds) |

Description of the Work Assignment:

The CHT Climate Resilience Project (CCRP) (2018-2021), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where Hill District Councils are key partners. The objective of CCRP is: "To improve climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts". The project will empower the vulnerable communities by involving them gainfully to identify climate induced livelihood risks, develop risk reduction action plans and field implementing the plans in identified micro- and small-watersheds. It will also focus on the capacity development of the CHT institutions to support the implementation of community risk reduction action plans. This will contribute to improved livelihoods of the vulnerable communities as well as reducing the pressure on natural resources and improving the CHT watersheds in order to improve environmental situation and reduce climate change impacts.

Under supervision of the Monitoring and Reporting Officer-CCRP/Technical Officer-CCRP and overall guidance/supervision of District Officer-CCRP Community Organiser will be responsible for implementing CCRP field activities in the assigned upazila. S/he will be based at upazila and organizing or mobilizing the communities including supporting to select communities, conduct CRA, develop LRPs, community project proposals, implementation of community projects taking guidance from his/her supervisor. S/he will perform any other duties/assignments as and when required by the project.

Key Responsibilities/ Functions:

- 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;

Skills and Competencies:

- Well conversant and familiar with Participatory Approach and Techniques;
- Proactive, energetic and good in interpersonal communication;
- Good facilitation skills;
- Displays sensitivity and adaptability on cultural diversity, gender, religion, race, nationality and age;
- Plans, prioritizes and delivers tasks on time;
- Build strong relationship with the stakeholders;
- Demonstrates openness to change and ability to manage complexities;

Required Qualifications and Experiences:

| | |
|-------------------|---------------------------------------|
| Education: | Minimum Higher Secondary Certificate. |
|-------------------|---------------------------------------|

| | |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience: | <ul style="list-style-type: none"> ▪ Minimum 3 years’ experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects. ▪ Proven experience in mobilising or organising communities; ▪ Skilled in data collection; ▪ 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 |
| Language Requirements: | <ul style="list-style-type: none"> ▪ Excellent command of Bangla; ▪ Working knowledge on any of the CHT indigenous languages would be an added advantage. |

**Terms of Reference
of
Finance and Admin Assistant
Rangamati Hill District Council (RHDC)**

Title and Reporting Structure:

| | |
|----------------------|--------------------------------------------------------------------------------------------|
| Title | Finance and Admin Assistant |
| Supervisor | District Office-CCRP |
| Duty Station | Rangamati District |
| Duration of Contract | Initially 01(one) year (renewable upon satisfactory performance and availability of funds) |

Description of the Work Assignment:

The CHT Climate Resilience Project (CCRP) (2018-2021), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where Hill District Councils are key partners. The objective of CCRP is: “To improve climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts”. The project will empower the vulnerable communities by involving them gainfully to identify climate induced livelihood risks, develop risk reduction action plans and field implementing the plans in identified micro- and small-watersheds. It will also focus on the capacity development of the CHT institutions to support the implementation of community risk reduction action plans. This will contribute to improved livelihoods of the vulnerable communities as well as reducing the pressure on natural resources and improving the CHT watersheds in order to improve environmental situation and reduce climate change impacts.

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.

Key Responsibilities/ Functions:

- Maintain different registers, stock registers, records etc. related to CCRP;
- Support to DO-CCRP or team to prepare Financial Reports, Expenditure Reports, FACE, as per need;
- Support team in submitting quarterly fund requests/fund adjustment related to CCRP LoA following the guideline;
- Provide administrative support to the team for good functionality of project;
- During performing keep close collaboration/liaison with AFSP III Finance and Admin Assistant or AFSP focal person;
- Perform any other duties/assignments as and when required by the project.

Skills and Competencies:

- Proactive, energetic and good in interpersonal communication;
- Displays sensitivity and adaptability on cultural diversity, gender, religion, race, nationality and age;
- Plans, prioritizes and delivers tasks on time;
- Demonstrates openness to change and ability to manage complexities;

Required Qualifications and Experiences:

| | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education: | At least B Com. |
| Experience: | <ul style="list-style-type: none"> ▪ 3 years experiences in administration and accounting work with NGOs or organisations; ▪ Skilled in computer operations (MS word, Excel, Analysis etc.) ▪ Local graduate will be given preference. |

| | |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Language Requirements: | <ul style="list-style-type: none">▪ Good Communication skills in English;▪ Excellent command of Bangla;▪ Working knowledge on any of the CHT indigenous languages would be an added advantage. |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Annex II: Community/Site Selection Guideline

For CHT Climate Resilience Project (CCRP)

1. Background:

A climate change impact study conducted in 2016 as part of updating the Forestry Master Plan has, based on climate modelling and impact assessment, predicted climate change impacts will adversely affect the CHT hill forests-mainly the forest structure and composition, and natural regeneration due to changing temperature, and rainfall frequency and patterns. Such climate impacts will have consequences on the CHT watersheds and thereby on the community lives and livelihoods. The DANIDA funded CHT Climate Resilience Project (CCRP) is aimed to **“improve climate resiliency of the community livelihoods and watersheds in the CHT”**. The activities are being implemented in partnership with 3 Hill District Councils in 10 (ten) Upazilas of three hill districts through June 2021. Community Climate resiliency is linked to climate vulnerability. Climate vulnerability of a community and or watershed ecosystem in the CHT is the degree to which a community and or a watershed ecosystem is susceptible to, and unable to cope with, adverse effects of climate change, including climate variability and extremes. Climate vulnerability is a function of the character, magnitude and rate of climate change and variation to which a community is exposed; its sensitivity; and its adaptive capacity. This note provides step by step guideline on selection of communities/sites for project intervention.

2. Orientation on CCRP activities:

Upazila level key stakeholders' will be oriented on project activities including its objective, project targets, beneficiaries, implementation modalities, watershed and community selection process, criteria, and role of different stakeholders. HDC's CCRP team with support from SID-CHT, UNDP district team will organize the orientation programmes.

3. Site Selection:

In 10 Upazilas, a total of 20 project sites will be selected for CCRP activities as piloting. Each of the project sites (geographical coverage) may consists of at least 5 communities (villages). The group of villages will identify the climate change risks and accordingly plans will be developed with the support of CCRP. If plans are ready, SID-CHT will provide supports to implement priority plans.

The HDCs will form a Site Selection Committee with following participants:

- Convener: Chairman / Councilor
- Member Secretary: Officials of the HDC/CCRP
- Member: one representative from HDC
- Member: one representative from each selected Upazila
- Member: one female representative from each selected Upazila
- Member: one representative from traditional leaders from each selected Upazila
- Observer member: representative from SID-CHT, UNDP project

If necessary, HDC may add maximum 3 more members with priority to the women who to get more information about geographical locations of potential project sites. They may be women traditional leaders or key informants from the Upazilas. The Site Selection Committee will hold a meeting (at District or at Upazila whichever is suitable) for selecting the sites and CCRP team will explain about the project activities.

Then, the Committee will select piloting sites following below step:

4. Proposed Criteria for Site/Community Selection:

The following criteria's to be considered during selection of sites/communities:

Criteria 1: Areas where communities comparatively suffer most due to severe drought or acute water crisis will get priority;

Criteria 2: Areas where communities comparatively suffer most due to Flash flood (frequency and consequences);

Criteria 3: Areas where communities suffer most comparatively because of Agricultural vulnerability due to heavy rainfall, drought, cyclone etc.;

Criteria 4: Absence of resilience building supports on the above from GoB and NGO will get priority.

Finally, the HDC Chairman will approve the list and accordingly, share with SID-CHT project.

Annex III: Climate Resilience Committee (CRC) Formation Guideline

1. Introduction:

CHT Climate Resilience Project (CCRP) is being implemented by Strengthening Inclusive Development in Chittagong Hill Tracts (SID-CHT) of Ministry of CHT Affairs and UNDP, with support from the Embassy of Denmark in three hill districts of CHT namely Bandarban, Khagrachari and Rangamati. This project will be implemented in selected 10 upazilas (20 sites/micro watersheds covering at least 100 villages/communities) nearly 10,000 affected peoples where communities are relatively exposed to the impact of climate change and facing challenges in improving their livelihoods. It will support building resilience of the local communities, areas affected by Rohingya Influx and traditional institutions to climate induced risks and natural disasters such as droughts, landslides, soil erosion and flash floods.

This project will conduct climate change vulnerability assessment and resilience analysis which will be conducted by communities through proper capacity building to community peoples followed by development of Local Resilience Plan (LRP) for addressing climate and environmental risks through a participatory way. The project will support some of planned activities of LRPs whereas Union Parishads will be approached to include reminder activities under ADP of the government of Bangladesh. The assessment and risk analysis mainly with respect to climate and water related disasters such as drought, floods, soil erosion, and landslides will be focused. Based on the findings of the assessment, vulnerable communities will a) identify and prioritize actions that address the challenges to their livelihoods posed by climate change, natural resource base and livelihoods b) provide communities with skills to develop LRPs allowing them to prioritize, budget and develop a time line for implementing the communities climate resilient actions.

This project will also work with local and traditional governance structures to build capacities to support the implementation of resilience actions at the community level, thereby reinforcing sustainability and replicating resilience measures at community level. Those local bodies are the Union parishads, Hill Districts Councils and the CHT traditional institutions (Circle Chief office, Headmen and Karbaries).

At community level there will be a cluster of vulnerable communities (at least 5 communities in each site) who will be supported under CCRP as mentioned above. A committee namely Climate Resilience Committee (CRC) needs to be formed in order to carry out the CCRP activities in the field and organize the community people. This guideline, which will be used by CCRP project staffs, provides a step by step process on CRC formation and its roles and responsibilities.

2. Objective of CRC formation:

The objective of CRC formation is *“to take lead on overall implementation, management, coordination, monitoring and follow up at community level on climate resilience building activities under CCRP”*.

3. Process of CRC formation:

3.1 Inception meeting at selected community:

CCRP field team particularly the District Officer-CCRP, Technical Officer-Climate Change and Community Resilience and Community Organiser will organize an orientation/inception meeting at community level. The objective of this orientation is to build rapport with community people, informing them on CCRP project objective, activities, how it will be implemented, how the project will benefit community people on climate change issues and resilience building actions, what role community people will have in this etc. Participants of this meeting will be representative from 5 or more cluster communities primarily identified during vulnerable site/community selection. At least 10 from each community people should be invited in this meeting. Presence of Karbari from each village is must and presence of Headman and UP member (if available) must be encouraged.

3.2 Climate Resilience Committee Formation Meeting:

Another meeting to be organized in the middle of cluster communities very soon after the inception meeting where similar or more participants from 5 communities (50% women) will be invited. They will be informed about objective of this meeting and why a committee will be required. Objective of CRC formation need to be well explained to all. Proposed structure and guideline of CRC formation to be clearly explained to all. These are:

- Proposed members must be interested and able to provide their time in the CRC activities;
- At least 2 representatives from each village;
- 50% female member to be ensured, in case 50% is not ensured 01 more female member to be coped for ensuring 50% female member;
- Thus, the committee will be at least 11 or more and in odd number.
- Proposal of more members in the CRC should be discouraged, since inclusion of more members may disfunction the committee, accordingly community people who will be forming the committee should be made aware on it.

After above guideline is explained to all the community people will be invited to propose name of representative from their community. They should be facilitated such way so that wrong persons are not proposed.

The name of proposed members should be loudly spoken out to all and should be finalized. Based on this agreed list persons will be identified on who will play what role. Once this is done the committee will be introduced to all meeting participants.

Climate Resilience Committee will consist of following members:

- Chairperson (1)
- Vice Chairperson (female) (1)
- General Secretary (1)
- Treasurer (female) (1)
- Members (7-9)

The committee information should be noted down with signature of concerned and approved by Concerned Karbaries, headman/UP member:

| Position | Name of person | Name of village/address | Contact number | Male/Female | Remarks |
|---------------------------|----------------|-------------------------|----------------|-------------|------------------|
| Chairperson | | | | | |
| Vice Chairperson (female) | | | | | |
| General Secretary | | | | | |
| Treasurer (female) | | | | | |
| Members (7-9) | | | | | |
| Total | | | | |% female |

4. Conclusion:

The committee duly signed as mentioned above will be certified by DO-CCRP to share with HDC management and SID-CHT. A meeting minutes to be attached.

