

## PROJECT PROPOSAL

### Sustainable conservation through enhancing Livelihoods Improvement activities for forest dependents

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#### SUBMITTED TO



নিসর্গ নেটওয়ার্ক

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Integrated Protected Area Co-Management Project-IPAC  
House # 68, Road # 1, Banani, Dhaka-1213, Bangladesh

#### SUBMITTED BY:

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Shilkhali CO-Management Committee

Teknaf, Cox's Bazar, Bangladesh

## EXECUTIVE SUMMARY

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The livelihoods of many people in Bangladesh and worldwide are closely connected to forests. People rely on forests to fulfill a number of important functions. Forests safeguard environmental services that communities depend on by protecting water sheds, preventing erosion, and assuring a relatively steady source of water flow for agriculture. Forest help many people to meet their subsistence needs with wild foods, wood to fuel fires, medicinal plants, and materials building infrastructure, and business productions. So, forests offer a range of economic benefits and opportunities. Additionally, Forests have cultural and spiritual significance and contribution to people's lives in non-monetary ways. With all these in mind, it is important to tie the climate change with food security to conserve Bangladesh's nature.

One of three CMCs under the Teknaf Wildlife Sanctuary, Shilkhali Co-Management Committee is going to submit a project proposal to the Integrated Protected Area Co-Management Project-IPAC, an USAID/Bangladesh's - Environmental Program contributes to sustainable natural resource management and enhanced biodiversity conservation in targeted forest and wetland landscapes with the goal of preserving the natural capital of Bangladesh while promoting equitable economic growth and strengthening environmental governance. IPAC is implemented by the Ministry of Environment and Forests (MoEF), and Ministry of Fisheries and Livestock (MoFL), through a consortium of partners led by International Resources Group (IRG).

IPAC introduced the Collaborative Management or co-management approach that shares management responsibilities, benefits and decision-making powers for the conservation of Protected Areas among key stakeholders. As a tool to achieve the broader objective of Biodiversity conservation, IPAC is continually granting Landscape Development Fund to strengthen capacity of CMCs for sustainable natural resources management that includes alternative livelihoods activities for forest and wetland resources dependent communities.

The project titled "Sustainable Conservation Through Enhancing Livelihoods Improvement Activities For Forest Dependents" is aimed to create alternative income generation opportunities to forest dependent communities. 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. 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.

It is very much cleared that majority household are landless and hardly living with own homestead land. 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. There are 196 CPG members will get support from the proposed project that is living in and around PA and landscape.

The biodiversity of forest of TWS are disappearing rapidly due to population pressure, proper management, unauthorized utilization etc. Biodiversity influences peoples economic, social and cultural development and hence their quality of life. The CMC has been working for increase productivity, improve resource management and encourage more effective community awareness and involvement. The major goal of the CMC is to prepare local communities to take responsibility for the long-term management of natural resources and to reduce dependency of its uses.

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## JUSTIFICATION/BACKGROUND

Shilkhali Co-Management Committee (CMC), as the organization is duly incorporated as per the Circular No. POBOMO/PORISHA-/NISHORGO/105 /STING/2006/398 of the Ministry of Environment and Forest, Planning Wing-4, dated 23 November 2009, which is published under Bangladesh Gazette, No 7 of the year 2010, and existing under the laws of the People's Republic of Bangladesh with its registered office in Bangladesh, at the area of Teknaf Wildlife Sanctuary. The Sanctuary was established in 1983 as Teknaf Game Reserve (TGR) through a gazette notification from the MoEF under the Wildlife (Conservation) (Amendment) Act of 1973. The Game Reserve is recently renamed as Teknaf Wildlife Sanctuary (TWS) by a notification No: MOEF/Forest-02/wildlife/15/2009/492 dated 09 December 2009.

The sanctuary harbors a wide diversity of tropical semi-evergreen flora and fauna and is home to the Asian Elephant. The sanctuary is an elongated hill range towards southern tip of the country and bounded by the Naf River in the east and the Bay of Bengal in the west. The sanctuary is challenged with some grave problems: influx of Rohingya migrants since 1990, excessive removal of forest products, forestland encroachment, brickfields within one km of the sanctuary, growing population with high growth rate, illiteracy, poverty, scarce drinking water, etc.

Shilkhali CMC formed in 27 Sep 2006 and reformed in 18 Aug 2010 and the organization is registered under the Social Welfare Affairs of Bangladesh. It has approved Constitution and Policy Manuals (Procurement, Travel & Perdiem, Personnel). The CMC represents participation of multiple stakeholders including 32 VCFs with 64 PF members, Civil Society, Local Elites, Local FDs, 4 CPGs, 3 Nishorgo Clubs and other concerned and interested community people, with their specific role in participation to the co-management. Shilkhali CMC has the vast experiences of social mobilization activities and LDF grants project implementation as well with the co-management approach

The Shilkhali CMC comprises of 32 Villages with 6,253 Households and 38,500 populations. Local Forest Dept maintains 1 FD Range Office, 3 Beat Offices, under Teknaf Upazilla of Cox's Bazar district. CPG is the front line associated staff of the co-management process where CPG assisting to the forest department in patrolling. The local government members, civil society member and owner of the resource user institutions that ensure 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 CPG is usually meet to plan and prepare a 'menu' for village development and review the implementation of the plan by co-management organizations. CPG is also mandated to meet at least 12 times in a year; may meet more according to the necessary of community.

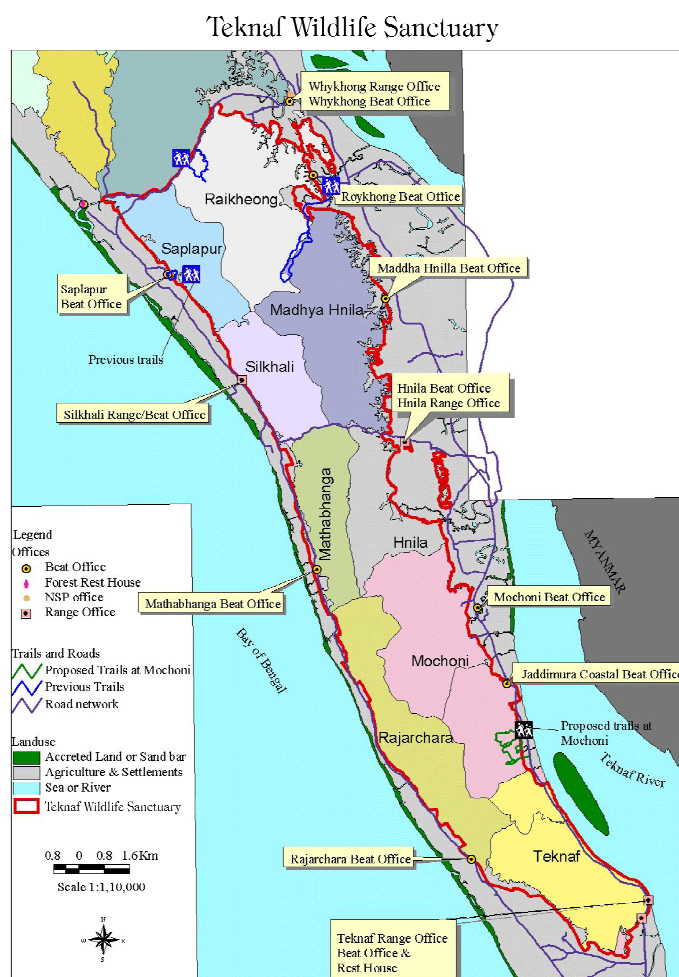
The primary sources of income of peoples living around the Teknaf Wildlife Sanctuary are agriculture, betel leaf cultivation, day labor, fishing, small trade and fire wood collection. It is around 10% HHs have no secondary income source. The poor peoples become forced to incline on forest resources for livelihood. It is very much cleared from the PRA reports that about 80 % household are landless and hardly living with small homestead land their own.

On the other hand 20% HHs has cultivable land and the rest HHs have no cultivable land. Food deficit are very common with the poor CPG 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.

The target participants have experience on various trades of agriculture, betel leaf cultivation, poultry 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.



The project identified initially 122 mostly dependent HHs those who have no other option to cope for providing skill and input support for mitigating the situation. The proposed project “Sustainable Conservation Through Enhancing Livelihoods Improvement Activities For Forest Dependents” includes Vegetables and Dry Fish business, Rickshaw & Van support, Group Business of Betel Leaf and nut along with hybrid fruits and bamboo seedlings distribution to be raised at household level. The project site includes the villages of Jahazpora, Shamlapur, and Chowkiderpara

## DESCRIPTION OF THE PROPOSED PROJECT

### OBJECTIVE

Major and lasting objective of this project is to restore and maintain the Teknaf Wildlife Sanctuary's forests both buffer and core zone and its constituent biodiversity in the best possible condition. Specifically, the following key objectives will be achieved during the restoration plan implementation period of one year:

- Contribute to the greater biodiversity conservation through effective and regular plantation activities i.e. Revive Community reforestation effort through Nursery Development
- Promote alternative livelihood practices among the community people by providing them with technical and financial support for scaling up alternative Livelihoods activities at the Landscape ensuring global climate change adaptation process
- Ensure sustainability of the CMC, and VCFs in the co-managed PAs establishing adequate linkages to future funding

## Major ACTIVITIES

The proposed major activities of the project outlined as the following:

1. 30 VCF members will be provided supports for Vegetables business individually
2. 22 Female CPG members will be provided supports for Dry Fish business in group
3. 70 CPG members will be provided supports for Betel Leaf and Nut business in group
4. Providing 5 Eco-Rickshaw and 5 Carrier Van that may be pulled by CPG members and/or poor VCF members
5. With a group approach All the above CPG members will be benefited from trading vegetables and dry fishes, Betel Leaf and Nut business, and earning from Rickshaw/Van rents; also this will approach in a group of all CPG members with a minimum benefit sharing to CMC

## Details of Sub Activities:

In doing the following steps and processes to accomplish the proposed project activities, the IPAC Site Team, the CMC and local FD stakeholders will jointly decide and be involved based on regular sharing and communication to each others:

- **Proposal preparation and submission:** Proposal preparation, sharing with key stakeholders and proposal submission will be held based on Consultation and decision regarding LDF proposal in the CMC meeting, and upon Feasibility study and consultation with local community, CPGs, GOB departments, VCFs
- **Group Formation:** The CPG/VCF members will be grouped according to their income generation support.
- **Training/orientation/meeting:** Training, orientation and various meeting will organize to provide on the desired trades of Mushroom cultivation, Bamboo and Cane made product development, ethnic weaving, tourist shop and pond fish culture.
- **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 (partial) support will be provided to the designed trade from the project and the beneficiary contribute the rest of amount.
- **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 (PIC) will frequently visit project sites and keep record to prepared monthly report for internal and external report.

- **Reporting:** The project implementation committee (PIC) will prepare monthly report and sends to funding authority monthly and quarterly basis. After completion of project a final report will be prepared.
- **Audit:** The audit will carried out at ending the project activities from internal or external audit firm clearance from funding authority.

## OUTCOME OF THE PROJECT

- Biodiversity will be increased through effective conservation; Social mobilization and awareness on conservation issues among the participants will rise in the landscape area through continuous reinforcement of messages about the need of planting trees
- A working capital will be established and revolved by the targeted participants
- Participants will be adapted with the global climate change affects through scaling up alternative Livelihoods activities
- Financial and project management capacity of the CMC will be improved; Good working relationship with local GOB and other stakeholders will be strengthen
- The potential donors/sponsors will come forward for granting in near future

### Earning matrix from selected livelihood activities

SL	Livelihoods improvement activities	Time Frame	Earning in BDT
1	Vegetables business	Weekly	1,050
2	Per Rickshaw	Weekly	1,400
3	Per Van	Weekly	1,400
4	Dry fish business	Weekly	1,400
5	Betel leaf and nut business(Group)	Monthly	5,000

### Methodology of Project Implementation

The project will be following a standard participatory approach in beneficiary selection, planning, procuring, implementing and monitoring of the proposed activities. According to decision taken in the subsequent meetings, project proposal has been developed and submitted to IPAC authority for approval. Once the proposal is accepted and approval is made, subsequent steps will be taken into consideration.

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 Teknaf Wildlife Sanctuary. All the project participants were selected by co-management committee. 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/orientation of project participants is 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/orientation for the project participants on for nursery establishment, homestead gardening, bamboo and cane made product development, eco-rickshaw for alternative income generating activities, organizational development and management etc.

There will be a project implementation committee who will implement project activities with supervision on behalf of CMC of Shilkhali. Project implementation committee will produce monthly report in the monthly CMC meeting. They will monitor by site level impact project management staffs so that they remain on track in implementing project successfully.



## Monitoring and Evaluation System

Project monitoring is a process that will record achievements of its objectives and the work plan to show performance of the raised plantation and to identify any irregularities. The management team will form monitoring unit to facilitate this process.

This unit will carry out studies to ascertain, the community's perception about the project, factors responsible for motivating or hindering beneficiaries from participating in the project etc. 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 use PRA tools to gather information and dispense the same to the beneficiaries.

Monthly work plan, monthly reporting, and completion reporting will be done by the CMC regular basis. Record for project staff and Care-takers as well as financial progress, materials register will be maintained by CMC. A visitor book may be kept so that all visitors can write their comments and feedback for further improvement of the project and its learning could be used during implementation of current and future projects.

A mid term internal evaluation may be performed to see the track of the project and take corrective measures. Also, an end line survey after completion of the project will be done by CMC to measure the qualitative and quantitative achievement of the project. As part of regular technical services, IPAC team will arrange and conduct orientation/training for CMC on monitoring who will directly be implementing proposed activities.

- CMC will form a project implementation committee (PIC) selecting 3-5 members from committee for respective work area work ( i.e. on project site basis)
- The appointed CMC member will work on voluntary basis.
- Project implementation committee (PIC) will prepared a work plan and then they produce it to the monthly CMC meeting. It will be approved in CMC meeting. All activities will be executed following approved plan and guideline.
- The PIC will prepare a monthly report before meeting for following of every successive month.
- There will be cent percent of CPG member and rest others planned to be the beneficiaries from VCF who are with skilled on respective trades.
- The project activities will be completed with time frame of pre-prepared work plan and report should be made accordingly.
- Internal audit will be performed every month.

### Communication and dissemination of results:

The communication methods will be applied over the beneficiaries involve directly and indirectly. The committee members will go to project areas and shared the outcomes activities with them. Project implementation committee (PIC) will arrange meeting at their office involving respective government officials, non government, and local authorities for focusing their activities performed successfully.

SI	Client/Target Stakeholders	Way of dissemination/Method of communication
1.	General people	Through installing a signboard
2.	VCF members	Discussion during monthly meetings
3.	Journalist	Meeting with local journalist and sharing the activities
4.	Upazila Govt. Officers including administration, FD, etc	In monthly Co-ordination meeting it will be shared; Time to time visit

## WORK PLAN

Activity/Sub Activity	Aug- Oct 11	Nov 11- Jan 12	Feb- Apr 12	May- Jul 12
<b>Technical and Input Support for scaling up livelihoods activities:</b>				
Meeting with targeted beneficiaries				
Selection of alternative livelihood options based on local considerations and community's skill				
Beneficiary finalization and organize, group formation				
Revolving Business plan and tools develop				
Provide selected livelihood options wise orientations/training				
Purchase input support following policies				
Distribute input support involving stakeholders				
Technical assistance and advice if needed for AIGAs				
Monitoring & reporting through on-site visits				
<b>Final Evaluation of project and Completion Reporting, Auditing</b>				

## SUSTAINABILITY PLAN

As impact of the project, taking a landscape approach, co-management stakeholders will work together to manage a broad landscape for integrated conservation and sustainable development objectives. Protected Areas are managed as core conservation zones, with management activities limited to ecosystem and environmental services conservation, rehabilitation, restoration, and sustainable natural resources management. Broader landscapes adjacent to and beyond Protected Areas are managed for low-emissions based sustainable development based on the intensification of economic activities i. e agriculture, fisheries, agro-forestry and other sustainably managed value chains.

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

It is expected that all the CPG and VCF members will generate expected level of income from their business of Vegetables and Dry fishes, Betel Leaf and Nut, and Rickshaw/Van rental services they will earn. Also they will make savings of surpluses to make a revolving working capital from their business. CMC will also receive a percentage from above group sources of livelihoods activities so they can continue their services effectively. Thus, beneficiaries will continually remain involved throughout the years and never go back to forest degrading activities.

So, the vision of institutional development including the project participants will initiate sustainable income generation that will reduce pressure to forest and the environment, increase biodiversity and create wealth to generate income in order to achieve the millennium development goals. Co-management approach will

provide the greatest opportunity for effectively managing an expanding PA system in a manner that contributes significantly to resilience-based development, food security and Global Climate Change adaptation and mitigation.

The project will continue identifying stakeholders, exploring development partners from the Govt., private and non-government, Donor organizations to work with. Collaboration will provide efficient service delivery and sustain project activities after donor support.

## Budget

SL	Head of Expenditure	Quantity	Unit Cost	Grant Amount (BDT)	Community Contribution	Total (BDT)
<b>A</b>	<b>Program cost (Support):</b>					
1	Eco-Rickshaw	5	12,500	62,500	2,500	65,000
2	Carrier Van	5	10,000	50,000	2,500	52,500
3	Fish business (Drying) in female group (22 persons in 3 groups)	3	23,500	70,500	7,500	78,000
4	Vegetables business (VCF members)	30	2,250	67,500	6,750	74,250
5	Small trade (betel leaf & nut) 10 CPGs in each group	7	30,000	210,000	21,000	231,000
	<b>Sub-total - A</b>			<b>460,500</b>	<b>40,250</b>	<b>500,750</b>
<b>B</b>	<b>Orientation cost:</b>					
1	Orientation (1+2+3)	6	2,500	15,000	1,500	16,500
2	Meeting	12	250	3,000	3,000	6,000
	<b>Sub-total - B</b>			<b>18,000</b>	<b>4,500</b>	<b>22,500</b>
<b>C</b>	<b>Administrative cost:</b>					
1	Office Supplies	12	400	4,800	-	4,800
2	Photocopy, mail, postage	12	100	1,200	-	1,200
3	Audit	1	7,500	7,500	-	7,500
	<b>Sub-total-C</b>			<b>13,500</b>	-	<b>13,500</b>
D	Transport cost	12	400	4,800	4,800	9,600
E	Travel and per diem	4	750	3,000	3,000	6,000
	<b>Total Cost (A+B+C+D+E)</b>			<b>499,800</b>	<b>52,550</b>	<b>552,350</b>

**Total budget in BDT: Five lakh Fifty Two Thousand Three Hundred Fifty only.**  
**Grant amount is BDT: Four Lakh Ninety Nine Thousand Eight Hundred only.**

## PROPOSED SCHEDULE OF FUND DISBURSEMENT

Installment for project Activities	Period (Months/Year)	Estimated Cost	% of Grant Amount
1st Installment	1st Quarter 3 month	399,840	80%
2nd Installment	2nd Quarter 2 months	99,960	20%
<b>Total</b>		<b>499,800</b>	<b>100%</b>

## SIGNATURE

I, the undersigned, Md. Saifullah, the president of Shilkhali CMC, Teknaf, 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: 8 July 2011

## INFORMATION ON THE ORGANIZATION (PROFILE)

Type of Organization (CMO/RMO/ECA/Others): Shilkhali Co-management Committee (Shilkhali Nishorgo Bikash Kendra), Teknaf Wildlife Sanctuary, Range Office, Shilkhali, Cox's Bazar.

Date of foundation (D/M/Y): Council and committee reformed on 18/08/2010. With GOB Gazette no MOEF/env-4/Nishorgo/105/sting/2006/398 dated on 23/11/2009

### Address:

Shilkhali co-management committee (Shilkhali Nishorgo Bikash Kendra),  
Shilkhali Range Office,  
kaderpara Baharchara  
Teknaf, Cox's Bazar.  
Telephone Number: 01815-912592  
E-mail (if any): No  
Contact Person: Md. Saifullah  
Position with the organization: Chairman

Contact person's address:

Md. Saifullah  
Shilkhali co-management committee (Shilkhali Nishorgo Bikash Kendra)  
Shilkhali Range Office,  
kaderpara Baharchara  
Teknaf, Cox's Bazar.  
Telephone Number: 01815-912592

**Management Committee** of the organization that will be involved in the implementation of the project. Insert rows as require

SI	Name	Designation in organization
1.	Md.Saifullah	Chairman
2.	Md.Tarikul Islam	Member Secretary

3.	Md.Abdullah Al Mamun	Treasurer
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**Tentative Beneficiaries** will be engaged in the project: Village wise List of Beneficiaries, as per following table:

Name of CPG: **Shilkhali Gorjon-CPG**

SI	Name of CPG Member	Father's Name	Village
01	Abul Kalam Abu	Hazi Sekandor	Jahazpora
02	Rabiullah	Lal Mia	-do-
03	Abdullah	Md.Hochon Ali	-do-
04	Molbul Ahmod	Late Oziullah	-do-
05	Kamal Hossain	Jafor Alom	-do-
06	Sayed Ahmod Badsha	Late Abdul Aziz	-do-
07	Md.Sekandor	Sayed Ahmod Badsha	-do-
08	Md.Belal	Md.Ismail	-do-
09	Yusuf Jamal	Omor Mia	-do-
10	Sultan Ahmod	Late Mohammad Hossain	-do-
11	Oli Ahmmod	Late.Md.Nasim	-do-
12	Amir Hossain	Oli Ahmod	-do-
13	Anwar	Amir Hossain	-do-
14	Norul Ammen	Md.Hossain	-do-
15	Mostofa Ahmod	Habibur Rahman	-do-
16	Habib Hossain	Late Petan Ali	-do-
17	Amir Hossain	Oli Ahmed	-do-
18	Md Shahjalal	Md.Ullah	-do-
19	Md.Harun	Abdur Rashid	-do-
20	Noor Hossain	Meer Ahmod	-do-
21	Ali Akbor	Nazir Ahmod	-do-

22	Jonal Abedin	Md. Hossain	-do-
23	Moulana Idris	Md.Sekandor	-do-
24	Abu Bakkor	Moktul Hossain	-do-
25	Foyez Ahmod	Oli Hossain	-do-
26	Selim Ullah	Abdul Karim	-do-
27	Abdullah	Moulana Samsul Alom	-do-
28	Ali Ahmod	Mochhon Ali	-do-
29	Sabbir Ahmod	Mohammod Sekandor	-do-
30	Abdullah	Moulana Md.Hochhon	-do-
31	Kamal Uddin	Iman Sharif	-do-
32	Md.Badsha	Ali Ahmod	-do-
33	Momtaz Ahmod	Sultan Ahmod	-do-
34	Eklas Mia	Bacha Mia	-do-
35	Becha Mia	Abdul Aziz	-do-

Name of CPG: **Shaplapur Mehgoni CPG**

SL	Name of CPG Member	Father's Name	Village
01	Khairul Bashor	Siddique Ahmed	Shamlapur
02	Norul Ameen	Shafikur Rahman	-do-
03	Chalim Ullah	Azizur rahman	-do-
04	Habib Ullah	Amir Hossain	-do-
05	Hamid Hossain	Sayed hossain	-do-
06	Kalim Ullah	Nazir hossain	-do-
07	Bashir Ahmed	Khaier Mohammad	-do-
08	Abdul Karim	Md. Kashem	-do-
09	Karom Ali	Dewan Ali	-do-
10	Abdun Nabi	Nazir Hossain	-do-
11	Hamid Ahmod	Abdur Rahman	-do-
12	Md.Belal	Abdul Gofur	-do-
13	Karim Ullah	Rezaul Karim	-do-



14	Fazol Haque	Nasir Ahmed	-do-
15	Ajhar Alom	Fazol Karim	-do-
16	Zafor Alom	Alfolatun	-do-
17	Abul Manjur	Mohamodul Haque	-do-
18	Azim Ali	Amir Hossain	-do-
19	Abul Kashem	Gofiur Rahman	-do-
20	Bashir Ahmed	Moktul Hossain	-do-
21	Oli Ahmed	Kahor Ali	-do-
22	Gora Potu	Mohammod	-do-
23	Chaber Ahmed	Abdur Rahman	-do-
24	Kamal Hossain	Abul Kalam	-do-
25	Md.Farid	Bacha Mia	-do-
26	Abdur Rahim	Maimunor Rahamn	-do-
27	Azahar Alom	Abdus Sobahan	-do-
28	Sona Ahmod	Toju Mia	-do-
29	Md.Kalu	Noor Mistri	-do-
30	Md.Yusuf	Akkas Ali	-do-
31	Lal Mia	Sayed Ahmod	-do-
32	Salim Ullah	Norunnabi	-do-
33	Sayed Noor	Azizul Haque	-do-
34	Md. Yusuf	Abdul Mozid	-do-
35	Momtaz Ahmod	Norul Hoda	-do-

**Name of CPG:Jhau Plantation Female CPG**

SL	Name	Father's/Husband's Name	Village
01	Monjora Begum	Pathen Kader	Shamlapur
02	Dhonai Begum	Shamsul Alam	
03	Rabeya Khatun	Osi Uddin	
04	Sanjida Begum	Jiaur Rahman	

05	Taslima Begum	Saiful Islam	
06	Kolsuma Begum	Sayed Hosian	
07	Rabeya Khatun	Mahmud Kabir	
08	Josna Akter	Gias Uddin	
09	Samoda Begum	Bodi Alam	
10	Shaheda Begum	Rashid Ahmmed	
11	Monwara Begum	Abdul Kashem	
12	Chhamoda Begum	Norul Alam	
13	Monwara Begum	Abdul Rajjak	
14	Anwora Begum	Kamal Hosain	
15	Banu Bibi	Ahmod Kabir	
16	Khotiza Begum	Md.Ismail	
17	Moriom Khatun	Md.Ilias	
18	Hason Ara Begum	Deel Mohammad	
19	Sofiya Begum	Abdus Salam	
20	Johora Begum	Mokter Ahmmod	
21	Maleka Begum	Abdul Malek	
22	Hasina Akter	Deel Mohammad	

#### List of VCF members

SL	Name of VCF Member	Name of Father/Husband's Name	Village
01	Noor Ahmmed	Rashid Ahmmed	Kaderpara
02	Md.Yiub	Aman Ullah	,,
03	Md.Norul Alam	Fazol Ahmmed	,,
04	Gol Bahar	Norul Kabir	,,
05	Kamrunnahar	Ala Uddin	,,
06	Fatema Khatun	Mojibor Rahman	,,

07	Sahara Khatun	Momtaz Ahmmed	Poranpara gochagra
08	Sakera Begum	Najim Uddin	,,
09	Morsheda Begum	Md.Belal	,,
10	Abdus Salam	Ahmmed Hosain	North Shilkhali
11	Monir Ahmmed	Poton Ali	,,
12	Md.Ali	Md.Halu	,,
13	Fakir Mohammod	nasir Hosain	Shamlapur
14	Abdul Mannan	Norul Huda	,,
15	Firoz Ahmmed	Azizul Haque	,,
16	Hamida Begum	Momtaz Ahmmed	Korachipara
17	Momtaz Begum	Rahomot Sharif	,,
18	Naima Khatun	Ajim Ali	,,
19	Jaheda Khatun	Rafiqul Alam	South Poranpara
20	Sajeda Khatun	Khorshid Ahmmed	,,
21	Amena Khatun	Bashir Ahmmed	,,
22	Rabeya Khatn	Mohibullah	North Shilkhali
23	Ayesha Khatun	Mokter Ahmmed	,,
24	Chinu Bala	Monto bala	,,
25	Md.Belal	Md.Ismail	Holbonia
26	Sayed Ahmmed	Abdul Aziz	,,
27	Sabbir Ahmmed	Fakir Chan	,,
28	Ayesha Khatun	Badiul Alam	,,
29	Mohsina Begum	Moslem Mia	,,
30	Saleha Begum	Jamal Hosain	,,

#### RECORD KEEPING AND INTERNAL CONTROL

Bank Account No:

- Current Account-707

Title of Bank A/C:

- Shilkhali Co-Management Committee, (Shilkhali Nishorgo Bikash Kendra) Cox's Bazar.

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

- Saving Account

Name of Bank, and Branch:

- Bangladesh Krishi Bank (BKB), Teknaf Branch
- Address:

- Teknaf Branch, Teknaf, Cox's Bazar.

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

- Member Secretary: Md. Tarikul Islam, Range Officer, Shilkhali Range, Cox's Bazar South Forest Division.
- Treasurer: Md. Al Mamun Naokhali, Shilkhali, Teknaf Cox's Bazar.

**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)**

The Shilkhali CMC of TWS will be responsible for overall fund management. There will be project implementation committee who will execute project activities. About ninety four percent fund of the project will be use for income generation supports and rest of the fund will be use as training and orientation. The CMC of Shilkhali 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 Shilkhali 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. 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.

- CMC have a manual book keeping 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, 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.