

PROJECT PROPOSAL

LIVELIHOOD SUPPORT & SAVE DRINKING WATER

FOR CPG & VCF MEMBERS

SUBMITTED TO



Nishorgo Network

INTEGRATED PROTECTED AREA CO-MANAGEMENT PROJECT-IPAC

HOUSE # 68, ROD # 1, BANANI, DHAKA-1213, BANGLADESH

SUBMITTED BY

MEDAKACAPEA CO-MANAGEMENT COMMITTEE,

CHAKARIA, COX'S, BAZAR, BANGLADESH

JANUARY 11, 2011

EXECUTIVE SUMMARY

The Livelihood Support to CPG & VCF member's project is aimed to create alternative income generation opportunities to forest dependent communities. The Medakachapea Co-Management committee formed in 16 March 2010 for co-management of Medakachapea National Park (MKNP), Chakaria under 'Integrated Protected area co-management project (IPAC)'. This organization is formed with Bangladesh Government Gazette notification number of MOEF/env-4/Nishorgo/105/sting/2006/398 dated on 23/11/2009 and has constitution, staff polices, procurement polices etc. This proposed project is six monthly duration.

The project objective is to keep off pressure on Park's and its constituent biodiversity in the best possible condition. Specifically, the following key objectives will be achieved during the implementation of the proposed project: To keep off pressure on Protected areas by providing sustainable income generation support to forest dependent communities like community patrolling groups/village conservation forum members who are residing in and around the PA areas. To raise capacity of co-management committee on project implementation and process of functioning co-management approach. Taking back forest dependent people from forest to non forest related business on different alternative value chain trades. There will be 21 CPG members on salt production support, 160 men and women from VCF benefited on fishing net maring, bamboo product and flowers nursery raising support from project directly. About 800 people with two hundred families will get save drinking water from deep tube well said to established area of east and Maddyam Garjantali village.

It is very much cleared that majority household are landless and hardly living with homestead land their own. They have no cultivable land for livelihood. Food deficit are very common to CPG/VCF member and lower middle class households. It varies from season to season. It depends on availability and scope of alternative source of income. They take loan from various credits providing NGOs are living with vicious cycle of poverty. They remain under poverty line becomes tense to do forest offense to back their weekly payment to NGO's. The CMC of MKNP has realized to support on livelihood income generation. There are 231 CPG/VCF member will get training and support from the proposed project who are living in and around PA areas and landscape. There will be a project implementation committee who will implement project activities with supervision from CMC of MKNP. Project implementation committee will produce monthly report in the monthly CMC meeting. They will monitor by site level ipact project management staffs so that they remain on track in implementing project successfully.

TABLE 1: LOGICAL FRAMEWORK

cÖKí mvi msí¶c	cwigvc ¶hvM" wb¶`©kK	cÖZ"vwkZ djvdj	AbywgZ Szwk
<p>j¶¶:</p> <p>eb wbf©ikxj eb Unj `j l`wi^a MÖvg msi¶¶Y ¶dvivg gwnjv¶`i weKí Av¶¶qi my¶¶hvM m,,wói gva"¶g iw¶¶Z GjvKvi Dci Pvc Kgv¶¶bv;</p>	<ul style="list-style-type: none"> • eb Unj `j l MÖvg msi¶¶Y m`m"¶`i eb cvnviv kw³kvjx n¶te Ges e¶¶bi Dci Pvc Kg¶¶tel 	<ul style="list-style-type: none"> • mn-e"e" `vcbv KwgwU l eb wefvM cÖKí ev" —evqb Kv¶¶R AwfÁZv AR©b 	<ul style="list-style-type: none"> • cÖvK...wZK `y¶¶h©vM Gi Kvi¶¶Y e"emv e"vnZ n¶Z cv¶¶il
<p>D¶¶k":</p> <ul style="list-style-type: none"> • eb Unj `j l`wi^a MÖvg msi¶¶Y ¶dvivg m`m"¶`i weKí Av¶¶qi Rb" cÖ¶¶qvRbxq cÖwk¶¶Y l mnvqZv cÖ`vb; • mn-e"e" `vcbv KwgwU cÖKí ev" —evq¶¶bi gva"¶g `¶¶Zv AR©b • wbivc` cvwbq R¶¶ji Rb" 1 wU Mfxi bjKzc ` `vcb • eb wbf©ikxj `wi^a gvby¶¶li eb wbf©ikxjZv Kgv¶¶bv 	<ul style="list-style-type: none"> • 21 Rb eb Unj `j m`m" jeb Pvl Gi gva"¶g RxweZv wbe©vn Kivi m¶¶gZv AR©b Ki¶¶teb • 50 Rb `wi^a gwnjv Rvj eybb cÖwk¶¶Y l mn¶¶hvMxZvq RxweKv wbev©¶¶n m¶¶g n¶¶teb • 2wU MÖv¶¶gi cÖvq 800 ¶¶jvK Lvevi cvwb cv¶¶teb • 10 Rb m`m" 1 wU bvmv©ix `Zix K¶¶i RxweKv wbev¶¶©n m¶¶g n¶¶teb • 100 Rb `wi^a wfwmgd/wmwcvR m`m"iv jvB/ZjB evbv¶¶bvi Rb" euv¶¶ki mn¶¶hvMxZv cv¶¶teb 	<ul style="list-style-type: none"> • gv_v wcpZ Avq e,,wx; • Rvj eybb l jeb Drcv`b e"emvi gva"¶g RxweKv wbe©v¶¶ni AwfÁZv AwR©Z n¶¶te • cvwb RwbZ ¶¶ivM K¶¶g hv¶¶te • Ab" RvqMvq AwfÁZv Kv¶¶R jvMv¶¶bv hv¶¶te • dz¶¶ji bvm©vix e"emvi m¶¶cÖmvi¶¶Y Drmvn e,,wx cv¶¶te 	<ul style="list-style-type: none"> • cÖvK...wZK `y¶¶h©vM Gi Kvi¶¶Y jeb Drcv`b e"nZ n¶Z cv¶¶il • e"emvqx¶¶i Kvi¶¶Y Kg jvf n¶Z cv¶¶il • gyjab l e"emvqxK `,,wó¶¶Kvb ¶¶`¶K KvR bv Ki¶¶j ¶¶UKmB n¶¶te bv
<p>djvdj:</p> <ul style="list-style-type: none"> • 21 Rb cvnviv `j m`m" jeb Drcv`¶b cwjBw_wjb mn¶¶hvMxZv cv¶¶teb • 50 Rb gwnjv Rvj eyb¶¶bi Rb" myZvi mn¶¶hvMxZv cv¶¶teb • 10 Rb m`m" GKwU dz¶¶ji bvmv©ix e"emv Kivi mn¶¶hvMxZv cv¶¶teb • 100 Rb `wi^a wfwmgd m`m" ZjB/jvB ebyb e"emvq evuk Gi mn¶¶hvMxZv cv¶¶teb 	<ul style="list-style-type: none"> • 21 Rb m`m" RxweKv wbev©n K¶¶i cwiev¶¶i Rb" Aw_K Avq Ki¶¶Z m¶¶g n¶¶teb • 50 Rb gwnjvi Rvb eyb¶¶bi Kg© ms" `vb m,,wó n¶¶te • 10 m`m" GKwU bvm©vix Kivi AwfÁZv l e"emvq mdjZv l Avq Ki¶¶teb • cye© l ga"¶g MR©bZjx MÖv¶¶g cÖvq 200 cwiev¶¶ii 800 Rb ¶¶jvK Lvevi cvwb myweav ¶¶fvM Ki¶¶teb • mivmwi RxweKvq¶¶b mg_© n¶¶teb 	<ul style="list-style-type: none"> • cÖwZ¶¶e`b • gvV chv©¶¶q cwi`k©b • e"vemvwqK g¶¶bvfe e,,wx • cvwb evwnZ ¶¶ivM n¶¶g hv¶¶te • MÖ" c mÁq 	<ul style="list-style-type: none"> • cÖwZ¶¶hvwmZvgyjK e"emvq wv¶¶K _vKv • e"emvi avivevwnKZv a¶¶i ivLv • wUDel¶¶qj e"e" `vcbv l msi¶¶¶Y KwgwUi Dci wbf©i Ki¶¶te
Kg©m~Px:			
`j MVb,	4 wU `j MVb Kiv n¶¶te 1wU jeb Pvl, 1wU jvB/ZjB eybb e"emv,		

	1 wU Rvj eybb`†j me©†gvU 231 Rb Unj`j l wfwmGd m`m` mivmwi cÖK†fi mnvqZv cv†eb		
lwi†q†Ukb	4 wU lwi†q†Ukb Gi gva`†g 231 Rb m`m` cÖwk†Y c†eb		
Dckiy mnvqZv cÖ`vb	231 Rb m`m` (Unj`j l wfwmGd) 389100 UvKvi cÖk†Y l mnvqZv cv†eb		
cÖwZ†e`b`^Zix, gwbuwis, gvV cwi`k@b, AwWU BZ`vw`	2 wU †KvqvU©vi wfwEK cÖwZ†e`b l 1 wU gvwmK, cÖKí mgvß cÖwZ†e`b, gvV cwi`k@b cÖawZ†e`b BZ`vw`		

JUSTIFICATION/BACKGROUND

The Medakachapea Co-Management committee has been formed in 16 March 2010 for co-management of Medakacapea National Park (MKNP), Chakaria under 'Integrated Protected area co-management project (IPAC)'. The Medakacapea co-management committee comprises of 19 different stakeholders including Village Conservation Forums (VCFs) those are dependent on Forest. This organization is formed with Bangladesh Government Gazette # MOEF/env-4/Nishorgo/105/sting/2006/398 dated on 23/11/2009 and has constitution, staff polices, procurement polices etc.

The participation of the local communities, (e.g. CPG, VCFs, PFs) local government and the FD has been guaranteed with the formation of council and committee. The local level organization is officially responsible for conserving the forest, developing alternative livelihoods for local people (VCFs, PFs), and ensuring the welfare of the forest and forest people. Its lower tier is called the VCF and is authorized to hold general discussion on relevant issues and to make soft recommendations. Members of local communities (VCF, PF) are offered general membership in the council.

The MKNP has been established to preserve the remaining natural hill forest patch of Reserve Forest in 2004 under the Wildlife Preservation Amendment Act 1974 with the area of 396 ha. The park is situated in the Kutakhali Union of Chakaria Upazila in the district of Cox's Bazar and the population size is about 18,305 who are living in and around surrounding Unions of MKNP (Source, IPAC PRA report, 2009). Total number of VCFs under MKNP is 13. Total member of these VCFs are 18305.

CPG & VCF are the front line associated staffs of the co-management process where CPG assisting to the forest department in patrolling and VCF member are the flat form of bottom level of the process. The local government members, civil society member and owner of the resource user institutions that ensures direct participatory democracy. It offers equal opportunity to majority village residence including women and smallest community to discuss, criticize and propose relevant activities for co-management process.

Role of VCF: (I) CPG & VCF is usually meet to plan and prepare a 'menu' for village development and review the implementation of the plan by co-management organizations, (II) VCF is responsible to assist PF and CMC for selecting participants of beneficiary selection, (III) CPG & VCF is mandated to meet at least 12 times in a year; may meet more according to the necessary of community.

The primary Sources of income of peoples living around the Medakacapea National park are Salt cultivation & agriculture about 60% HHs involved followed by day laborer 20%, and others 5%. It

is around 15% HHs have no secondary income source (PRA report of IPAC, 2009). The poor peoples become forced to incline on forest resources for livelihood.

It is very much cleared from the PRA reports that about 60 % household are landless and hardly living with homestead land their own. On the other hand, 40% HHs has cultivable land and the rest HHs have no cultivable land.

Food deficit are very common with the poor CPG/VCF member and lower middle class households. Food deficit varies from season to season. It depends on availability and scope of alternative source of income. The poor people with micro credit program from major credit providing NGOs are living with vicious cycle of poverty line. They remain under poverty line becomes tense to do forest offense to back their weekly payment to NGO's.

Scope of opportunities: They have experience on various trades of nursery development, salt production, birds rearing, Cow Patterning, Fish Culture and Management, Bamboo and Cane Made Handicrafts, Homestead Vegetable gardening, Small Trading, Eco-rickshaw puller training, Homestead Plantation etc. They are with no capital or working funds for different business and they have to do daily labors. There is no suitable drinking water facility in the village of East and Maddy Garjantali.

5. DESCRIPTION OF THE PROPOSED PROJECT

- **Objectives:**

The main objectives of this proposed is to keep off pressure on Park's and its constituent biodiversity in the best possible condition. Specifically, the following key objectives will be achieved during the implementation of the proposed project:

- To keep off pressure on Protected areas by providing sustainable income generation support to forest dependent communities like community patrolling groups/village conservation forum members who are residing in and around the PA areas.
- To raise capacity of co-management committee on project implementation and process of functioning co-management approach.
- A save drinking water facilities will be established at portable scarcity villages.
- Taking back forest dependent people from forest to non forest related business on different alternative value chain trades.

- **Final Results:**

- 181 CPG/VCF men and women will get benefits directly from proposed project as alternative income generation support.
- Fifty percent forest dependency will be reduced keep off pressure and Biodiversity will be increased.
- About 800 peoples from two hundred family will get save drinking water by installing a deep tube well in between village of East and Maddy Garjantali under landscape of MKNP.
- A working capital (support amount) will be established.
- Alternative income generating and value chain activities will be identified and adopted the participants.
- Income of the project participants will be increased.

- Decrease the dependency on forests.
- Financial management capacity of the CMC will be improved.

- **Methods:**

The success of the project implementation is the sound fund management system guided by approved guideline of CMC. The CMC of MKNP will be responsible for overall fund management. They will be project implementation committee who will execute project activities. About seventy five percent fund of the project will be use for income generation supports and rest of the fund will be use as training and orientation. CMC of MKNP will play the vital role for disbursement and monitoring of the fund. The Treasurer and Member Secretary will be overall in charge of the financial and accounting and reporting. In this regard existing procurement management guideline, financial guideline will be followed. The CMC of MKNP will approve the Plan. How much money will be get by a beneficiary will be depend on IGA but there will be a ceiling so that maximum beneficiary can get chance to improve livelihood.

The project will create opportunities to salt production, Kharung Development, thread support for fishing net making and raising flower nursery in landscape areas of MKNP. It will create income generation opportunities to CPG/VCF members of men and women who lives on forest resources for livelihood. Moreover it will back forest dependent peoples to agriculture/agro-forestry related alternating income generation activities that release to grow up. The target people for the project will be able to improve their livelihoods and improve their existing economic situation through proper utilization of these natural resources in sustainable manner. This project will also ensure enhancing the biodiversity conservation and management. People with the limited scope of alternative means of living will get an opportunity to lead their life in a better condition and support their family from food security. This will also reduce the vulnerability and poverty. The project initiative will provide opportunity to the community people (VCF, PF) to engage in the alternative livelihood opportunity and sustainable way of Income Generation Activity (IGA).

- **Activities :**

- **Group Formation:** The CPG/VCF members will be grouped according to their income generation support.
- **Training/orientation:** Orientation training will organize to provide on the desired trades of salt cultivation, Kharung(bamboo products), threads support on fishing net making and nursery development.
- **Group Savings:** The support from the project will be as working capital to them. They will start group savings in order to bring them on self dependent. They will not go to micro finance institution for credit. It will help to break the vicious cycle of poverty from credit circle.
- **Support:** After the training or orientation the proposed support will be provided to the designed trade.
- **Meeting:** They will sit in monthly meeting to keep them aware on business mode and up to date information. CMC member will participate their meeting as observer to know their progress and situation.
- **Field Visit:** Project implementation committee will frequently visit project sites and keep record to prepared monthly report for internal and external report.

5	Harvesting/Trading activities by the beneficiaries										
6	Installation of Tube well for drinking water										
7	Technical Support for growth and maintenance										
8	Field Visit and monitoring, and Reporting progress										
9	Audit, Result/Impact study										
10	Closing report										

7. SUSTAINABILITY PLAN

The main criteria of selecting project participants will be the direct community patrolling group members and poor VCF member from climate changed impacted landscape areas of National park. All the project participants were selected by co-management committee.

The vision of institutional development of the project participants is to initiate sustainable income generation that will keep off pressure to forest and the environment, increase biodiversity and create wealth to generate income in order to achieve the millennium development goals. The project implementation team (CMC) will show willingness to continue with Project activities after phase out the project. The on-going activities will attract support from volunteers, government departments, other NGOs etc.

The process of developing quarterly work plan will be participatory where key stakeholders will be involve, with facilitation from the project implementation team using group interview and field observation.

Training of project participants are essential in laying a strong foundation for the development of conservation enterprise, which cannot be built without the help of technically skilled persons. The project will address specific training for the project participants on salt production, Kharung delopment, fishing net making and establishing flowers nursery for alternative income generating activities, organizational development and management etc.

Project implementation team will hold regular visit and follow up programs with beneficiaries' and related stakeholders. These closed trust relation will link up ample opportunity to explain business that assists to earn sustainably income from targeted enterprise.

Project monitoring is a process that will record achievements of its objectives and the work plan. The management team will form monitoring unit to facilitate this process. The monitoring unit will make regular visits to the field and observe on what is being done. It will maintain progress records at different stages. The facilitators will record to gather information and disseminate the same to the beneficiaries.

The project will identify stakeholders/development partners from the government departments and non-government organizations to work with. Collaboration will provide efficient service delivery and sustain project activities after donor support.

IPAC team will impart training for CMC on monitoring the project activities of VCF who will directly be implementing proposed AIG activities. Regular basis IPAC will give technical services

8. BUDGET

Table 3: Budget

SL	Budget Line Item	Qty (Unit)	Unit Cost (BDT)	Total Grant Amount (BDT)	Community Contribution	Total Project Budget
A	Administrative cost					
	Photo copy, mail, etc	6	300	1,800	-	1,800
	Office Supplies	12	1,000	12,000	-	12,000
	Audit cost	1	10,000	10,000	-	10,000
	Sub Total			23,800	-	23,800
B	Transport cost	24	150	3,600	-	3,600
C	Travel and Perdiem Expense	36	300	10,800	-	10,800
D	Program Cost					
	Project Supervisor Salary/month	6	6,000	-	36,000	36,000
	Monthly Meeting cost: Groups/PIC etc	8	1,000	8,000	-	8,000
	Group formation meeting cost	20	1,200	24,000	-	24,000
	Material support for meeting (Rgister, Terphal, etc)	4	1,500	6,000	-	6,000
	Polyethilin support for solt production to CPG member	21	7,000	147,000	-	147,000
	Orientation to CPG member on salt production	21	100	2,100	-	2,100
	Orientation on Kharung Development to VCF member	100	100	10,000	-	10,000
	Kharung Development support to VCF member	100	800	80,000	-	80,000
	Orientation on Fishing net making to VCF women	50	500	25,000	-	25,000
	Threads support for net making to VCF women	50	600	30,000	-	30,000
	Nursery Support	1	40,000	40,000	10,000	50,000
	Instalation of deep tubewell at inbetween East & Maddyam Garjantali Village	1	40,000	30,000	10,000	40,000
	Training for Nursery Raising group(CPG/VCF)	21	600	12,600	-	12,600
	Sub Total			414,700	56,000	470,700
	Grand Total			452,900	56,000	508,900

In words: Taka Five Lac Eight Thousand Nine Hundred only

9. PROPOSED SCHEDULE OF FUND DISBURSEMENT

Table 4: The schedule of fund disbursement

Installment for Project Activities	Period (Month/Year	Estimated Costs	% of Grant Amount
1st Installment	1st quarter: 3 months	362,320	80%
2nd Installment	Last quarter: next 3 month	90,580	20%
		452,900	100%

Taka Four Lac Fifty Two Thousand Nine Hundred only

10. SIGNATURE

I, the undersigned Dr. Mir Ahmed, Chairman of Medakacapea National Park, Chakaria, Cox's Bazar that is requesting financial assistance from the Small Grant component for the implementation of proposed activity related to "Creating sustainable Income for CPG & VCF members Who are vulnerable to climate Change", certify that all the information in the grant application file is exact and correct.

Signature:-

Date:- 01 January 2011

INFORMATION ON THE ORGANIZATION

Type of Organization (CMO/RMO/ECA/Others): Medhakachapia Co-Management Committee, Medhakachapia National Park, Kutakhali Range Office, Chakaria Cox's Bazar.

Date of foundation (D/M/Y): Council formed on 17/11/ 2009 and committee formed on 16/03/ 2010
With GOB Gazette no MOEF/env-4/Nishorgo/105/sting/2006/398 dated on 23/11/2009

Address:

Medhakachapia Co-Management Office
Fulchari Range Office,
Fulchari,
Chakaria, Cox's Bazar.

Telephone Number: 01713 629944

E-mail (if any): No

Contact Person: Dr. Mir Ahmmad,

Position with the organization: Chairman

Contact person's address:

Medhakachapia Co-Management Office
Fulchari Range Office,
Fulchari,
Chakaria, Cox's Bazar.

Contact person's Telephone Number: 01713 629944

Please list the Management Committee of the organization that will be involved in the implementation of the project. insert rows as require

Sl	Name	Designation in organization
1.	Dr. Mir Ahmmad	Chairman
2.	Md. Nizamot Ullah	Member Secretary
3.	Md Joynal abedin	Treasurer

Beneficiaries will be engaged in the project: Village and Union wise List of Beneficiaries, as per following table: 5 Beneficiaries List (Tentative)

Sl	Name	Father's/ Husband's Name	Category		Age
1.	Moktul Hossain	Kabir Ahmad	Male	Female	
2.	Md. Golam Sobhan	Nurul Islam	M		30
3.	Parvej	Nasir Uddin	M		35
4.	Ali Ahmad	L-Abdul Kalek	M		27
5.	Abul Basor Pathia	Bodi alam	M		40
6.	Osman Goni	Abdul Hakin	M		38
7.	Ali Kabir	L-Abdul kalek	M		30
8.	Azgor Ali	L-Fzor Ali	M		27
9.	Rafiq	Jake ahmad	M		23
10.	Saiful Islam Jaber	Abdur Rahman	M		34
11.	Kaman Hossain	Amir Hamja	M		28
12.	Anwar	Korban ali	M		20
13.	Bodi Alam	Mahfuzur Rahman	M		23
14.	Siraj	Abdul Khalek	M		32
15.	Kotub Uddin	Nurul Alam	M		30
16.	Md. Hossain	Abdul Jalil	M		40
17.	Saidul Islam Jakeria	Oli Ullah	M		40
18.	Dholiaya	Golam Hossain	M		34
19.	Shafiq Alam	L-Fazol Karim	M		40
20.	Nurul Amin	Abdul Karim	M		41
21.	Osman	Ali Hossain	M		24
VCF Members					
22.	Md. Hossain	Habibur Rahman	M		
23.	Zoobaida Begum	L-Asiur Rahaman		F	
24.	Md. Amin	L-Abdur Sukkur	M		
25.	Md. Zamal Hossain	Amir Hossain	M		
26.	Sabekon Naher	L-Fozal Karim		F	
27.	Hamida Begum	Muslim Uddin		F	
28.	Habibur Rahman	L-Raham ali	M		
29.	Zahanera Begum	L-Md Safee		F	
30.	Halima Katun	Imam Hossain		F	
31.	Rehana Akter	Zamir Uddin	M		
32.	Maria Katun	L-Koila Mea		F	
33.	Fatema Begum	L-Nur Hossain		F	
34.	Mozir ahmad	L-Abdul Bari	M		
35.	Hazera Katun	L-Amir Hossain		F	
36.	Nabi Hossain	L-Abul Hossain	M		
37.	Kalim Ullah	L-Sayed	M		
38.	Rasida Begum	Ilias Ahmad		F	
39.	Nasir Uddin	L-Gora Mea	M		
40.	Sona Mea	L-Abdur rahman	M		
41.	Enam Mea	Jahurul Haque	M		
42.	Kursida Begum	Shahab Uddin		F	
43.	Rasida Katun	Abu siddiq		F	
44.	Rosina Akter	Abser Mea		F	
45.	Najam Uddin	L-Agaher Mea	M		
46.	Nur Basor	Sabbir ahmad	M		
47.	Abul Kalam	Abdul Fattah	M		
48.	Rasida Begum	L-Shamsum Alam		F	
49.	Nrul Amin	Goni Mea	M		
50.	Mostak Ahmad	L-Islam	M		
51.	Monor Alam	Mozaher Ahmad	M		
52.	Arica Begum	L-Amir Hossain		F	
53.	Helal Mea	Sarof Uddin	M		

54.	Rahmat Ullah	L-Moktul Hossain	M		
55.	Zafor Alam	L-Abdus Sabi	M		
56.	Jahurul Haque	Najam Uddin	M		
57.	Shahab Uddin	Nur Basor	M		
58.	Abu siddiq	Abul Kalam	M		
59.	Abser Mea	Bodi Alam	M		
60.	Kabir Ahmad	Siraj	M		
61.	Nurul Islam	Kotub Uddin	M		
62.	Nasir Uddin	Md. Hossain	M		
63.	Abdul Kalek	Saidul Islam Jakeria	M		
64.	Bodi alam	Dholiaya	M		
65.	Abdul Hakin	Shafiq Alam	M		
66.	Abdul kalek	Nurul Amin	M		
67.	Fzor Ali	Osman	M		
68.	Jake ahmad	Osman	M		
69.	Abdur Rahman		M		
70.	Amir Hamja		M		
71.	Korban ali		M		
72.	Mahfuzur Rahman		M		
73.	Abdul Khalek		M		
74.	Nurul Alam		M		
75.	Abdul Jalil		M		
76.	Oli Ullah		M		
77.	Golam Hossain		M		
78.	Fazol Karim		M		
79.	Rokey Begum	H-Lotfor Rahman		F	
80.	Agaher Mea	L-Abul Hossain	M		
81.	Farzana	Chan Mea		F	
82.	Lotfa Begum	Jalil Ahmad		F	
83.	Roton Khanti Das	Kali Das	M		
84.	Sunit Das	Kama Khanti Das	M		
85.	Bimal khanti Dor	Arjun Khanti Dor	M		
86.	Babul Barua	Raton Brua	M		
87.	Golam Rahim	Abdur Rahman	M		
88.	Selina sultana	Fazlay Elahi		F	
89.	Tuhin Akter	Jasim Akter		F	
90.	Khaleda Begum	Jafor Alma		F	
91.	Rehana Akter	Nure ahmad		F	
92.	Shahab Uddin	Kalim Uddin	M		
93.	Shaha Aiz	Aziruzr Rahman	M		
94.	Will Select by CMC/PIC with consultation from IPAC management team				
95.					
	Total				

RECORD KEEPING AND INTERNAL CONTROL

Bank Account No.

- STD-07

Title of Bank A/C:

- Medhakachapia Co-Management Committee, Chakaria, Cox's Bazar.

Type of A/C (CD/STD/Savings/others):

- STD account

Name of Bank, and Branch:

- Agrani Bank Limited,

Address:

- Khutakali Branch, Chakaria Cox's Bazar.

Name and Designation of person (s) authorized to sign the cheques:

- Member Secretary: Nizamot-Ullah, Range Officer, Khutakali Range, Chakaria, Cox's Bazar.
- Treasurer: Md. Joynal abedin, Maddyam Garjantali, Khutakali, Chakaria, Cox's Bazar.

Please describe your plan for Accounting, and other record keeping, documentation of the project activities. Also, describe your plan for internal control mechanism for Finance, and Assets. (maximum ½ page)

Accounting System:

- CMC have a manual bookkeeping and accounting procedure until such time CMC management decides to computerize the existing accounting system. The CMC office has maintained the following book of accounts and vouchers for day-to-day record keeping, , Cash Book, General Ledger, Stock Register (if required), Fixed Asset Register, Payment Voucher, Journal Voucher
- No transaction is accepted as authorized unless is approved by the respective authority. The respective account officers will scrutinize the bills/vouchers of all the works of the projects. The scrutinized will be approved by Chairperson/President of Co management Committee. In the absence of Chairperson/President the person nominated by him will give the approval of the bills/vouchers.

Banking: The CMC will have the following policies for conducting and controlling the bank account:

- There will be separate interest bearing bank account for local contribution and foreign contribution. The salaries of the staff of the CMC will be paid through bank account by cheques. However, in considering the distance of the working area, time and certain other condition salary may be paid in cash. Each of the new projects of the CMC there will be separate bank account. Bank account of CMC will be conducted with the joint signature of the any two of the following:
 - i) Member Secretary Mandatory/Main Signatory
 - ii) Vice – Chairperson Co- Signatory - 1
 - iii) Treasurer Co- Signatory - 1
- The accountant will prepare the cheques for withdrawal of cash from the account. In no case the bank operating persons (signatories) will prepare the cheques.
- The bank charges and the interest received from the banks will have to be taken into account in the proper manner.
- If any cheque is being cancelled, this cheque will be kept preserved as attach with the counter-folio of the cheque book marking "cancelled".

- Any payment exceeding Taka 10,000/- for whatever the reasons must be made through account payee cheque subject to prior approval of the Chairperson
- The cheques will be issued in the name of any organization or business institution and against the name of any person if he/she does not have any organization.
- Money receipts should be there in all cases of payments against any purchase or bill.
- The accountant will check all quotation, purchase order, invoice, bill etc while preparing any vouchers.
- While making any payment through cheque the receiver must sign on the back of the counter-folio of the cheque by the recipients or his/her authorized persons.
- The accountant should check the bank balance before preparing any cheque for withdrawal from the bank.

Enclosures: one set photocopy, Organizational Profile (if any), Certificate of Registration and/or Published Govt. Gazette, Experience Certificate/evidence of other projects (if any), Membership/Affiliation with other organizations (if any), Certification of bank A/C provided by concerned bank, Meeting Minutes with Signature of Management Committee, Budget basis (if any, detail breakdown of each broad category), Copy of the Policy Manuals (Constitution, Procurement, Travel & Perdiem, Personnel), which are provided by IPAC and approved by the Management Committee