

**ANNUAL REPORT-2015**  
**On**  
**NGO Services for Social Mobilization in Khagrachari District (Package-3)**  
**Under**  
**Second Chittagong Hill Tracts Rural Development Project**  
**(ADB Loan 2763-BAN)**



**Prepared for: Project Management Office,**  
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**Submission Date: May, 2016**



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**ABBREVIATION**

ADB	: Asian Development Bank
BRM	: Bangladesh Resident Mission
CD	: Community Development
CI	: Community Infrastructure
CHT	: Chittagong Hill Tracts
CHTRC	: Chittagong Hill Tracts Regional Council
CHTRDP-II	: Second Chittagong Hill Tracts Rural Development Project
DPD	: Deputy Project Director
DPMO	: District Project Management Office
DTL	: Deputy Team Leader
EMP	: Environment Management Plan
GoB	: Government of Bangladesh
HDC	: Hill District Council
IP	: Indigenous People
LCS	: Labour contracting Society
LARP	: Land Acquisition and Resettlement Plan
MAD	: Micro Agribusiness Development
MoCHTA	: Ministry of CHT Affairs
MoU	: Memorandum of Understanding
NGO	: Non-government Organization
O&M	: Operation and maintenance
PD	: Project Director
PDC	: Para Development Committee
PEC	: Procurement Evaluation Committee
PIC	: Project Implementation Consultants
PMO	: Project Management Office
PNGO	: Partner NGO
PPTA	: Project Preparatory Technical Assistance
PRA	: Participatory Rural Appraisal
SM	: Social Mobilization
ToR	: Terms of Reference
TUS	: Trinamul Unnayan Sangstha
TUS JV	: TUS joint venture in association with ALO, KABIDANG, KMKS and ZKS
UNO	: Upazila Nirbahi Officer
UP	: Union Parishad
UzP	: Upazila Parishad
WSM	: Water Shed Management

## PART-I: CONCEPT OF PROJECT

### **Introduction:**

This Annual report provides a brief overview of the program commenced under the MoU signed between MoCHTA and Trinamul Unnayan Sangstha Joint Venture [TUS in association with ALO, Kabidang, KMKS and ZKS] for the social mobilization activities in Khagrachari District (package-3). The services intend to provide CHTRDP-II with a realistic knowledge and skill base which can provide a unique combination of proven participatory development operation experience with specific expertise in social mobilization in Khagrachari Hill district.

As part of the overall process, TUS submitted a project proposal which was approved by ADB. The proposal clearly identified the areas of intervention, a sketch on the major actions and methodology. Being the MoU was signed on 24 December 2013 and the notice to proceed was received on 13 January 2014, the action of TUS joint venture started on mid January 2014. The inception of the project was started with the meeting called by the Honorable Secretary of MoCHTA at PMO, Rangamati. The event was followed by the orientation organized by PMO, training called by the PIC and meeting held in presence of Ms Yasmin Siddique and PD to CHTRDP-II. With the prior experience, TUS joint venture collected some information from the field and helped DPMO, Khagrachari. It also organized a number of orientations to the newly recruited staff. In January, the list of the selected villages was received by TUS JV after which, it launched its activities at field level. Basically, it started doing the socio-economic feasibility study except the technical feasibility which was handed over to the technical persons at DPMO. In close coordination with the PMO and DPMO, TUS JV is conducting the village level activities and feasibility study. Despite the big push challenges of the activities and belated start, it has the confidence that, the study and social mobilization will be concrete and fruitful.

### **Background:**

The Chittagong Hill Tracts (CHT) comprising of Rangamati, Khagrachari and Bandarban Districts is geographically isolated and ethno-culturally unique from plain-land Bangladesh. The CHT has been devoid of significant externally-financed development interventions for the past decades particularly during a 20-years insurgency, which ended with signing of the CHT Accord in 1997. Following signing of the CHT Accord, ADB initiated development activities under Chittagong Hill Tracts Rural Development Project (CHTRDP). The loan closed in for September 2009. After successful completion of the CHTRDP in September 2009, ADB approved a project preparatory technical assistance (PPTA) in January 2010 to help the Ministry of Chittagong Hill Tracts Affairs (MOCHTA) formulate the Second Chittagong Hill Tracts Rural Development Project (CHTRDP-II).

The Asian Development Bank initiated an infrastructure oriented development of the region through the Chittagong Hill Tracts Rural Development Project (CHTRDP). This project was successfully completed in September 2009. A follow up project titled Second Chittagong Hill Tracts Rural Development Project (CHTRDP-II) has been initiated and its implementation process has begun with the establishment of a project office. In this connection, contract has been signed between TUS Joint Venture and Ministry of

Chittagong Hill Tracts Affairs (MoCHTA) on 24 December 2013 to perform the activities of service packages-3 under the project titled "Second Chittagong Hill Tracts Rural Development Project" (*Annex-II*). The experts of TUS joint venture are working to achieve its social mobilization objectives. To ensure the implementation of beneficiaries at the grassroots level, the project has included a component on Social Mobilization through NGOs in each of the three districts. This has been clearly elaborated in the Terms of Reference (TOR). TUS Joint Venture appreciated the clarity in the formulation of the TOR and has duly agreed to serve in this regard.

### **Objectives of the Project:**

According to the project document, the main objectives of the project are to-

- (i) Contribute to a reduction in the incidence of poverty among the rural population of the CHT region and provide suitable implementation arrangements to underpin the CHT Accord and strengthen key institutions to help meet their mandated role;
- (ii) Increase employment and income generating opportunities for the population through community participatory subproject development;
- (iii) Promote and increase of small agri-business opportunities through stimulating agriculture production and facilitating marketing of high value environmentally friendly crops in the Chittagong Hill Tracts region;
- (iv) Increase economic opportunities for rural poor, especially women, vulnerable groups and IP communities through construction of feeder roads including appurtenant structures;
- (v) Improve watershed conditions, especially soil erosion and water conservation that will underpin the investments made in water and land improvements; and
- (vi) Support institutional strengthening of MOCHTA, CHTRC and HDC to plan implement and monitor sustainable rural development in the three districts of Chittagong Hill Tracts.

### **Purpose of NGO Services for Social Mobilization:**

Social mobilization for the Project will be provided by NGOs as part of project output. The purpose of NGO services are --

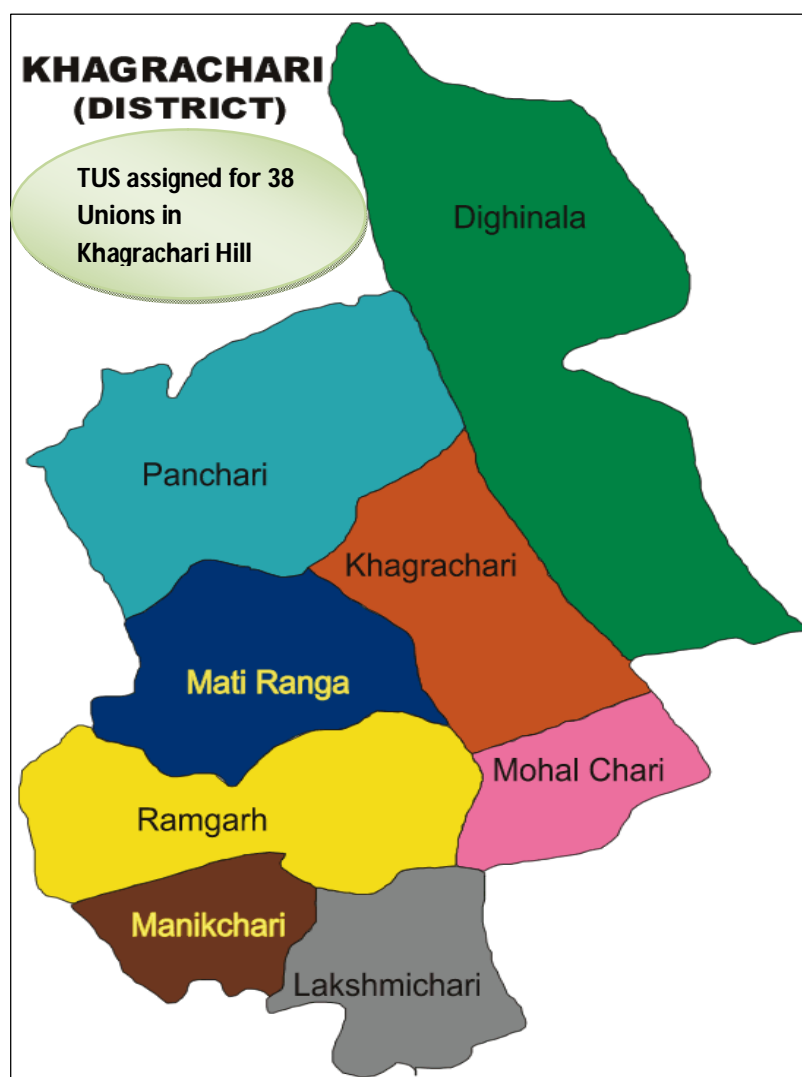
- (i) To provide implementation services for Project Management Office (PMO), PMO (Roads), and District Project Management Offices (DPMOs) for all aspects of implementation of community infrastructure (CI), watershed management (WM) and micro agribusiness development (MAD),
- (ii) Capacity building and strengthening beneficiary communities through their involvement in infrastructure development and watershed management,
- (iii) Providing adequate support for micro agribusiness development (MAD) to poor rural households to improve their incomes through capacity building of local producers, marketing and improved agriculture production and
- (iv) To work in close coordination and with technical expertise of project implementation consultants (PIC).

**Scope of services:**

- Community infrastructure, watershed management and Micro agribusiness Development (MAD) are to be implemented at village level;
- Community mobilization and community participation especially woman and the poorest during decision making and implementation process will be initiated at the village level;
- PDCs will select and facilitate on their participation in design and construct sub-project works with the support of the technical staff of PMO, DPMO and LGED;
- Works will be implemented by village-based labor formatting the Labor Contracting Societies (LCSs);
- Work on capacity building at PDC level such as O&M of village water supply, rural access maintenance etc;
- Linkage building with the respective government and non governmental bodies with a vision of sustained community actions in the areas of intervention.

**Working Area and Beneficiary:**

District	Upazila	Union	No. of Subproject
Khagrachari	8	38	165

**Coverage area (Geographical Location):**

**Upazila wise Beneficiary** (Based on selected 165 paras):

Upazila	No. of Subproject/Para	No. of Household
Khagrachari	31	2055
Mahalchari	28	2539
Manikchari	18	900
Panchari	21	1734
Dighinala	21	2561
Laxmichari	15	1046
Ramghar	7	720
Matiranga	24	3103
<b>Total</b>	<b>165</b>	<b>14658</b>

**Purposes of the TUS-Joint Venture to achieve social mobilization with project objectives:**

The principal purpose of the assignment on Social Mobilization is to support the Project Management. The following are the purposes of this assignment:

- I. To provide implementation services for Project Management Office (PMO), PMO (Roads) and Districts Project Management Office (DPMOs) for all aspects of the implementation of Community Infrastructure (CI), Water Shed Management and Micro Agribusiness Development (MAD);
- II. To build capacity and strengthen beneficiary communities through community involvement in infrastructure development and water shed management;
- III. To provide adequate support for Micro-Agribusiness Development (MAD) to the poor rural households in improving their income through capacity building of local producer, marketing and improved agricultural production and together with the NGO still to be chosen to lead the MAD component;
- IV. To work in close coordination and with technical expertise of Project Implementation Consultants (PIC).

**Methodology:**

The support like community infrastructure and watershed management will usually involve more than 1(one) village or community. The support items as well as the ways and means to develop those can be best planned at the recipient's area level. Joint Venture plans to take a bottom-up consultative process to initiate and implement the different categories of work to generate the outputs. From the review of team composition mentioned in TOR it is expected that in Khagrachari community infrastructure intervention will be undertaken in 200 villages. Clarification on RFP indicates TUS Joint Venture will take 20 field staff who will be engaged to provide support to such teams.

**Associating or Joint Venture, Expert Team and plan wise implementation Role:**

TUS has been implementing the Second Chittagong Hill Tracts Rural Development Project (Social Mobilization) in association with a group of local renowned NGOs who are bound under a Memorandum of Understanding (MOU). The ambition of this association of partnership is to achieve the goals and objectives of the project at the highest level of quality as the associated NGOs have multidimensional expertise who can contribute in the entire implementation of the project activities as per the roles and responsibilities of each partner. There is a Project Implementation Board (PIB) that consists of the Chief



Executives of each partner NGO, including Program Manager of lead NGO and Lead Supervisor of the project. There is a 'Secretariat' to provide technical supports in the entire management and direction in implementation of the project. The lead partner is responsible for providing leadership and coordination services in the overall implementation of the project activities and its management.

All member NGOs of the Joint Venture (JV) have an experience of serving the local CHT communities for more than one decade. The members NGOs have different technical qualifications, which will benefit the achievement of the project objectives in a qualitative manner. The JV members cover all Unions of Khagrachari Hill District under their ongoing development interventions. The highlights of the technical qualifications of JV members include but not limited to the followings-

Trinamul Unnayan Sangstha (TUS), the lead NGO & the PNGOs Assistance for the Livelihood of the Origins (ALO), Kabidang, Khagrapur Mahila Kalyan Samity (KMKS) and Zabarang Kalyan Samity (ZKS) have been working in Khagrachari hill district for direct service delivery activities since their establishment. All PNGO staff members with necessary skills and knowledge on different developmental arenas like community mobilization, social mobilization, people's participation, community-led rural infrastructure, participatory monitoring, local governance, leading civil society movement for education including mother-tongue based education, policy research and policy advocacy, skill improvement of grassroots communities, and other relevant fields. All have the record of partnership with different national and international donors including DANIDA, WFP, UNDP-CHTDF, UNDP-RCB, Save the Children, Action Aid, South Asia Partnership, BNPS, BRAC, MJF and so on for implementing development activities.

### **Staff Capacity Building:**

Capacity building of staff is very crucial to run a project smoothly. Thus on behalf of CHTRDP-II, PMO organized some trainings and workshops for project staffs to achieve the project goal with support of PIC. In this reporting period, TUS Joint venture staff participated in some training and workshop.

<b>Date/ Month</b>	<b>Training/ workshop</b>	<b>Participant</b>	<b>Organized by</b>
08-10 February,2015	Participatory village mapping	22(All staff)	PMO & PIC, Rangamati
27 February,2015	Procurement workshop for CHTRDP-II (ADB's Procurement Guideline)	1 Staff ( Supervisor)	BRM, ADB, Bangladesh
26 -27 April,2015	Training on Soil and Water Conservation Techniques for Extension staff	2 Staff (Lead supervisor & 1 Field Facilitator)	PMO & PIC, Rangamati
8 July, 2015	CI water Infrastructure Trainig workshop for Project Engineer and SM-NGOs	2 Staff( Lead supervisor & & 1Field Facilitator)	PMO & PIC, Rangamati
08-09 November,2015	Gender Sensitivity Training for Project Staff	22(All staff)	PMO & PIC, Rangamati

## PART-II: PROJECT PROGRESS

**A. Overall Project Progress:**

Through coordination and sharing with DPMO, Khagrachari, TUS Joint venture received a selected sub-project list of 165 up to December, 2015. As per decision of PIB under TUS Joint venture the teams were engaged with full commitment to achieve the target in time. Based on the 165 selected paras, the communication process was started with respective Upazila Parishads and Union Parishads regarding the information of project implementation.

During the completion of all described activity at field level, the CI, Gender and LAR guidelines were followed by staffs. Considering the gender guideline, Labour Contracting Societies (LCS) and PDC committees were formed in presence of female members in consultation meetings. Data collection process for para profiling, site selection for interventions, preparation of village maps, problem identification and prioritization, intervention selection and feasibility study- all activities were completed in line with the guidelines.

Monthly progress report, quarterly reports and necessary progress updates were regularly reported to the concerned authorities on time. It is note that the activities have been performed keeping close co-ordination with DPMO, PIC and other concerned development stakeholders.

**Progress Report up to December, 2015:**

A brief of the information related to the activities performed by TUS JV staffs during the reporting period as follows-

S L	Activity	Previous achievement up to Dec-2014	January, 2015 to December, 2015					Cumulative Progress up to Dec-2015
			1st Qrt	2nd Qrt	3rd Qrt	4th Qrt-	Total	
1	Information Dissemination	100	15	15	28	27	85	185
2	PDC Formation / Re-formation/ Re-activation	61	15	10	25	27	77	138
3	Socio-Economic Survey / Village Profile Preparation	85	8	13	30	27	78	163
4	<b>Feasibility Study Report Preparation</b>							
A	Orientation /Problem Identification	85	4	17	28	27	76	161
B	Village Mapping	85	5	14	29	27	75	160
C	Technical Feasibility Study Completed	49	21	9	16	29	75	124
D	FSR Finalization	62	19	26	21	17	83	145
E	FSR Submission to DPMO*	49	18	25	12	20	75	124
5	<b>Sub-Project Implementation</b>							
A	LCS Formation	6	2	33	9	0	44	50
B	Tender Invitation	7	4	4	12	0	20	27
C	Tender Evaluated	7	4	2	8	0	14	21

D	Contract Awarded	4	3	2	1	0	6	10
E	Monitoring & Supervision**		1	0	0	0	1	1
F	Final Report ( Completion Report)		1	0	0	0	1	1
<b>6</b>	<b>PDC Meeting</b>							
A	Orientation & Awareness	85	7	4	17	10	38	123
B	Bank Account Opening	7	5	12	14	8	39	46
C	Design & Estimate Concurrence	8	5	2	0	0	7	15
D	PEC Formation	8	8	26	6	0	40	48
E	PEC Meeting	8	6	28	6	0	40	48
F	PEC Meeting Minute Approval	8	8	28	4	0	40	48
G	LCS Formation	3	2	35	6	0	43	46
H	Final / Completion Report Approval	0	0	0	0	0	0	0
<b>7</b>	<b>Operation &amp; Maintenance</b>							
A	Bank Account Opening	7	5	12	14	8	39	46
B	Contribution Collection Amount	40,000	30000	40500	125000	75000	270500	310500
<b>8</b>	<b>Training</b>							
A	Training on Participatory Village Mapping	12	12	23	11	15	61	73
B	LCS Training	2	0	0	0	0	0	2
C	Others Training(Staff Orientation for FSR writing & Social Mobilization)	1	0	0	0	0	0	1
<b>9</b>	<b>Coordination Meeting</b>							
A	Staff Coordination	12	3	3	2	3	11	23
B	DPMO	12	2	2	2	1	7	19
C	PMO	0	0	0	0	0	0	0
D	Others(PEC meeting)		0	0	0	0	0	0
<b>10</b>	<b>Report Submission</b>							
A	Monthly Report	12	3	3	2	3	11	23
B	Quarterly Report	3	0	0	0	0	0	3
C	Annual Report	1	0	0	0	0	1	2

### **Major Activities in details in Project Progress:**

TUS Joint Venture Team performed the mentioned activities through conducting a series of consultation meeting. Mainly the major activity is feasibility report preparation. So, the team performed some activities for report preparation. The activities are – 1. To orient the beneficiary like PDC's member, LCS's member and others stakeholders at PDC level on project goal and objective; 2. Conduct meeting at PDC level for PDC/CBO formation and community profiling; 3. Conduct consultation meeting at PDC level for Feasibility study report preparation activities like resource identification through mapping, problem identification & prioritization and intervention selection; 4. Assist to DPMO engineer on technical feasibility study; 5. Motivate the community on the need of land acquisition and agreement for land donation; 6. Provide training for capacity building of PDC/CDC/LCS members and others relevant stakeholders; 7. Provide motivational session to the community on ensuring their participation in implementation, operation and project management; 8. Provide awareness session to the community on project sustainability and making future action plan.

### **Selection of beneficiary communities/subprojects:**

The team of TUS JV made arrangements to verify the general feasibility of the selected para (according to long list) for working. The team used a check list as a matrix which indicates the para feasibility for sub-projects. The matrixes are indicated in CI guide line and also provided to the team through workshop. The matrix is given bellow-

- Para has finally been considered for being-
  - i) Distance within 5km from all season.
  - ii) There are more than 20 HHs in subproject
  - iii) No irrigation canal were constructed during phase-1 of this project and
  - iv) Less than 50% are entitled to free rationing from GoB.
  
- Except for village access facilities, Paras that fall into the following categories will not be eligible as beneficiaries for other CI interventions:
  - i) Villages that have had irrigation projects from CHTRDP-I;
  - ii) Those who receive free rations from the Government.

In this reporting year the team of TUS JV visited 165 Paras (According to long list provided by DPMO) at 8 Upzila of Khagrachari district inspecting the matrixes are indicated in CI guide line

### **Para Development Committee (PDC) Formation:**

For smooth implementation of the project and its interventions, first have to form a PDC at sub-project level. So, TUS JV team generally assists the traditional leader to organize a consultation meeting at Para level regarding PDC formation or reformation (if required). Considering the PDCs of CHTDF based on their functional status, the community peoples decided whether the existing PDCs should be reformed or new PDC will be formed. The decision actually taken by majority people's reflection on their opinions in the said consultation meeting. In this process the team of TUS JV considered the following factors: i) The existing PDC not functional as per requirements of CHTDF; ii) There were manifold PDCs in the village; iii) Majority residents of the villages expressed their dissatisfaction over the PDC's activities and performance; iv) There was no PDC at all. The committee of the PDC reformed consisting of 9 to 11 members where 30% membership reserve for female including at least one key post among chairperson, vice-chairperson, general secretary and treasurer position. The positions of a PDC are; i) Chairperson-1; ii) Vice-Chairperson-1; iii) General Secretary-1; iv) Treasurer-1; v) Members -5—7.

**Output:** Till this reporting period total 138 Para Development committee formed cumulatively. During this reporting period, the team formed 77 PDC out of 138 where 30% membership reserve for female including at least one key post among chairperson, vice-chairperson, general secretary and treasurer position.

### **Consultation Meeting for Para Profiling:**

The team of TUS JV conducted 85 consultations meeting with community peoples for Para Profiling in this year and village Profiles prepared in 78 paras with the help of villagers and PDC members. During the consultation meetings, open discussions were arranged where the community people and

representatives of PDCs- both male and female participated spontaneously. The main objective of Para Profiling is to find out the present condition of the sub-project. The community tried to identify the existing resources, facilities and its usage, status of social responsibility, economic growth, problems and development interventions of the respective villages. Gender, social safeguards and land tenure issues are also discuss in consultation meetings.

Example:

*The first Community Consultation meeting has been conducted held on January 19, 2015 10:00am at Pedia Para. Total 22 participants attended the meeting with both male and female (male-10, female-12). The meeting is presided by. Mr. Rabin Chakma, President of Pedia Para Development Committee. The Field Facilitators of Social Mobilization NGO also present in the meeting. The agenda are as follows: 1. Introduction of CHTRDP-II, 2. Preparation of Para Profile*

*At the beginning of the meeting, Mr. Rabin Chakma, President of Para Development Committee welcomed and thanked the SM-NGO staff for coming forward with development activities of CHTRDP-II. Then he requested to discuss and provide orientation on CHTRDP-II.*

*On behalf of SM-NGO Mr. Samiran Chakma, Field facilitator explained the purpose and tries to project implementation system as orientation of CI operation of CHTRDP II. He discussed details about community involvement in project especially female participation in implementation, the priority and importance given according to Gender guideline and CI guideline. The participants both male and female responded the team and some asking raised by the community to clear on project implementation. At last the community shared on para profiling. Beside this, there conducted a FGD to prepare a para profile. During open discussion all collected data shared with villagers. The participants both male and female give the information with collective decision on para profile completion. After completing data collection the major point recheck through sharing with the community.*

*The safeguards issues such as Gender, LAR, IP and Environmental effectiveness have discussed in this meeting. Villagers shared that the villagers if this para 100% indigenous people will be benefited. They committed that women participation will be ensured in every decision making process, e.g. at least one third women in PDC member, at least 50% women in LCS, O&M and at least one cheque signatory for operating PDC bank account. Regarding LAR issue the villagers said, it will be needed a very small land for installing tube well. Everyone is interested to give spot which will be selected by women.*



**Output:** Till this reporting period total 163 para profile completed cumulatively. During the reporting period, the team of TUS JV prepared 78 Village Profiles out of 163. During village profiling the provided CI guideline hardly followed and used the PIC provided format.

### **Feasibility study report preparation procedure:**

TUS Joint Venture Team performed the mentioned activities through conducting a series of consultation meeting at PDC level for Feasibility study report preparation. The activities are resource identification through mapping, problem identification & prioritization and intervention selection etc.

The interventions were selected by PDCs with assistance of TUS JV team. According to CI guideline, PDCs prepared feasibility study report with the assistance of TUS JV team. During preparation of the feasibility study report, the focal person of SM-NGO drafts the feasibility study report with following project guidelines and prescribed formats. it's mandatory to consider the existing resources, location, designing of intervention, potential impacts, and benefits. In this regard respective PDCs and SM-NGO have considered the following subjects- 1) Due Diligence Report where applicable a Land Acquisition and Resettlement Plan (LARP), 2) Indigenous Peoples Plan (IPP), 3) Environment Management Plan (EMMP), 4) O&M plan. It is note that respective PDCs considered environment and indigenous people's

culture, customs, norms and value systems in order to minimize any adverse impacts on the proposed project. During feasibility study report preparation and finalization respective PDCs and SM-NGO have to follow PIC guidelines and format. According to guideline respective PDCs organize some consultation meeting at PDC level for problem identification & prioritization, technical feasibility study, land agreement, Bank account opening & community contribution etc. After completion the report by respective focal person (Field project staff) and PDC Supervisor and Lead Supervisor review the feasibility study report as final. Then SM-NGO submits the feasibility study report as a project proposal to Bangladesh Regional Mission (BRM) through DPMO & PIC for approval.

### **Village Mapping for resource Identification:**

After completed socio-economic survey and PDC formation there organizes a consultation meeting at sub-project level for village mapping. Generally, TUS JV team assists to PDC to conduct a consultation meetings where ensured community people participation. The village mapping is also a part of feasibility study, because, a village map gives a glimpse of existing resources or facilities of a village which make it easier to identify the Strength, Weakness, Opportunity and Threat (SWOT) of the respective village.

In this training the following steps have done by SM-NGO together with community people- 1. Transect walk; 2. Venn diagram; 3. Aspiration Assessment; 4. Problem Identification; 5. Final Sketch Resource map. The objective of this training is to identify the geographical image, existing natural resources, facilities, communication & village access road/footpath, livelihood status, socio-economic status of the villager and other institutions etc. After completion the mapping it gives a glimpse of existing resources or facilities of the village.

As part of village mapping, Focus Group Discussion (FGD) and plenary sessions were conducted with participation of both male and female. During the Village Mapping process, all types of logistic and resources (both tangibles and intangibles) were made available, so that the community peoples were enjoyed preparing village map. They sketched their resource position and indicated in the map where all households were identified and referred for detailed data thereof.

**Output:** Till this reporting period total 160 village mapping completed cumulatively. For this reporting period, total 75 village mapping completed out of 160. In the maps, all types of resources and assets, both tangibles and intangibles that the community peoples were identified and duly indicated.

### **Consultation meeting for Problem**

**identification:** As a task of feasibility study report preparation the Joint Venture team conducted consultation meeting at para level on problem

#### **Example**

*The 3rd meeting consultation meeting held on 24.02.2015 at PDC level in 2No. Prakaipa Para and was facilitated by SM-NGO Trinamul Unnayan Sangstha. The agenda was on problem identification, priority ranking, sub project's intervention selection. Total participants were 47 (male-23, female-24) in the meeting.*

*The community shared that 80 HHs (89%) out of 90 HHs are directly connected with plough lands and agriculture. There are 60 acres of plough*



*land and upland is approximately 150 acres. Irrigation facility is totally absent. Despite of possessing 60 acres of paddy land, only 10 acres of plough land can be cultivated during dry season by hiring water pump or power tiller. So, they proposed Irrigation Canal - 250m, Pump machine- 03 (10HP), Power Tiller-3 and Box Culvert selected the intervention through collective decision in the meeting.*

identification and prioritization. Through this consultation meeting the community can problem identify and prioritize their problems and can sort out their actual need for their socio-economic development.

At first, the team of TUS JV tried to understand the villagers clearly on crying needs as problems under CI component (small-scale water resources infrastructure). Then the team brief on project objectives, selection criteria and related procedures for the selection of interventions. The main objective of problem identification was to identify the problems what they faced always. Hereafter, the community peoples participated in focus group discussions (FGD), Participatory Rural Appraisals (PRA) and plenary meetings for identifying problems. FGD and open discussions were conducted with the participation of both male and female. After completing group work, they shared their identified problems in a plenary session. At last the community peoples prioritized the problem through open discussion.

**Output:** Till this reporting period problem identified in total 161 Sub-project cumulatively. This reporting period problem identified in 76 Sub-project out of 161.

#### **Interventions Selection & Prioritization:**

After identify the problems the community select the intervention that can eliminate the existing problem. The team carried out awareness raising campaigns on intervention selection, planning, design and implementation together with the beneficiaries of respective PDCs. After completing campaigns, the community peoples select the intervention on the basis of community demand regarding identified problems. In this case, the team considered Indigenous Peoples (IPs) safe guard policy i.e. FPIC (free, prior and informed consent) during intervention selection process. The community peoples prioritized some rules and guidelines as per CI guideline. As per CI guideline the interventions have to be for i) must boost direct economic development; ii) benefits majority of the community, especially the target vulnerable group; iii) Economically viable and technically feasible; iv) ensure availability of technical inputs or resources or expertise; v) environment & culture friendly; vi) Easy for implementation, operation and maintenance; vii) Sustainable/lasting impacts. During intervention selection the team discuss the following subjects with villagers - 1) Due Diligence Report where applicable a Land Acquisition and Resettlement Plan (LARP), 2) Indigenous Peoples Plan (IPP), 3) Environment Management Plan (EMMP), 4) O&M plan.

**Output:** Till this reporting period the community selected intervention total 161 Sub-project cumulatively. This reporting period intervention selected in 76 Sub-project out of 161 which can help to eliminate the existing problems of Sub-project. The mostly selected and prioritized interventions (Under CI component- small scale water supply) were:

- Water supply for drinking water (Tube well and deep well).
- Irrigation canal or Deep well with power pump or generator.
- Agriculture equipment like power tiller.
- Communication (Village footpath, small scale culvert).

#### **Consultation Meeting for FSR preparation:**

Joint Venture team assists to PDC to conduct consultation meeting at para level on Village mapping, problem identification & prioritization, final intervention selection, Technical feasibility study for drafting feasibility study. PDC try to ensure community participation both male and female from each household.

During consultation meeting those agendas discuss details and make collective decision taking the opinion or vote of the participants on intervention selection and project site selection. PDC visits the project side with all beneficiaries if require. They discuss and define the operation and maintenance rules for proper use or implementation. And last PDC submit their draft notes to SM-NGO to prepare feasibility study report in PIC prescribed format.

**Output:**

Till this reporting period total 124 Feasibility study report submitted to DPMO cumulatively. This reporting year 75 study report submitted to DPMO out of 124. It is note that these FSR will reviewed by PIC for final submission.

**Assistance for Technical Feasibility Study:**

This part is mainly done by the DPMO staff. In this quarter the team supported to DPMO engineers for conducting technical feasibility study in 10 sub-projects. The respective PDCs organized consultation meeting on technical feasibility study and the team assist to PDCs and DPMO. Generally, community discusses with technical team on their problems and proposed intervention. The technical team visits the proposed side of the intervention in need. The technical feasibility study was done following some guidelines and policy such as CI, GENDER, LAR and IPs safe guard policy. During consultation meeting, some important issues were shared with community peoples. The issues were-

1. The estimated cost of the sub-project should be maximum BDT 13, 00,000 or USD 14,280.
2. The proposed sub-project should be benefited the target beneficiaries, particularly more marginalized and vulnerable ethnic groups;
3. Irrigation system cost will not be more than \$1,000 per hectare;
4. Village water supply beneficiaries will not be less than 35 households;
5. Village water supply cost will not be more than \$100 per household;
6. Village access road costs will not be more than \$24,000 per km.

**Output:** Till this reporting period total 124 technical feasibility studies completed cumulatively. For this reporting period total 75 technical feasibility study completed out of 124.

**Feasibility Study Report Origination and Procedure:**

TUS JV team finalized and submitted 3 feasibility study report to DPMO, Khagrachari. In this task some steps have to follow to prepare the feasibility study report. According to CI guideline, PDCs have to prepared feasibility study report with the assistance of TUS JV team and then PDC will submit the project proposal on selected intervention to Bangladesh Regional Mission (BRM). During preparation of the feasibility study report and submission of project proposal by PDCs, it's mandatory to consider the existing resources, location, designing of intervention, potential impacts and benefits. It is also considered the environment, indigenous people's culture, customs, norms and value systems in order to minimize any adverse impacts on the proposed project. During the preparation of feasibility study report, the respective PDCs considered the following subjects- 1) Due Diligence Report where applicable a Land Acquisition and Resettlement Plan (LARP), 2) Indigenous Peoples Plan (IPP), 3) Environment Management Plan (EMMP), 4) O&M plan. In this process, the team of TUS JV facilitated and assists to PDC by DPMO and PIC. Some key point of FSR preparation is presented below:-

According to CI guideline, PDCs have to prepared feasibility study report with the assistance of TUS JV team and then PDC will submit the project proposal on selected intervention to Bangladesh Regional Mission (BRM). In reality, PDCs were not capable to prepare the feasibility study report. So, instead of PDCs, SM-NGO team had to prepare the feasibility study reports before submission. According to



decision of PIB, the focal person (a staff from partner NGO) together with other staff has to collect data from field through consultation meeting; FGD, interview and transect walk. PDCs organized consultation meeting at para level where they provided update require data on their resources and proposed intervention. Then they submit the collected to lead Supervisor and Supervisor to prepare feasibility study report. Lead Supervisor and Supervisor originated the proposal with support of field staff and PDC. After prepared the proposal, it is forwarded to DPMO for adding the technical and budgetary part. After incorporated the design and budget, DPMO again forward to SM-NGO to finalize the FSR. SM-NGO have to analysis the cost benefit and incorporated others require documents. Thus, FSR preparation completed and finally submitted to PMO through DPMO.

### **Consultation Meeting & Land Agreement:**

Due to the compensation and IPs safeguard policies of ADB, the land donation agreement is a part of FSR. So, through a consultation meeting, the land donation agreement process was shared with land donor and beneficiaries. After technical feasibility study, the donor of land from beneficiaries signed in judicial stamp paper for land donation against the intervention construction. During consultation meeting it was shared that the PDC concerned authority will sign the contract on sub-project works. The whole process was facilitated by TUS JV team under supervision of the DPMO engineers.

**Output:** Till this reporting period cumulatively signed land agreement between land donor and PDC in 124 Sub-project for intervention construction & implementation. In this reporting year total signed in 75 land agreement out of 124.

## **B. Community participation in Implementation, Operation and Project Management:**

### **Contribution for project sustainability through Bank account:**

As per CI guidelines, the respective PDC is responsible to collect community contribution against interventions operation and maintenance activities and deposit 50% of contribution money in favor of the PDC bank account before starting sub-project work. Rest amount of contribution money have to be deposited in bank before handing over the completed sub-project to the beneficiary or PDC committee for the sake of sustainable O&M. In this regard, TUS JV team motivated and facilitated to PDCs to open bank account by paying BDT 10,000.00 (Ten Thousand) as community contribution.

**Output:** Till these reporting period cumulatively opened 46 Bank accounts by PDCs executives. This reporting year total 39 bank accounts opened out of 46. Some of PDC opened bank account with paying full contribution (BDT10,000) and some of paying half contribution(BDT 5,000). It is note that the rest of contribution must have to pay before intervention completion. Till this reporting period total BDT-310,500 as contribution deposited by PDC's account in bank.

### **PEC Formation:**

The respective PDC is responsible for processing and implementing of the various steps required in the selection, design, approval, implementation, management and post-construction O&M of the subproject. The quotations received will be opened by the Procurement Evaluation Committee (PEC) of the PDC in the presence of the contractors. The PEC will then evaluates the quotations, prepare and sign the evaluation report and submit it to PDC for necessary action. The PDC will then review and

send the evaluation report together with the appropriate supporting documents to DPMO for concurrence.

In this reporting year the JV team formed 40 Procurement Evaluation Committee (PEC) through consultation meetings at community level.

#### **Operation & Maintenance Committee Formation:**

As per CI guidelines, as implementation of works progresses with about one-third of the works completed, an O&M plan will be developed by the PDC with the support of the NGO. This O&M plan will include in detail the rate/amount of contribution by the communities for the O&M-Fund, role and responsibilities of the PDC/CDC and the O&M Committee and as well as the obligations of community members and other stakeholders. Regarding this, joint venture team conducted PDC meeting to form operation and maintenance committee under PDC supervision.

In this reporting year the JV team formed 20 O&M Committee through consultation meetings at community level.

#### **Intervention Implementation:**

The intervention work starts after completing the Request for Quotation (RFQ) and Evaluation of Quotations process. In this section, the team assists PDC under quotation circular, evaluation and work order and quality ensure in construction work. As per CI guideline PDC invited quotations from qualified contractors and the quotation opened in presence of contractor by procurement Evaluation Committee (PEC). The PEC evaluated the quotation and submitted to PDC to take necessary step after preparing and signing the evolution report. Then PDC reviewed the report together with supporting documents and sent to DPMO for concurrence. After received the required concurrence and approvals from DPMO, HDC and PMO, the PDC signed the contracts paper with the contractor for subproject works and after that PDC awarded work order to the contractor. These whole processes have done guided by the NGO with technical assistance and under supervision from the DPMO/PIC engineers. During implementation the team assist PDC and DPMO to manage the work properly. The type of work was under small scale water supply and irrigation facility (Irrigation canal construction, Provide pump machine & Power tiller and tube well installation). During implementation PDCs requirement as per consultation meeting of FSR preparation have considered strongly by SM-NGO. SM-NGO also tried to ensure the involvement of LCS in construction work.

In this reporting year the JV team assist to PDC for tender invitation and evaluation under 14 PDC which implementation work done by DPMO.

#### **Output:**

- Ensured community involvement through CDC, PEC and PDC in quotation circulation, quotation evaluation and monitoring under village access road.
- Quality ensured in implementation under both CI and village access road.

### C. Facilitation in Village Access Road & Watershed management:

#### **Facilitation in Village Access Road Construction:**

This chapter describes the construction of feeder roads, footpaths/tracks connecting the village with union or Upazila roads. The proposed road is included in the long list of road schemes considered during PPTA exercise and bear the consent of CHTRC. Having considered that, District Project Management Office of Khagrachari made a reconnaissance survey and found it is within the scope of the project. Then a community consultation meeting has been conducted with all the neighboring villagers and they all shown their demand for the road construction. The survey team i.e. engineering staff of DPMO and PIC together with local residents carried out the reconnaissance survey all along the road. They have taken information from the aged villagers regarding the highest flood level, age of the road and enquired what all problem they faces in the *Kutchra* road during the whole year. As the road meander through the hills and valleys, slope stability, drainage like surface run-off etc. is taken into account. In order to facilitate cross drainage appropriate U-Drains are considered. Based on the extensive field survey major infrastructures were identified.

CHTRDP-II considered the Pavement Design Catalogue (2003) and Road Design Standard (2005) of Local Government Engineering Department (LGED) who are the pioneer in the rural infrastructure development across the Bangladesh. The project specially considered the specifications of typical hilly roads practiced by different engineering departments in CHT. Considering the connectivity of the Upazila roads and Union Parishad as well, the road has been considered in order to facilitate easy traffic movement.

Some relevant features of engineering designs are:

- Prepared village Map showing existing road alignment and location of key social infrastructures
- Beside that hand held GPS has been used for recording both horizontal and vertical profile. These data could be easily geo referred and helped in designing by enabling cross check the manual data collected by survey team
- An inventory of existing pavement, road structures, surface drains are carefully noted
- A details long profile of proposed road is prepared and drainage condition like catchment area, slope etc. is noted
- Design has been done with reference to road chainage, so that all the key structures can be easily referred
- Due emphasis has been given to maintain grade, super elevation and geometry as per engineering practices at the CHT context..
- For longer sustenance of road surface drain, guide wall, U-drains and Box Culvert are considered for construction at various sections
- In order to ensure quality and quantity details specifications of materials, manpower and construction methods are developed, which will even help to train up communities or LCS whenever needed.

In this reporting year, 2(two) HBB Roads have taken completed in Khagrachari Hill district under village access road construction component. The roads are 1. Dharmagharh to Dharmapur, 2. Akkshay Chandra Karbari Para to Monatek Para.

#### **Dharmagharh to Dharmapur HBB Road:**

Dharmagharh to Dharmapur is located under 4 No. Perachara union, Khagrachari Sadar. The work volume details is \_j). Effective length 5.15km, roadway 3.05m of HBB



road construction including drainage structures.; (ii) 950.00m of surface(L) drain; (iii) 4 Nos. (U-drain) and 1 No. Culvert; (iv) 192.00m of guide wall. Total budget is BDT-19,881,600/=.

**Akkshay Chandra Karbari Para to Monatek Para HBB road:**

Akkshay Chandra Karbari Para to Monatek Para is located under 2 No. Mubachari union, Mohalchari. The work volume details is Effective length 2.5km, roadway 3.05m) of HBB road construction including drainage structures. Total budget is BDT-8,700,000/=.

**Community involvement under Village Access Road:**

The interventions have identified, designed and implemented by the communities through the PDCs with technical support from the SM-NGO, DPMO and PIC. The land acquisition matter was settled through consultation meeting with community and has completed by technical experts and qualified contractors following complex procurement procedures.

Community-based construction activities were performed engaging labor contracting societies (LCS) that provided temporary employment and income for villagers. SM-NGO staff conducted meeting with LCS members on construction and management of the intervention how will they manage the intervention after completion.

The SM-NGO followed some CI guidelines in this regards:

- At least 50% of the LCS team members (workers and office bearers) will be women, but at least 30% women participation to be ensured in construction labor.
- The size of the LCS will vary according to the nature, size, length and value of the work; but generally it is in the range between 7 to 30 persons.
- At least 30% of women will be members of the O&M management arrangements for the subproject's interventions.



During construction period, monitoring has been continued from SM-NGO and DPMO.

**Facilitation in Watershed management:**

It is the art and technique of managing all resources within the watershed in ways that maximum benefits can be derived from them without affecting the sustainability of the ecosystems. It is a holistic concept, which tries to integrate several components like soil and water conservation including sustainable community livelihood generation activities. It is a community effort and a dynamic process which mobilizes the communities within the watershed to address the changing resource conditions for their maximum social, environmental and economic benefit and life in the watershed. It is the integrated management carried out on a specific watershed, in order to use and protect natural resources (NR) with a view to achieving optimal and sustainable production, improving the quality of life of its inhabitants and maintaining environmental balance.

**Planned Interventions:**

- Improvement of Earthen Dam
- Re-greening degraded Hill
- Drip Irrigation
- System of Rice Intensification
- Construction of Water Harvesting Dam
- Stream bank Protection
- Drip Irrigation
- System of Rice Intensification (SRI).

In this reporting year, 2(two) demonstration plots have selected for water harvesting Dam under Khagrachari Hill district as pilot basis.

SL No.	Name of Demonstration Plot	Union	Upazila
1	Tarabanchara Demonstration Watershed	Chengi	Panchari
2	Godachara Demonstration Watershed	Kaba Khali	Dighinala

**Tarabanchara Watershed:**

Tarabanchara para in the Khagrachari hill district has two demonstrational watershed sites namely upper and lower. Second demonstrational site in the Tarabanchara para covers an area of 21 hectares and consists of 18.8 hectares of forest 1.55 hectare of agriculture land including Jhum and 0.35 ha of reservoir. Command area of the reservoir is 0.29 ha. The beneficiary of this watershed is 328HHs of Chakma ethnic community.

**Godachara Watershed:**

Godavachar watershed site is the first demonstrational watershed site in Khagrachari district. Out of total area of 23.5 hectares, watershed covers homestead of 3.2 hectares, village common forests of 9.4 hectares, valley cultivation of 9.8 hectares and reservoir 1.1 hectares.

The local community has constructed the water harvesting dam for irrigating the valley agriculture lands. However, to address the water shortage problem and potentiality for more water harvesting for irrigation purpose the community reflected a need to increase the dimension of the dam so that command area can be increased for better production. The catchment area of the dam is 11 hectares. The beneficiary of this watershed is 212HHs of Chakma ethnic community.

The project work started at upper site with construction the Water Harvesting Dam in July, 2015 under Taraban Chara Demonstration Watershed. The dam has a catchment area of 18.8 hectares of forest and consists of 9.1 hectares of Village Common Forest, 1.55 hectares of agriculture land including Jhum land and 0.29 ha. of command area. The village common forest is belonging to the Tarabonchara Babana Kutir Bano Bihar which is well protected.

**Description of Dam:**

Description	Dimension in meters
Top width	2
Bottom width	22
Height of the dam	4
Front slope of the dam	1:2
Back slope (water side) of the dam	1:3

**Organization Status:**

Community Watershed Management Committee is formed from the households of the watershed. The executive body of the CWMC consists of Chairperson, general secretary, treasurer and 4 members.

The CWMC is responsible for identification of the watershed interventions needs in the community, and support the project staff to carry out the feasibility study, survey, design and estimation of the activity and implementation of watershed intervention.

**Community involvement under Watershed Management:**

The project in coordination of CWMC assigned the local contractor service for the implementation of the watershed interventions. The CWMC will be responsible to supervise and support the LCS for implementation.

**D. Organize Participatory Rural Appraisal and Village Mapping training:**

TUS joint venture team actually is not responsible to organize Village Mapping training programme (4days long) at PDC level. Joint venture team implemented this programme on the request of PMO from this reporting year. Development sustain on community spontaneously participation. Second Chittagong Hill Tract Rural Development Project also considered the community participation in all sub-