

**LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
AND  
BANGLADESH FOREST DEPARTMENT (BFD)  
ON THE IMPLEMENTATION OF CHITTAGONG HILL TRACTS WATERSHED CO-MANAGEMENT  
ACTIVITY (CHTWCA) OF CHITTAGONG HILL TRACTS DEVELOPMENT FACILITY (CHTDF)-  
UNDP'S PROJECT ON STRENGTHENING INCLUSIVE DEVELOPMENT IN CHITTAGONG HILL  
TRACTS**

1. Reference is made to the consultations between officials of the **United Nations Development Programme** (hereinafter referred to as "UNDP") in Bangladesh and officials of **Bangladesh Forest Department (BFD)** (hereinafter referred to as the "BFD") with respect to the realization of activities by **BFD** in the implementation of the UNDP support services to the project "Strengthening Inclusive Development in Chittagong Hill Tracts" (Output ID: 00094988), as specified in Attachment 1: Project Document to which UNDP has been selected as a responsible party.
2. In accordance with the LOA signed between the government implementing partner and UNDP for support services and with the following terms and conditions, we confirm our acceptance of the activities to be provided by BFD towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between BFD and UNDP, all aspects of the Activities.
3. **BFD** shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its financial regulations and rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the Activities under this Letter, the personnel and sub-contractors of **BFD** shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of **BFD** or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by **BFD**, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with **BFD**, shall work under the supervision of the designated official of **BFD**. These subcontractors shall remain accountable to **BFD** for the manner in which assigned functions are discharged.
6. Upon signature of this letter, UNDP will make payments to **BFD**, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. **BFD** shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. **BFD** shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when **BFD** is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide **BFD** with any funds or to make any reimbursement for expenses incurred by **BFD** in excess of the total budget as set forth in **Attachment 3**.
8. **BFD** shall submit a cumulative financial report each quarter (31 Dec 2017, 31 March 2018, 30 June 2018, 30 September 2018, 31 Dec 2018, 31 March 2019, 30 June 2019). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the UNDP expenditure report (a model copy of which is provided as

Attachment 4.1 &4.2). UNDP will include the financial report by **BFD** in the financial report for Project Number: 00087638 (Strengthening Inclusive Development in Chittagong Hill Tracts).

9. **BFD** shall submit such progress reports relating the activities as may reasonable be required by the project manager in the exercise of his or her duties.
10. **BFD** shall furnish a final report within 1 month after the completion or termination of the Activities, including a list of non-expendable equipment purchased by **BFD** and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.
11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and **BFD**.
12. Any changes to the LOA between the government implementing partner and UNDP for support services which would affect the work being performed by **BFD** in accordance with Attachment 2 shall be recommended only after consultation between the parties.
13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the LOA for support services and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the **BFD** and UNDP.
14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by **BFD** unless it receives written indication to the contrary from UNDP.
15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.
16. Any amendment to this Letter shall be effected by mutual agreement, in writing,
17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to **Sudipto Mukerjee, Country Director, UNDP, Bangladesh** .
18. **BFD** shall keep the UNDP Country Director/Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.
19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.
20. Any dispute between the UNDP and **BFD** arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.



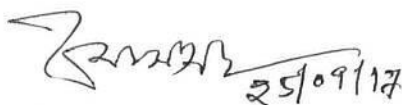
21. If you are in agreement with provisions set forth above, please sign and return to this office two copies of this letter. Your acceptance shall thereby constitute the basis for your (BFD's) participation in the implementation of the project

Signed on behalf of  
UNDP:

Handwritten signature of Sudipto Mukerjee, dated 21/09/17.

**Sudipto Mukerjee**  
Country Director  
Date:

Signed on behalf of  
Bangladesh Forest Department:

Handwritten signature of Mohammed Shafiul Alam Chowdhury, dated 25/09/17.

**Mohammed Shafiul Alam Chowdhury**  
Chief Conservator of Forests, Bangladesh  
Date:

## Attachment 1

### PROJECT DOCUMENT

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

Award ID: **00085987**

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

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

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

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

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

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

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

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

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

The following three outputs will contribute to the outcome:

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

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

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

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

The **BFD** by virtue of its mandate plays a pivotal role at the center of the Reserved Forests (RFs) management in the CHT and as such been identified as the institution expected to take over the responsibility to continue some of the activities at the end of the Project. This means for the Project to gradually transfer authority, resources and responsibility to **BFD**.

The Letter of Agreement with **BFD** is thus aimed at implementing the CHT Watershed Co-management Activity (CHTWCA) at field level as well as building capacity of the BFD field staff and local community to increase capacity of natural resource management (NRM) and climate change resilience. In particular this Letter of Agreement covers the Activities aiming achieve: 1) Support to Bangladesh Forest Department in reserved forests (RFs) management activities in the Chittagong Hill Tracts as per the relevant project documents and approved annual works plans.

## Attachment 2

### DESCRIPTION OF ACTIVITIES

Award ID: **00085987**

Project title: "Strengthening Inclusive Development in Chittagong Hill Tracts"

AWP/Budgetary Activity line: **2.2 RF**

#### Start and end date of activities:

- 1<sup>st</sup> September 2017 - 30 June 2019

#### Results to be achieved by BFD

- Watershed management with focus on Assisted Natural Regeneration (ANR) in the old Reserved Forests (RFs) of CHT North Forest Division, CHT South Forest Division, Bandarban Forest Division and Lama Forest Division
- Development capacity of **BFD** field staff resulting in improved management systems for RF watersheds and natural resource management;
- BFD promoting integrated watershed management; participatory, collaborative forest management; biodiversity conservation; and sustainable land uses

#### Work to be performed by BFD

##### **A. Related to Implementation of CHT Watershed Co-management Activities**

###### **Initial phase:**

- ✓ CHT forest management policy and planning workshops and consultations with key stakeholders including CHT institutions and leaders, with focus on integrated watershed management (IWM) including ANR.
- ✓ Assigning RF watershed management units at BFD
- ✓ Formation of a ARC and organise ARC meetings
- ✓ Identification of suitable, old RF watersheds in four Forest Divisions
- ✓ Selection of participants from neighboring community and group formation
- ✓ Assignment of Project Staff (Attachment 10). The Gazette Notification of MOPA issued on 27 June 2013 may be followed.

###### **Capacity Building for Integrated Watershed Management:**

- ✓ Organise consultative training sessions for BFD field staff on integrated watershed management including ANR and climate change.
- ✓ Capacity building initiatives on IWM, participatory and collaborative forest management, subsidiary silvicultural operations, ANR, climate resilient livelihoods, climate change mitigation, etc.
- ✓ Identify degraded watershed areas, comprising old RFs. Collection of GIS coordinates from the identified RF areas and mapping before and after project interventions.
- ✓ Review and endorsement of IWM Management Plans for the RFs of the CHT.
- ✓ Support to ANR including natural regeneration and enrichment in degraded/ semi-degraded areas/ ecologically significant areas with local species.
- ✓ Support to organise regular BFD and community meetings.

- ✓ Meetings of circle and divisional BFD (ACFs and DFOs) staff to review progress of project activities.
- ✓ Meetings of Range and Beat level field staff to review field progress of project activities.
- ✓ Employ casual labor for ANR activities.
- ✓ Motivate local communities in the forest protection and implementation of IWM plan priorities and activity/ies.

**Supporting Improved Livelihoods:**

- ✓ Take support from CHTWCA/SID-CHT in selection of beneficiary HHs following approved guidelines.

**Integrated Watershed Management:**

- ✓ BFD field staff assessing natural regeneration potential in identified watersheds comprising old RFs.
- ✓ Organizing joint community patrolling initiatives.
- ✓ BFD staff carrying out subsidiary silvicultural operations in partnerships with local communities.
- ✓ BFD staff identifying suitable gaps for enrichment planting.
- ✓ Nursery development and enrichment planting.
- ✓ Weeding, mulching and other maintenance works.
- ✓ Site specific soil and water conservation works.
- ✓ Subsidiary silvicultural operations.
- ✓ IWM activities including community led water conservation work.
- ✓ Review and circulate Integrated Watershed Management Plan for field activity facilitation and implementation.

**Cross-cutting activities:**

- ✓ Regular monitoring visits at field level and necessary follow up.
- ✓ Oversee performance and take corrective measures for successful field implementation.
- ✓ Provide training by UNDP's support on project management including accounts and record keeping at project Forest Divisions and Range levels.

**B. Related to reporting of activities and utilization of funds**

1. Maintain separate accounts, records and supporting documentation relating to the project, including funds received and disbursed. Approval of expenses and designation of signing authorities for financial transactions (vouchers, cheques, etc.) should follow regular Government of Bangladesh regulations.
2. Maintain the following records: cash book, non-expendable property ledger, consumable register, advance bill ledger, direct payment control register and payroll. The detailed accounting documents for expenditures under this letter should be made available to UNDP or appointed auditors in the future.
3. Submit to CHTDF-UNDP fund requests timely with following documentation (a) certified financial report for money spent (Financial reporting shall be against budget items indicated in the description column of Attachment 3), (b) Installment of work and expenditure plan (Attachment 5), (c) copies of cash book, bank reconciliation, and bank statements for the period that funds were spent, (d) copies of purchase orders for assets procured.
4. Progress reports relating to the Activities and Results achieved to be submitted to CHTDF-UNDP on a quarterly basis (see attachment 6 & 7). On these matters the CHTRC may be involved as a CHT institution.

5. Final Report to CHTDF-UNDP includes a list of non-expendable equipment purchased by BFD and all relevant audited or certified financial statements and records related to such Activities,
6. All expenditure to be included in regular government financial reporting and publications of BFD, in line with government regulations.
7. UNDP may request for additional ad-hoc financial and progress reports, for which sufficient notice will be given
8. Title of any equipment and supplies that may be furnished by UNDP or procured through UNDP funds shall rest with UNDP until such time as ownership thereof is transferred. Except for equipment whose title has been transferred, all other equipment shall be returned to UNDP at the conclusion of the project. Such equipment, when returned to UNDP, shall be in the same condition as when delivered subject to normal wear and tear. The institute shall be liable to compensate UNDP for equipment determined to be damages or degraded beyond normal wear and tear.
9. All further correspondence regarding this letter (including fund requests and reports), other than signed letters of agreement or amendments thereto should be addressed to National Project Manager, SID-CHT, CHTDF-UNDP, Rajbari Road, Rangamati.

**Description of inputs:**

- Necessary Field cost for assessment, identification
- Necessary Labour cost for weeding, ANR/plantation, seedling cost etc.
- Training cost for FD field staffs,
- DSA/Travel cost
- Office management/operation cost,
- Cost for organizing Meetings/workshops
- Fuel and maintenance cost for vehicles

**Annexes:**

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

Attachment 3

Scheduled of Activities, Facilities and Payments  
Bangladesh Forest Department LoA

Year: 1 Sep 2017 to 30 Jun 2019

Project Number: Award ID: 00085987, Output ID: 00094988, Activity ID: 2.2 RF, Fund Code: USAID 30000, Donor Code: 10480

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES	# Units	Unit Cost	Total Amount	Time Frame 2017	Time Frame 2018				Time Frame 2019		Schedule of payment 2017 (in BDT)	Schedule of payment 2018 (in BDT)				Schedule of payment 2019 (in BDT)	
						10	11	12	1	2	3		4	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)
New CPD output 3.1: Government institutions have improved capacity, and institutional and legal frameworks to respond to and ensure resilient recovery from earthquakes, weather extremes, and	<b>01. Preparatory Activities on Watershed Management</b>																	
	Identification of suitable micro-watersheds with GPS coordinates and imagery mapping by RIMS.	2,500	50	125,000	X							125,000						
	Selection of participants from neighboring communities and group formation	2,500	50	125,000	X			X				62,500						
	<b>Sub-total 01 (Preparatory Activities on watershed management)</b>			<b>250,000</b>								<b>187,500</b>					<b>62,500</b>	
	<b>02. Capacity Building of BFD field staff</b>																	
	Organize training to 110 FD field staff (5 DFOs, 10 ACFs, 20 ROs & Dy. ROs, 75 Frs & FGs)	1	520,000	520,000	X							520,000						
	<b>Sub-total 02 (Capacity Building of BFD staff)</b>			<b>520,000</b>								<b>520,000</b>					<b>-</b>	

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EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES			Time Frame 2017	Time Frame 2018				Time Frame 2019		Schedule of payment 2017 (in BDT)	Schedule of payment 2018 (in BDT)				Schedule of payment 2019 (in BDT)		
	# Units	Unit Cost	Total Amount		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>		3 <sup>rd</sup>	4 <sup>th</sup>	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)
Enrichment planting : Seedling raising and planting and maintenance - on an average 400 seedlings of climate resilient indigenous species in identified gaps, with pits (dug at 45x45x45 cm along contours) and half moon trenches on upper slopes for soil retention. (No clear felling and burning, no use of insecticides and pesticides).	2,500	9,000	22,500,000	x	x	x	x	x	x			1,687,500	8,437,500	562,500	562,500	1,687,500	8,437,500	
Weeding regularly for both planted and naturally regenerated seedlings and saplings( 1st Year)	2,500	400	1,000,000	x	x	x	x	x	x			125,000	250,000	100,000	100,000	125,000	200,000	
Weeding regularly for both planted and naturally regenerated seedlings and saplings (2nd Year)	1,250	400	500,000															
Carry out site-specific soil and water conservation measures including contour bunding and staggered pitting, gully control, vegetative check dams with plugging and hedging with herbs and shrubs, and percolation facility for run off control and recharge of ground water	2,500	5,000	12,500,000	x	x	x	x	x	x			1,562,500	3,125,000	1,562,500	1,562,500	1,562,500	1,562,500	

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EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES	# Units	Unit Cost	Total Amount	Time Fra me 2017	Time Frame 2018				Time Frame 2019		Schedule of payment 2017 (in BDT)	Schedule of payment 2018 (in BDT)				Schedule of payment 2019 (in BDT)	
						10	20	30	40	10	20		Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)
	Natural streams/charas and rainwater site-specific conservation measures including water assigned to community through gravity. Indigenous community knowledge about traditional water harvesting will be promoted.	2,500	500	1,250,000	x	x	x	x	x	x	x	156,250	156,250	156,250	156,250	156,250	156,250	
	<b>Sub-total 03 : Integrated Watershed Management</b>			39,530,000								3,203,750	12,520,000	2,661,250	2,661,250	3,911,250	10,761,250	
	<b>4. Management Support to implement CHTWCA activities</b>		-															
	Casual labor for field activities	600	450	270,000	x	x	x	x	x	x	x	45,000	45,000	33,750	33,750	33,750	33,750	
	Travel cost	22	20,000	440,000	x	x	x	x	x	x	x	80,000	60,000	60,000	60,000	60,000	60,000	
	Petrol, Lubricant & CNG	22	36,363.63	800,000	x	x	x	x	x	x	x	145,455	109,091	109,091	109,091	109,091	109,091	
	Stationeries and office supply	22	20,000	440,000	x	x	x	x	x	x	x	80,000	60,000	60,000	60,000	60,000	60,000	
	Review workshop for finalising draft Integrated Watershed Management Plan	1	150,000	150,000		x						150,000						
	<b>Sub-total 04 : Management Support to implement CHTWCA activities</b>			2,100,000								350,455	274,091	262,841	262,841	262,841	262,841	
	<b>Total (1 to 4) in BDT</b>			42,400,000								4,261,705	12,794,091	2,924,091	2,986,591	4,174,091	11,024,091	

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EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES	# Units	Unit Cost	Total Amount	Time Frame 2017	Time Frame 2018				Time Frame 2019	Schedule of payment 2017 (in BDT)	Schedule of payment 2018 (in BDT)				Schedule of payment 2019 (in BDT)	
						1-0	2-0	3-0	4-0			Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Q1 (Jan-Mar)	Q2 (Apr-Jun)
	<b>Total (1 to 4) in USD</b>			<b>525,468</b>							<b>52,816</b>	<b>52,489</b>	<b>158,559</b>	<b>36,239</b>	<b>37,013</b>	<b>51,730</b>	<b>136,623</b>

**(Total In Word: Four Crore Twenty Four Lakh Taka Only)**

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.
- Adjustments within each of the sections may be made in consultation between UNDP and KHDC. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.





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

Date Submitted: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

**NOT ES:** \* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR AGENCY USE ONLY:**

FOR ALL AGENCIES	
Approved by:	
Name: Mr. Khurshid Alam	
Title: Assistant Country Director, R&IG Cluster, UNDP	
Date: _____	

FOR UNICEF USE ONLY			
Account Charges		Liquidation Information	
Cash Transfer Reference:		DCT Reference:	
<i>CRO ref. no., Voucher ref. no.</i>		<i>CRO ref. no., Liquidation ref. no.</i>	
GL codes:		DCT Amount	0
Training	0	Less:	
Travel	0	Liquidation	
Meetings & Conferences	0	Amount	0
Other Cash Transfers	0		
Total	0	Balance	0

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
Total	0



**Attachment 5**

**5.1 LOA QUARTERLY PROGRESS REPORT FORM**

Implementing Institution	Component/ Program	Sl. No.	Planned Results / Outputs according to AWP	Planned Activities during this year (based on current AWP)	Planned Sub-Activities	Planned Schedule		Activity Status as of end of this quarter	Results (only for activities completed in this quarter) Pls. fill-up annexes for details	Lessons Learned, Key Issues
						(per Quarter)				
						ii	iii			
1	2	3	4	5	6	7	8	9	10	
<i>BFD</i>	<i>CHTWCA</i>		Improved RF management in identified watersheds in four Forest Division	Preparatory watershed management and training	Identification, mapping and training	X		C	<i>Trained Staff and Participants-Annex 5.1.1</i>	
									<i>Workshop participant-Annex 5.1.2</i>	

**INSTRUCTIONS TO FILL UP TABLE 1:**

1. This Form shall be filled up by the BFD. The Form signed by the concerned Project coordinator/CFs of the BFD will be forwarded to CHTWCA/CHTDF/UNDP Project Manager not later than the 29th day of the month following the reference quarter. A copy may be marked to the CHTRC.

**2. Explanation to fill up different columns for Table 1.**

Column	Instruction / Guideline
Column-1	The implementing institutions are either UNDP, BFD, etc.
Column-2	Component programs- Preparatory activities for integrated watershed management planning, Capacity-development, Integrated Watershed Management field interventions, Policy/Advocacy, Community Empowerment etc.
Column-3	Sl. No. from AWP Column -2 (Activity / Sub) e.g. for Capacity Building CDI 1.2
Column-4	Planned Outputs from AWP (Column-3) e.g. for CDI 1.2 : CHTI have project implementation committee established to coordinate project activities
Column-5	Planned activities for the whole year e.g. for CDI 1.2 the planned activities are CDI 1.2.1, CDI 1.2.2, etc.
Column-6	All sub-activities planned for the whole year must be included in this column. Once any activities are included, they must NOT be dropped from the list even if they are dropped from the plan (cancelled) - the status shall be reflected in the column for current status of the activities
Column-7	Put a cross mark to indicate planned schedule (quarter) of the activities/ sub-activities.
Column-8	Activity Status as of the end of this quarter. Indicate the status of the activity as to: C= completed, O= On-going and on-track; D= On-going but delayed, P= planned to next quarter (specify), CI = Cancelled
Column-9	Results of completed activities - Indicate the title of the output of each activity completed, with the title of Annex for details. An output refers to the product or service produced/delivered to the intended recipient/beneficiary of the activity.
Column-10	Any notes or explanations for the donors to be aware of such as the challenges encountered, lessons learned, change in plan or strategy and partnerships with other organizations. This refers to the cluster/program implementation as a whole.

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## Annex-5.2 LoA QUARTERLY QUALITATIVE PROGRESS REPORT FORM

### Quarterly Qualitative Progress Report

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

**Program/Project Component:**-----

**Reporting Quarter:** -----

**Reporting Year:** -----

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

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

**II. Major Results Achieved**

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

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

**III. Lessons Learned**

**IV. Major Challenges and Problems**

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

**V. Sustainability**

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

**VI. Activities not done and dropped**

**Activities not done**

SL	Activities not done	Reasons	Remarks
1			
2			

**Activities dropped**

SL	Activities dropped	Reasons	Remarks
1			
2			

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

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**Unplanned activities done/undertaken**

SL	Unplanned activity name	Progress /status	Results
1			
2			

**VII. Way forward**

This is a summary of planned activities /major activities planned for the next quarter

**Prepared by:**

**Approved by:**

**Annex-5.1.1: Training Participants**

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

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

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

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

Imp Institution	Sl. No.	Title of the Study/ Report / Knowledge Products	Objective	In-House or Outsourced	Start Date	Completion Date	No. of copies disseminated	Summary of Conclusions and Recommendations of the Study
BFD	1							
	2							

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**Annex 5.3 Indicators' Tracking Sheet**

**(Progress against the performance indicators)**

Ref	Indicators	Unit of measure	Baseline Figure	Overall Targets	Achievements as of xxx 2016	Remarks
<i>a</i>	<i>B</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>
Overall objective USAID DO4: Responsiveness to Climate Change improved. CHTWCA Objective: Improved climate resiliency and ecosystems in Chittagong Hill Tracts (CHT).						
DO4 F Indicator 4.8.2-26 (outcome)	Indicator 2: Number of stakeholders with increased capacity to adapt to the impacts of climate variability and change as a result of USG assistance.	Number				
IR 2:Improved Reserve Forest (RF) Management in Place						
	<b>Indicator 2 (old 3 &amp; 11):</b> No. of ha of biological significance and/or natural resources under improved NRM as a result of USG assistance	ha				
	<b>Indicator 3 (old 4 &amp; 12)</b> No. of laws, policies, strategies, plans, agreements or regulations addressing climate change (mitigation or adaptation) and/or biodiversity conservation officially proposed, adopted, or implemented as a result of USG assistance	No.				
	<b>Indicator 4 (Custom &amp; old 5 &amp; 13):</b> No. of policy dialogues, workshops, consultation meetings held at national and regional levels on RF management	No.				
	<b>Indicator 5 (old 6 &amp; 14)iii)</b> EG 13-1:: Number of people trained in sustainable landscapes supported by USG assistance	No.				
	<b>Indicator 9 (Custom &amp; old 16):</b> No. of communities that are participating in RF management	No.				

Note: Progress against the performance indicators will be reported by BFD after necessary orientation/training by SID-CHT, CHTDF to BFD staff

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## ATTACHMENT 6

### **TERMS OF REFERENCE (TOR) OF ACTIVITIES REVIEW COMMITTEE (ARC)**

#### **Background**

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

Strong foundation has been laid in supporting the Forest Department for initiating participatory forest management in headwater RFs of the CHT through Assisted Natural Re-generation (ANR) activities. Following series of consultations with all stakeholders, a decision was taken at the meeting chaired by Dr. Goher Rizvi, Advisor to the Prime Minister of Bangladesh on 1 December 2016, for implementing ANR activities in CHT by the Forest Department. Accordingly, with the support of UNDP an Integrated Watershed Management Plan (IWMP) was developed and approved by the Ministry of Environment, Forest and Climate Change (MoEFCC) and Forest Department. The IWMP activities will be supported from USAID funded CHTWCA (Chittagong Hill Tracts Watershed Co-management Activity) of the project of SID-CHT (Strengthening Inclusive Development in CHT) jointly implemented by the Ministry of CHT Affairs (MoCHTA) and UNDP.

#### **Purpose**

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

#### **Broad Responsibilities**

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

#### **Composition**

The composition of the ARC will be as follows:

1. Three representatives from the BFD, to be nominated by the CCF (one of them will chair the ARC)
2. Two observer representatives from SID-CHT of UNDP-CHTDF

Following consultation with the CHT Regional Council, new members can be included from the following institutions:

- CHT Regional Council
- Hill District Councils of Bandarban, Khagrachari and Rangamati
- Circle Chief Offices of Bohmong, Chakma and Mong
- Any other institutions relevant to project activities or areas concerned

The ARC will be chaired by the CCF or any senior FD official nominated by the CCF from among the BFD.

On strategic matters the ARC will take advice from the CHTRC as and when required.



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

### **Frequency of Meetings**

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

## ATTACHMENT 7

### **Visibility Guideline**

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

Bangladesh Forest Department (BFD) by virtue of its mandate plays a pivotal role at the center of the development process in the CHT and as such has been identified as one of the main institution to eventually take over the responsibilities of UNDP activities related RF management. The ongoing collaboration between UNDP and BFD is based on the recognition of the latter as a government institution with the mandate to lead and coordinate all development activities within the CHT, particularly in the areas constituting RF management.

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

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

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

Component Name	Donor
CHT Watershed Co-management Activity	USAID and UNDP

#### **Logo Use Policy for the Donors:**

When producing a publication with other partners, all logos should be placed on the same line either at the bottom or at the top of the front cover of the publication. All logos should be visually equal; no one logo should take precedence over the other logos of partnering agencies or organizations. There are no exceptions to this rule.

#### **Government of Bangladesh (GoB)**

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

#### **UNDP:**

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

#### **USAID (mainly for CHTWCA activities):**

*S*

The promotional items produced should be clearly identified with the USAID logo with appropriate color, and if possible carry the words "From the American People" and key messages or key phrases.

On certain promotional items (e.g. pens and banners), where it is not possible to include key messages in their entirety, at least the USAID logo with appropriate color should appear, followed by a key phrase to be agreed with USAID.

**About Disclaimer in the publication:**

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

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

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



## ATTACHMENT 8

### Coordination, Monitoring and Reporting of CHTWCA Activities under LoA with Bangladesh Forest Department

#### Coordination:

- Both parties of CHTDF-UNDP and BFD will maintain close coordination to ensure smooth implementation of the Programme. The regular coordination from CHTDF will be maintained by the District Offices and guided by the District Manager. However, under the overall guidance of District Manager, the District Livelihoods and Community Mobiliser will act as the main Focal Person of CHTDF for the BFD.
- The BFD will keep coordination with all stakeholders including the CHTRC about the programme
- If it is required, the Livelihoods and Natural Resources Management Unit of CHTDF may keep coordination with the BFD. In this regard, the District Focal persons, District Managers and District Livelihoods and Community Mobiliser (DLCM) will be kept in the loop.
- The following coordination meetings will be organized at district levels:
  - ✓ **Monthly coordination meeting of relevant BFD and CHTWCA staffs** will be held at district level. The Project Coordinator will organize the meeting where relevant CHTWCA Staff will join the meeting to discuss on the programme related issues. DLCM or District Manager (if required) from CHTDF will also join the meeting. Even, representative from Livelihoods and NRM Unit can also be invited based on issues to be discussed.

#### Monitoring and Reporting

- Monitoring visits by BFD under the CHTWCA project will take place regularly. The relevant staffs will develop their monthly work plan where movement/or project side visit will be mentioned. This monthly work plan will be shared with immediate supervisor by the staffs in the beginning of each month. At the end of each visit/ or end of month visit findings and learning will be shared in the monthly coordination meeting or as per the needs with supervisor/or in the team.
- Senior BFD officials will conduct regular and need based monitoring and evaluation of activities and processes (minimum 2 visits per month is expected) following the prescribed format (CHTWCA monitoring tool). The visitor will provide necessary feedback to the concerned during their visit and will prepare report (Attachment 11) and share the findings in the monthly coordination meeting for further planning (if any deviation).
- The CHTWCA staff will conduct regular (need base) field visit and provide necessary technical and back stopping support (minimum 4 visits is expected per month). BFD field staff will visit all targeted RFs and associated villages (as needed) and collect data/information for monitoring and reporting purpose.
- The BFD staff will be oriented on the process of internal data quality assessment and will be responsible for Monitoring & Reporting and will undertake internal data quality assessment on regular basis. Same assessment will be performed by CHTDF on quarterly basis and by USAID representatives if and when requested by donor.

*Note: Based on those regular monitoring and reporting system a user-friendly database (MS excel) will be designed and orient to the project staffs. Based on the database the systematic electronic reporting mechanism will be established. Necessary capacity building training will be provided to the project staff by CHTDF to run the system in a systematic manner.*

**ATTACHMENT 9**

***JOB DESCRIPTIONS FOR CHTWCA RELATED STAFFS***

**A. STAFFS UNDER THE BFD :** BFD will assign an in-house senior official (DFO/CF/DCCF) to act as Project Coordinator/Focal Person with the following qualifications

<b>Name of post</b>	<b>Quantity</b>	<b>Qualifications</b>	<b>Responsibility/Accountability</b>
Project Coordinator/ LOA Focal point assigned by BFD	1	<p>Graduate/Master's degree in Forestry / Natural Resources/Environmental science/ Environmental Economics or equivalent.</p> <p>At least 10-15 years of practical experiences with project management in the field of forestry/Natural Resources/ forestry Community based projects.</p> <p>Excellent leadership and communication skills (in Bangla and English and preferably at least one of the local languages).</p> <p>Proven records of well managed projects (including account keeping, M and E, and all other necessary issues).</p> <p>Have strong facilitation skills and ability to deal with different stakeholders.</p> <p>Excellent working skills with Microsoft office packages (MS Word, MS Excel, MS Power Point), Internet and E-mail.</p>	<p>Under the supervision of BFD and close collaboration with CHTDF, the LOA Focal Person (FP) is a management position in the BFD for implementing CHT Watershed Co-Management Activities (CHTWCA) under the LoA.</p> <p>The Focal Person will be responsible for project management, including overall planning, implementation, monitoring, supervision, HR, financial management, and administration of CHTWCA activities.</p> <p>S/he will lead the project team and will be responsible for delivering the outputs.</p> <p>S/he holds overall responsibility keeping liaison with key project personnel, UNDP-CHTDF, Govt. officials, traditional leaders (Circle Chiefs, Headmen &amp; Karbaris), HDCs, CHTRC, other local leaders and villagers.</p> <p>S/he will represent the project in different forums/meetings/seminars and workshops.</p> <p>Participate in-house capacity development orientation/training including on monitoring/reporting &amp; database management.</p> <p>Make frequent field visit to ensure quality implementation of project activities.</p> <p>Any other assignment related to the project assigned by the Forest Department</p>

**ATTACHMENT 10**

**Monitoring Report - Project Visits**

**Project number and title:**

**Mission Period (incl. travel days):** From: \_\_\_\_\_ To: \_\_\_\_\_ Location of Visit: \_\_\_\_\_

**Purpose of Visit:** [click below] √

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

**Mission Member(s):**

<b>Name</b>	<b>Designation</b>	<b>Cluster/Unit</b>

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

**B. Challenges**

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

**C. Lessons Learned**

**D. Recommendations**

**E. Follow up Action Matrix**

Actions to be Taken	By Whom	Target Completion Date

**F. Key Persons Met:**

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

Prepared by:

Date:

Name of the Supervisor (Name, designation, organization)

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

**Annex:**

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