

Project Administration Manual

Project Number: 55201-001

Loans and Grant Numbers: LXXXX; GXXXX

October 2022

People's Republic of Bangladesh: Coastal Towns
Climate Resilience Project

ABBREVIATIONS

ADB	–	Asian Development Bank
ADF	–	Asian Development Fund
BNBC	–	Bangladesh National Building Code
cm	–	centimeters
COVID-19	–	coronavirus disease
CSO	–	civil society organization
DMF	–	design and monitoring framework
DPP	–	Development Project Proforma
EMP	–	Environment Management Plan
EWCD	–	Elderly (older persons), women, children, and persons with disabilities
FAPAD	–	Foreign Aided Projects Audit Directorate
GESI	–	gender equality and social inclusion
ICCDC	–	Institutional Capacity and Community Development Consultant
LGD	–	Local Government Division
LGED	–	Local Government Engineering Department
MLGRDC	–	Ministry of Local Government, Rural Development, and Cooperatives
NbS	–	nature-based solutions
NGO	–	nongovernment organization
O&M	–	operations and maintenance
OCAG	–	Office of the Comptroller and Auditor General
OCR	–	ordinary capital resources
PIU	–	project implementation unit
PMU	–	project management unit
SEMR	–	Semiannual environmental monitoring reports
UCCRTF	–	Urban Climate Change Resilience Trust Fund

CONTENTS

I.	PROJECT DESCRIPTION	1
	A. Impact and Outcome	1
	B. Project Outputs	1
II.	IMPLEMENTATION PLANS	5
	A. Project Readiness Activities	5
	B. Overall Project Implementation Plan	6
III.	PROJECT MANAGEMENT ARRANGEMENTS	9
	A. Project Implementation Organizations: Roles and Responsibilities	9
	B. Key Persons Involved in Implementation	15
	C. Project Organization Structure Ministry of Local Government, Rural Development, and Cooperatives	16
IV.	COSTS AND FINANCING	18
	A. Cost Estimates Preparation and Revisions	19
	B. Key Assumptions	19
	C. Detailed Cost Estimates by Expenditure Category	20
	D. Allocation and Withdrawal of Loan and Grant Proceeds	21
	E. Detailed Cost Estimates by Financier	22
	F. Detailed Cost Estimates by Outputs and/or Components	23
	G. Detailed Cost Estimates by Year	24
	H. Contract and Disbursement S-Curve	25
	I. Fund Flow Diagram	28
V.	FINANCIAL MANAGEMENT	29
	A. Financial Management Assessment	29
	B. Disbursement	35
	C. Accounting and Financial Reporting	38
	D. Auditing and Public Disclosure	41
	E. Closing of the ADB Loan and Grant Accounts	42
VI.	PROCUREMENT AND CONSULTING SERVICES	43
	A. Advance Contracting and Retroactive Financing	43
	B. Procurement of Goods, Works, and Consulting Services	43
	C. Procurement Plan	44
	D. Consultant's Terms of Reference	44
VII.	SAFEGUARDS	44
VIII.	GENDER AND SOCIAL DIMENSIONS	69
IX.	PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION	76
	A. Project Design and Monitoring Framework	76
	B. Monitoring	80
	C. Evaluation	81
	D. Reporting	81
	E. Stakeholder Communication Strategy	81
X.	ANTICORRUPTION POLICY	82
XI.	ACCOUNTABILITY MECHANISM	82

LIST OF APPENDIXES

1. Subproject Selection Criteria
2. Performance Criteria
3. Pourashava, Project Implementation Unit Fund Requisition Form
4. Pro forma Project Financial Statements
5. Financial Management Information to be included in the quarterly progress reports
6. Procurement Plan
7. Terms of Reference of Consultants Services
8. Grievance Registration Format
9. Outline of Semiannual Environmental Monitoring Report
10. Outline of Semiannual Social Safeguards Monitoring Report
11. Outline Quarterly Progress Report Format
12. Gender Action Plan Monitoring and Reporting Format

Project Administration Manual Purpose and Process

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with the policies and procedures of the government and Asian Development Bank (ADB). The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The Local Government Engineering Department (LGED) and *pourashavas* are wholly responsible for the implementation of ADB-financed project, as agreed jointly between the borrower and ADB, and in accordance with the policies and procedures of the government and ADB. ADB staff is responsible for supporting implementation including compliance by LGED and *pourashavas* of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At loan negotiations, the borrower and ADB shall agree to the PAM and ensure consistency with the loan and grant agreement. Such agreement shall be reflected in the minutes of the loan negotiations. In the event of any discrepancy or contradiction between the PAM and the loan and grant agreement, the provisions of the loan and grant agreement shall prevail.

After ADB Board approval of the project's report and recommendations of the President (RRP), changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval, they will be subsequently incorporated in the PAM.

I. PROJECT DESCRIPTION

A. Impact and Outcome

1. Coastal Towns Climate Resilience Project (the project) is aligned with the following impacts: higher and sustainable growth trajectories achieved in the face of the various weather-related natural hazards and risk and improved livability of coastal towns.¹ The project will have the following outcome: climate and disaster resilience of coastal towns strengthened, including benefiting the poor and women. The project directly supports to achieve project outcomes through three outputs.

B. Project Outputs

2. **Output 1: Municipal infrastructure for resilience improved.** Output 1 will support to develop priority municipal infrastructure and essential services that are critical for improving climate and disaster resilience and local economic development in 22 project towns.² Output 1 includes (i) elderly (older persons), women, children, and persons with disabilities (EWCD) friendly cyclone shelters constructed with early warning system; (ii) emergency access road to cyclone shelter upgraded or constructed; (iii) climate resilient infrastructure for improved urban flood risk management such as stormwater drainages, nature-based solutions, water bodies restoration, and integrated waste management (IWM) developed; (iv) roads with stormwater drainages, bridges and culverts rehabilitated or constructed for improved connectivity and access to emergency services in the event of disasters triggered by natural hazards; (v) gender-responsive and socially inclusive urban public spaces improved; (vi) slum improvement program implemented; and (vii) EWCD-friendly sanitation facilities constructed for poor households. Output 1 will also support development of EWCD-friendly socioeconomic infrastructures including (i) local markets; (ii) bus terminals; and (iii) other priority roads, bridges, culverts, and boat landing stations. Subproject selection criteria, including guidance, are elaborated in Appendix 1.

3. **Output 2: Resilient livelihoods enhanced.** Output 2 supports to increase adaptive capacity of vulnerable households to deal with climate shocks in six project towns with high poverty levels through graduation approach, also known as economic inclusion.³ The graduation approach will build resilience of the vulnerable households through a sequenced and comprehensive set of interventions to place households on an upward trajectory from poverty.⁴ The activities will include assessing climate risk and localized market to identify viable income generating activities; household skills and resource mapping; household level enterprise and employment matching; and providing tailored technical training and livelihood assets, especially to women to provide a holistic support and overcome the gaps faced by them in building resilient livelihood. Output 2 includes (i) covering climate vulnerable households in the Graduation

¹ Government of Bangladesh. 2018. [Delta Plan 2100](#). Dhaka and Government of Bangladesh, Ministry of Planning, Bangladesh Planning Commission, General Economic Division. 2020. [Making Vision 2041 a Reality – Perspective Plan of Bangladesh, 2021–2041](#). Dhaka.

² The towns which are selected based on climate risk and vulnerability assessment screening process of 11 districts in coastal areas, are: Bagerhat, Bakerganj, Banaripara, Betagi, Bhedarganj, Borhanuddin, Chalna, Charfesson, Gournadi, Jhalakathi, Kolaroa, Kuakata, Lalmohon, Morelganj, Mehendiganj, Muladi, Nalchiti, Paikagacha, Patharghata, Patuakhali, Swarupkathi, Zanjira.

³ Six project towns with high poverty rate from the top ranked climate risk project *pourashavas* are identified. These are: Nalchiti, Paikgacha, Gournadi, Mehendiganj, Chalna, and Muladi.

⁴ The four key pillars of the Graduation approach are: (i) social protection through subsistence allowance and linkages to basic services; (ii) livelihood promotion through access to sustainable and resilient livelihoods; (iii) economic inclusion through access to formal savings mechanisms and financial literacy; and (iv) social empowerment for positive behavior change among families and communities.

program in six project *towns*; (ii) training of women, including person with disabilities, to increase skills for resilient livelihood; and (iii) documenting vulnerable households' inventories of productive assets and facilitating access to insurance. This will also aid poor and vulnerable households from the effects of the COVID-19 pandemic. in.

4. The project's focus on resilient livelihoods through the graduation approach will integrate with the Poverty Reduction Action Plans (PRAPs), prepared by the *pourashavas*. The methodologies adopted in the Graduation approach will be used to strengthen and increase the comprehensiveness of the PRAP. Following are key design features for building off the PRAPs:

- **Livelihoods Resiliency Promotion:** This pillar will undertake a holistic set of measures – localized market assessment to identify and select viable income generating activities in a climate change context; household level assessment to identify skills, resources, and interests of the participants; household level enterprise/employment matching to match each household with a suitable climate resilient livelihood opportunity; tailored technical training⁵ to complement the income generating activities; and risk mitigation to deal with the risks arising out of livelihoods and climate change. The program will offer livelihood options considering the area-specific climate vulnerabilities and feasibility, in order to build resilience against climate change.
- **Social Protection:** This pillar will build effective linkages for participants to basic services and resources, such as health centers, education institutes, skill development, early warning systems, and sanitation facilities, among others. For the extremely poor households, this component can also provide basic subsistence allowance to meet immediate needs. Further, given the risks posed by natural hazards to households' productive assets, social protection will include documentation and insurance to protect such assets.
- **Financial inclusion:** Data shows that households usually cope with climate shocks using accumulated wealth or borrowing with high interest rates. This pillar will increase participants' access to formal credit systems, provide financial literacy⁶ and strengthen their savings mechanism, which will help them cope better with financial losses during climate shocks and manage disaster-induced risks.
- **Social empowerment:** This pillar aims at inducing positive behavior change among communities through life skills training on key social and health issues. For the selected coastal towns, such training can be provided on water, sanitation, health, hygiene, disaster preparedness, waste management, and other issues identified locally. Social empowerment will also aim to strengthen the existing communities to increase social cohesion and mobilize resources during disasters to support households.
- **Coaching and mentorship:** Trained field staff will work closely with households on an individual and group-basis, to provide psychosocial support, and reinforce key messages from trainings. Such coaching on pre- and post-disaster management along with measuring household progress can increase participants' resilience to cope.

5. NGOs will be engaged by the project management unit (PMU) to assist *pourashava* in implementing output 2 following Graduation approach. The criteria to identify and select households among the poor population in the six towns is based on a combination of multiple vulnerabilities. The criteria given below has been drawn from past Graduation programs in

⁵ The training will take into account the literacy level of participants and bridge the gaps required to make technical trainings more effective. The livelihood training will also include the aspect of maintenance of assets by the participants.

⁶ The training will take into account the literacy level of participants and bridge the gaps required to make technical trainings more effective

Bangladesh and represents draft parameters. The nongovernment organizations (NGO) implementing partners will advise on context specific vulnerabilities, which will be used to finalize the household selection criteria.

Intensity of support	Draft criteria from past programs
High intensity of Graduation support (meeting at least 4 out of 6)	<ul style="list-style-type: none"> • Household depends on female member's income • Own maximum 10 decimals of land • No productive assets in the household • No active male in the household • High interest debts/borrowings • School age children in work
Low intensity of Graduation support (meeting at least 4 out of 6)	<ul style="list-style-type: none"> • Household depends on seasonal or irregular income • Own maximum 30 decimals of land • 1 or 2 productive assets in the household • Unable to utilize financial and social services • Medium interest debts/borrowings • Could not afford meat or egg in 3 days

6. The above is indicative of the kinds of support, however, more detailed assessments in the six selected towns followed by validation by the *pourashavas* and NGO partners would be required to formulate the final criteria.

7. Output 3: Institutional capacity, governance, and climate awareness strengthened.

The project supports to strengthen LGED and project *pourashavas*' institutional capacity, governance, and climate awareness through knowledge management to complement physical investments as part of an integrated approach for building climate change resilience. Output 3 includes (i) risk-informed urban development plans and poverty reduction action plans of project towns submitted to *pourashavas* council and ensuring development activities aligning with the risk-informed urban development plans; (ii) training of staff of LGED and *pourashavas*, including 90% of eligible women staff, for increased knowledge on GESI-responsive climate and disaster risk assessment to inform urban development plans and development control regulations linked with hazards; (iii) training of LGED and *pourashava* staff, including 90% of eligible women staff, for increased knowledge and capacity on green and nature-based solutions (NbS); (iv) the operationalization of disaster management committee on disaster preparedness measures, cyclone shelter management committees, and standing committees on women and children's affairs, poverty reduction and slum improvement in project *pourashavas* for improving municipal governance and sustainable service delivery;⁷ (v) adapting revenue enhancement plan by each project *pourashava*; (vi) the establishment of functioning computerized tax records and billing systems; (vii) the approval of annual GESI-responsive operations and maintenance manual (O&M) plans by each project *pourashava* and allocation and spending of at least 75% of the required annual budget; and (viii) developing GESI-responsive and socially inclusive urban space guidelines. Output 3 also supports enhanced public awareness, behavior change, and community mobilization in light of emergencies such as the COVID-19 pandemic and cyclone Amphan in 2020. It will also support training and capacity building of LGED and *pourashavas* to institutionalize information technology-based remote monitoring through strengthening LGED's geographic information systems section, monitoring, and evaluation unit, and PMU.

⁷ A risk-informed performance-based budget allocation strategy will be adopted to promote governance-led infrastructure improvement to ensure sustainable urban services. The *pourashava* will need to fulfill a set of performance criteria to receive fund for infrastructure improvement. Performance criteria is elaborated in project administration manual (footnote 28).

8. **Subproject selection criteria.** Although the selection of subprojects will generally follow the priorities set by each *pourashava*, the overall project will focus on key infrastructure for municipal resilience such as cyclone shelters, stormwater drainage, green public space improvements, and urban roads with drainage, culvert, bridges for improved connectivity, and access to emergency services in the event of disasters triggered by natural hazards. Other municipal facilities such as markets and bus terminals will be supported if performance criteria are achieved, and sustainable O&M arrangements are clearly established. Subprojects in each phase will be standalone to avoid the risk of *pourashavas* not proceeding to the next stage because of poor governance. Subproject selection criteria are in Appendix 1. Executing agency will support each project *pourashavas* to conduct due diligence (technical, financial, social (Gender), safeguards, and institutional) of subprojects with the support of detailed design service consultant and prepare a subproject appraisal report. Appraisal report of integrated waste management subprojects and all subprojects with a value of more than \$1.0 million will be submitted to ADB for approval, while subproject below \$1.0 million will be fully processed and approved by the executing agency in accordance with the agreed subproject section criteria. ADB will review these subprojects on a selective basis to ensure compliance with the agreed upon criteria.

9. **Sector Development Plan.** The project will follow a sector lending modality, building on the government's Eighth Five Year Plan (FY2021–2025), Perspective Plan (2010–2021), Delta Plan, Sector Development Plan for the Water Supply and Sanitation Sector (FY2011–2025), and municipal development plan (2011). The municipal development plan which is being updated by LGED covers three pillars: (i) governance, (ii) infrastructure, and (iii) climate change and disaster. Local Government Division under the Ministry of Local Government, Rural Development, and Cooperatives (MLGRD&C), through LGED, and Department of Public Health and Engineering, has the institutional capacity to implement the plan with support provided through projects and technical assistance. The project will play a key role in assisting the government in implementing the plan and is expected to strengthen municipal governance as well as the financial, technical, and management capacity of *pourashavas* thereby coastal towns resilient.

II. IMPLEMENTATION PLANS

A. Project Readiness Activities

Table 1: Project Readiness Activities

Indicative Activities	2022							Responsible Individual/Unit/ Agency/ Government
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Advance contracting actions		x	X	X	X			LGED/PMU
Retroactive financing actions			X	X	X			LGED/PMU
Establish project implementation arrangements	X		X	X	X			LGED/PMU
ADB Board approval					X			ADB
Loans and grant signing							X	ERD/ADB
Government legal opinion provided							X	ERD
Government budget inclusion			X					LGED
Loans and grant effectiveness							X	ERD/ADB

ADB = Asian Development Bank; ERD = Economic Relation Division; LGED = Local Government Engineering Department; PMU = project management unit.

Source: Asian Development Bank.

Activities	Year																														
	2022 (Q)				2023 (Q)				2024 (Q)				2025 (Q)				2026 (Q)				2027 (Q)				2028 (Q)				2029 (Q)		
	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III
Management Activities																															
Procure works packages.																															
Recruit and mobilize project management consultant.																															
Recruit and mobilize a detailed design consultant.																															
Recruit and mobilize institutional capacity and community development consultant.																															
Recruit and mobilize two nongovernment organizations.																															
Conduct review missions, midterm review.																															
Project completion report.																															

DMF = design and monitoring framework, O&M = operation and maintenance, Q = quarter.

Source: Asian Development Bank.

III. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations: Roles and Responsibilities

Table 3: Roles and Responsibilities

Project Implementation Organizations	Management Roles and Responsibilities
<p>Executing agency: Local Government Engineering Department of the Local Government Division under the Ministry of Local Government, Rural Development, and Cooperatives</p>	<ul style="list-style-type: none"> • Oversee full project implementation and administration. • Serve as the focal agency to ADB and development partners, and government offices whose coordination, endorsement, or approval and monitoring activities are required and/or mandated by existing policies or laws. • Approval of subprojects (schemes) (Project Director, Chief Engineer, and onward as per rules policy prevailed above the authority of Project Director). • Issue a letter to Divisional Additional Chief Engineer and Regional Superintending Engineer to monitor the implementation progress and quality of the work as well as respective Divisional/Regional Office. • Administration of loan disbursements.
<p>Project steering committee (PSC)</p>	<ul style="list-style-type: none"> • To review the recommendation of the project implementation committee for addressing problems that arise during project implementation and to take decisions accordingly. • To give guidelines or to formulate policies which required for implementing project activities. • Any other matter related to project implementation. • The committee will meet at least once in every three months. • The committee may co-opt members, if necessary. • The committee is comprised of: <ul style="list-style-type: none"> • Senior Secretary/Secretary, Local Government Division, Chairperson • Joint Secretary (Planning Wing), Local Government Division • Joint Secretary (Development), Local Government Division • Chief Engineer, Local Government Engineering Department • Deputy Secretary/ Chief Local Government Division • Representative of ECNEC & Coordination Wing of the Planning Division • Representative of Planning Commission (Physical Infrastructure Division) • Representative of Concerned Sector of IMED • Representative Planning Commission (Programming Division) • Representative of Economic Relations Division (Foreign Aided Project) • Representative of Ministry of Finance (Finance Division) • Representative (Planning), Local Government Engineering Department • Project Director • Concerned Senior Assistant Chief/Assistant Chief, Local Government Division (member Secretary) • Special invitees to advise the committee on technical issues

Project Implementation Organizations	Management Roles and Responsibilities
	<ul style="list-style-type: none"> • Note: The committee may co-opt members, for the necessity of the project like (1) Department Bangladesh Water Development Board, (2) Disaster Management Bureau (Disaster Management and Relief Division), (3) Ministry of Environment and Forests (Climate Change Unit)
<p><u>Project Implementation Committee (PIC)</u></p>	<ul style="list-style-type: none"> • To give necessary assistance or suggestion for implementing project activities • If any problem lies during implementation, then to give the necessary decision to solve the problem • The committee will meet at least once in every three months or as needed to resolve pending project implementation issues • The committee may co-opt members, if necessary • The PIC is comprised of <ul style="list-style-type: none"> • Chief Engineer, LGED, - Chairperson • Representative from the Planning Wing, LGD • Representative from the Development Wing, LGD • Representative from the concerned Wing/Sector-Division of the Planning Commission • Representative from the Programming Division of the Planning Commission • Representative of ECNEC & Coordination Wing of the Planning Division • Representative from Concerned Sector of IMED • Representative of Economic Relations Division • Representative from Finance Division • Project Director, LGED • Representative from the concerned Engineering /Architecture Department • Representative from the Ministry of Environment, Forest and Climate Change • Concern Desk officer of Implementation Agency
<p>Implementing agencies: <i>Pourashavas</i></p>	<ul style="list-style-type: none"> • Implements project at <i>pourashavas</i> level • Signs project agreements with ADB • Formation of disaster management committees on disaster preparedness measures, cyclone shelter management committees, standing committees on women, and children affairs, poverty reduction, and slum improvement • Update or prepare risk-informed urban development plan and poverty reduction action plan and control development activities • Review performance indicators and make decisions to achieve • Endorse selection of subprojects
<p>Project Management Unit within the executing agency</p>	<p><i>Project Management and Administration</i></p> <ul style="list-style-type: none"> • Manage, coordinate, and monitor project activities. • Fully responsible for day-to-day administration and, financial management implementation project. • Liaise with ADB. • Liaison and coordination with <i>pourashavas</i>. • Budgeting and financial planning and management. • Consolidate PIU reports and submit quarterly project progress reports to ADB in the agreed format.

Project Implementation Organizations	Management Roles and Responsibilities
	<ul style="list-style-type: none"> • Establish and operate project advance accounts, and sub-advance accounts. • Assist PIUs in opening sub-subaccounts. • Make payments to Nature-Based Solutions Contract/PMU will pay to contractor, community organization, consultants, and nongovernment organizations. • Ensure auditing of loan proceeds and grant and maintenance of all accounts. • Maintain centralized records for all project transactions. • Cause the project financial statements to be audited by an independent auditor and submit the external auditor report to ADB. • Provide to ADB all disbursement-related documentation. • Preparation and submission of withdrawal applications (WAs) to ADB. • Ensure adequate counterpart funds. • Reports mandated under the loan and grant (financing agreement) agreement. • Establish, maintain, and update the project performance monitoring system. • Carry out periodic quality monitoring of the civil works contracts with the support of project management and supervision consultants. • Coordinate Project Steering Committee meetings. • Preparation of project completion report with the support of the project consultants. • Provide support to ADB missions. • Approve estimate of schemes (subprojects). • Assist in knowledge management and sharing, and disclosure of information generated by the project • Other activities directed by the higher Authority. <p>Procurement of Goods, Works, and Services</p> <ul style="list-style-type: none"> • Prepare bid documents for equipment and vehicles for PMU and multiple <i>pourashavas</i>. • Develop initial bidding document templates and evaluation report templates to be used by PIUs. • Evaluate all OCB (National) documents and process for further approval. • Review and approve all OCB (National) bidding and evaluation reports. • Send draft bidding documents to ADB for review and approval (if a prior review is required). • Advertise all OCB packages for procurement. • Procurement of goods. • Recruitment of consultants and manage contracts. • Apply e-procurement when possible. • Submit bid evaluation reports to ADB. • Prepare updated procurement plans (18-month timeframe) in consultation with PIUs and submit it to ADB for review and approval.

Project Implementation Organizations	Management Roles and Responsibilities
	<ul style="list-style-type: none"> • Provide support and guidance to PIUs during the procurement and contract management process. • Submit annual contract award and disbursement projections by December of each year. <p><i>Technical Oversight and Support</i></p> <ul style="list-style-type: none"> • Conduct appraisal of the scheme (subproject) prioritized by <i>pourashavas</i>. • Provide technical support and overall guidance to PIUs. • Approve scheme (subproject) proposals against scheme (subproject) selection criteria and design considerations (Appendix 1). • Review and approve detailed engineering designs and estimates. • Approve any variations during the execution of works contracts. • Carry out a periodic quality audit of the civil works contracts. <p><i>Safeguards Compliance (See details in Section VII).</i></p> <ul style="list-style-type: none"> • Monitor and ensure compliance with ADB's safeguards policy, EARF, and government requirements. • Approve scheme (subproject) proposals against (scheme) (subproject) selection criteria (Appendix 1), including no subprojects/works located within 1 km from the boundary of world heritage sites to be included in the project. • Obtain statutory clearances. • Prepare and submit new resettlement plans/indigenous peoples plans (IPPs) for ADB review and approval. • Coordinate for obtaining right-o- way clearances. • Review monthly PIU monitoring reports and submit consolidated semiannual safeguards monitoring reports to ADB. • Address project-related grievances. • Provide capacity support to PIUs Institutional Capacity, Governance, and Community Development. • Oversee governance improvement and performance. • Approve training and capacity building program. • Conduct training and capacity building programs. • Oversee public relations and knowledge management. • Oversee implementation of GAPs, Graduation program, and PRAPs.
<p>Divisional/Regional Office of LGED (Khulna and Barishal)</p>	<ul style="list-style-type: none"> • In coordination with PMU, the Divisional/Regional Office will monitor, supervise, manage, and coordinate project activities. • To provide technical support to PIU. • Consolidate PIU reports and submit monthly project progress reports to PMU in the agreed format. • Assist PIUs in strengthening institutional capacity, governance, and awareness. • Liaison and coordination with <i>pourashavas</i>, PMU, Additional Chief Engineer's office (Division), Superintending Engineer's office (Region). • Coordinate closely with PMU, and PIUs, and ensure that project preparation and implementation are in compliance with

Project Implementation Organizations	Management Roles and Responsibilities
	<p>ADB's safeguards policy, EARF, and government requirements.</p> <ul style="list-style-type: none"> • Assist PIUs in obtaining statutory clearances timely, and ensuring that projects are selected in compliance with (subproject) selection criteria (Appendix 1).
<p>Pourashava Level Coordinating Committees</p>	<ul style="list-style-type: none"> • Meet annually or as/when necessary • Provide guidance and support to the PIU for smooth and timely quality implementation • Ensure smooth implementation of the project and resolve critical implementation issues • Guide PIUs and coordinate with heritage management authorities/government departments to avoid project components in sensitive areas to comply with subproject selection criteria • Provide all necessary project-related supports to comply all ADB's and government rules and regulations. • The committees are comprised of: <ul style="list-style-type: none"> ○ Mayor ○ Chief Executive Officer/ Poura Nirbahi Officer ○ Executive Engineer/ Assistant Engineer ○ LGED, BWDB, DMB, Department of women affairs representatives ○ Special invitees to advise the committee on technical issues
<p>Project Implementing Units (22)</p>	<p><i>Project Management and Administration</i></p> <ul style="list-style-type: none"> • Implement day-to-day project implementation in <i>pourashavas</i>. • Liaise with PMU and Divisional/Regional Office of LGED on project implementation. • Open sub-sub accounts in a commercial bank. • Make payments to contractors and suppliers. • Submit contractor invoices and supporting documents for payment by PMU. • Submit quarterly reports to PMU in the agreed format and as required by PMU. • Maintain scheme (subproject) and contract ledger and accounting. • Submit claims to PMU. • Submit supporting documents for all project transactions paid with ADB funds to PMU for centralized maintenance. • Prepare and maintain financial statements separately in accordance with the financier along with the book of accounts. • Prepare bidding documents for works with consultants. • Endorse bidding documents for works and send to PMU for review and approval. • Advertise OCB (National) packages using e-procurement. • Establish bid opening and evaluation committees for civil works contracts. • Evaluate bids and submit evaluation reports to PMU for civil works contracts. • Sign and manage all OCB (national) civil works contracts (with support from PMU and Divisional/Regional Office of LGED).

Project Implementation Organizations	Management Roles and Responsibilities
	<p><i>Technical Support.</i></p> <ul style="list-style-type: none"> • Supervise the contractors and ensure the quality of works. • Work closely with Divisional/Regional Office of LGED and consultants. • Ensure scheme (subproject) selection and design meets schemes (subproject) selection criteria. (Appendix 1). • Facilitate collection of data for detailed engineering designs. • Prepare progress reports on each contract and include in quarterly reports to PMU and as required by PMU. <p><i>Safeguards Compliance (See details in Section VII).</i></p> <ul style="list-style-type: none"> • Implement and monitor safeguards compliance (Due Diligence Reports, resettlement plans, Environmental Management Plans) including consultations and disclosure. • Ensure scheme (subproject) selection and design meets environmental selection criteria. (Appendix 1). • Ensure that no projects/components are located within 1 km of world heritages sites. • Coordinate with Pourashavas and ensure statutory clearances are obtained timely. • Screen involuntary resettlement/indigenous peoples impacts, assist and support resettlement plan/IPP preparation of new subprojects. • Obtain right-o- way clearances. • Prepare monthly monitoring reports and submit to PMU. <p><i>Institutional Capacity, Governance, and Community Development.</i></p> <ul style="list-style-type: none"> • Propose training and capacity building program • Ensure public outreach • Prepare and implement PRAP in all <i>pourashavas</i> (in six <i>pourashavas</i> through the Graduation approach).
<p><i>Pourashava</i> Performance Review Committee</p>	<ul style="list-style-type: none"> • Evaluate the performance of the <i>pourashavas</i> against agreed performance criteria (Appendix 2) and deadlines. • The committee is comprised of: <ul style="list-style-type: none"> ○ Secretary, LGD (chair) ○ Joint Secretary, LGD (Urban Wing) ○ Director General, LGD ○ Chief Engineer, LGED ○ Representative, Planning Commission ○ Representative, ERD ○ Representative IMED of the Planning Ministry ○ Director, Urban Management Support Unit, LGED ○ Project Director, CTCRP (member secretary)
<ul style="list-style-type: none"> • ADB 	<ul style="list-style-type: none"> • Monitors overall project and scheme (subproject) performance. • Communicates with LGED and PMU on project implementation. • Conducts field review, midterm review, and project completion review missions to assess project implementation progress and compliance of project covenants. • Reviews PMU submissions for procurement of goods, civil works, and services, provide comments, and no objection on such.

Project Implementation Organizations	Management Roles and Responsibilities
	<ul style="list-style-type: none"> • Approves and monitors GAP, safeguards documents, and implementation compliance. • Checks statement of expenditure • Conduct capacity building program on project implementation components, ADB policies, procurement, project management, gender, safeguards, and other compliance requirements.

ADB = Asian Development Bank, BWDB = Bangladesh Water Development Board, CTCRP = Coastal Town Climate Resilience Project, DMB = Disaster Management Bureau, EARF = environmental assessment review framework, ECNEC = Executive Committee of the National Economic Council, ERD = economic relation division, GAP = gender action plan, IMED = Implementation, Monitoring and Evaluation Division, IPP = indigenous people's plan, LGD = Local Government Division, LGED = Local Government Engineering Department; NCB = national competitive bidding, NEC = National Economic Council, OCB = open competitive bidding, PIU = project implementation unit, PMU = project management unit, PRAP = poverty reduction action plan, , SWM = solid waste management.

Source: Asian Development Bank and Local Government and Engineering Department.

B. Key Persons Involved in Implementation

Executing Agency

Local Government Engineering
Department

S. M. Nazrul Islam
Project Director
Tel: +88028181208
E-mail: pdcteiplged@gmail.com
LGED Bhaban Agargaon Shere-
Bangla Nagar, Dhaka 1207, Bangladesh

Asian Development Bank

Urban Development and Water
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South Asia Department

Mr. Norio Saito
Director
+632 8632 6923
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6 ADB Avenue, Mandaluyong City,
1550 Metro Manila, Philippines

Mission Leaders

Ms. Laxmi Sharma
Senior Urban Development Specialist
Tel: +632 8632 6519
E-mail: lsharma@adb.org
6 ADB Avenue, Mandaluyong City,
1550 Metro Manila, Philippines

C. Project Organization Structure Ministry of Local Government, Rural Development, and Cooperatives

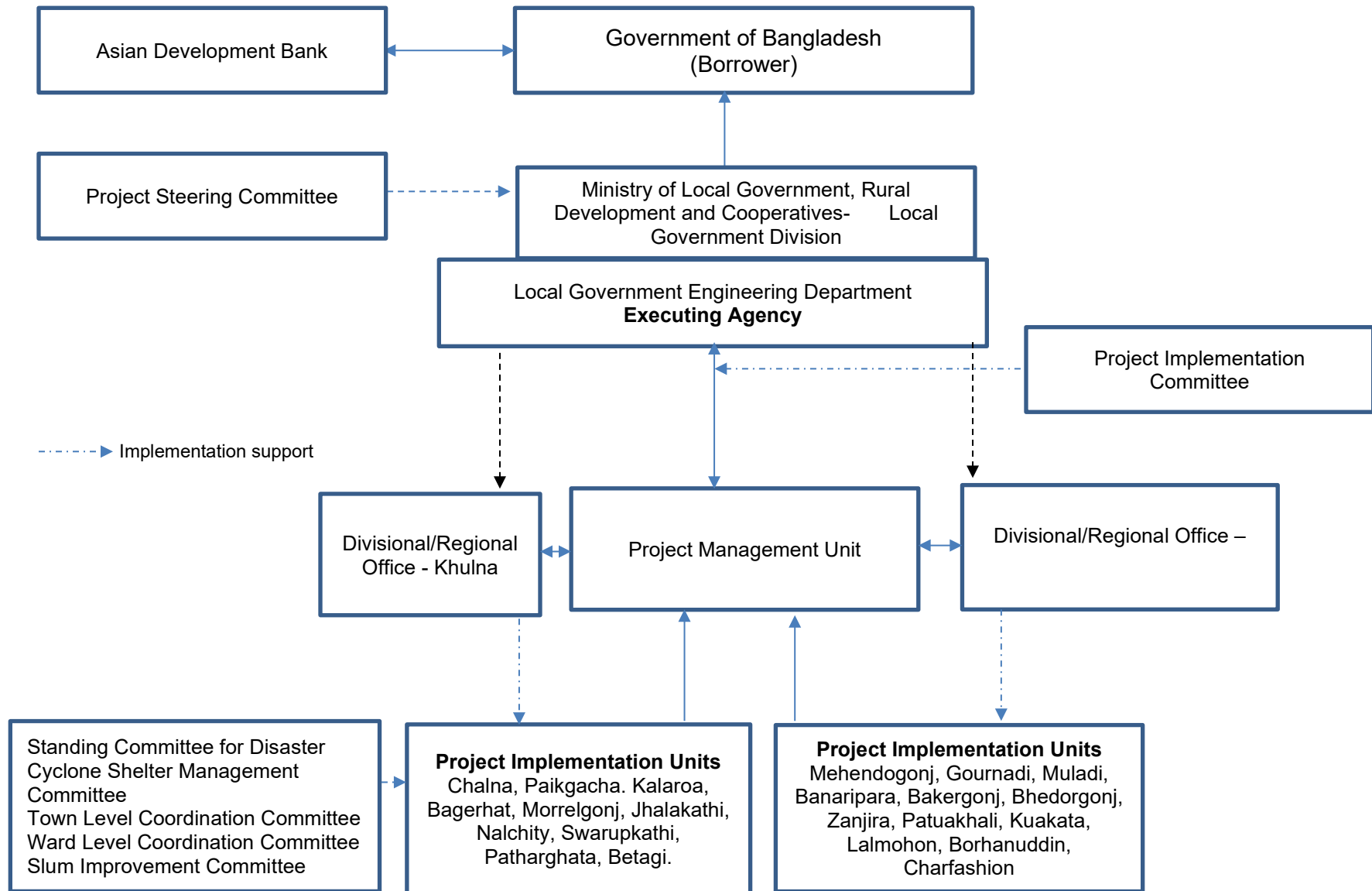


Table 4: Overall Project Staff: Project Management Unit, Regional Project Management Unit, and Project Implementation Unit

Institution/Unit	Full-time staff position	
1. Local Government Engineering Department	Chief Engineer Additional Chief Engineer (Planning) Additional Chief Engineer (Urban)	
2. Project Management Unit (23 key positions) Responsible for the overall project (current project and the project)	<ol style="list-style-type: none"> 1. Project Director 2. Deputy Project Director/Safeguard focal (Social/Environment) 3. Deputy Project Director (Municipal Finance and Gender) 4. Senior Assistant Engineer [4 positions – Government approved position 1] 5. Assistant Engineer [4 positions – Government approved 1 position] 6. Sub-Assistant Engineer [4 positions: Implementation, Infrastructure, Quality Control, Safeguards ((Social/Environment))] 7. Estimator 8. Draftsman 9. Accountant 10. Accounts Assistant 11. Lab Assistant 12. Computer Operator 	
3.Divisional/Regional Office of LGED (Khulna and Barishal)	3.1 Khulna Divisional/Regional Office Deputy Director, Regional Municipal Support Unit - Implementation, Infrastructure and Municipal Finance Assistant Director, Regional Municipal Support Unit - safeguard focal (Social, Environment, Gender)	3.2 Barisal Divisional/Regional Office Deputy Director, Regional Municipal Support Unit-Implementation, Infrastructure and Municipal Finance Assistant Director, Regional Municipal Support Unit - safeguard focal (Social, Environment, Gender)
4. Project Implementation Units (at 22 Pourashavas)	<ul style="list-style-type: none"> • Mayor • Chief Executive Officer/ Poura Nirbahi Officer • Executive Engineer [22 positions] • Assistant Engineer (Quality) [22 positions] • Sub Assistant Engineer [22 positions] • Conservancy • Account Officer/Accountant • Sub-Assistant Engineer (from project) [22 positions] • Work Assistant (from project) [22 positions] • Accounts Assistant cum Computer Operator [22 positions] 	

IV. COSTS AND FINANCING

11. The project is estimated to cost \$310.0 million, and its investment plan is shown in Table 5. The government has requested (i) a concessional loan of \$150 million from ADB's ordinary capital resource (OCR); (ii) a regular loan of \$96 million from ADB's OCR; and (iii) a grant not exceeding \$4 million from ADB's Special Funds (Asian Development Fund) to help finance the project. The concessional loan will have a 25-year term, including a grace period of 5 years; an interest rate of 2.0% per year during the grace period and thereafter, and such other terms and conditions set forth in the draft loan and project agreements. The regular loan of \$96.0 million, will have a 25-year term, including a grace period of 5 years; an interest rate determined in accordance with ADB's Flexible Loan Product, a commitment charge of 0.15% per year, and such other terms and conditions set forth in the draft loan and project agreements. Based on the straight-line method, the average maturity is 15.25 years, and the maturity premium payable to ADB is 0.10% per year.

Table 5: Summary Cost Estimates (\$ million)

Item		Amount ^a
A.	Base Cost^b	
1	Output 1: Municipal infrastructure for resilience improved	244.1
2	Output 2: Resilient livelihood enhanced	4.0
3	Output 3: Institutional capacity, governance, and climate awareness strengthened	24.7
	Subtotal (A)	272.8
B.	Contingencies^c	29.3
C.	Financing Charges^d	7.9
	Total (A+B+C)	310.0

Note: Numbers may not sum precisely because of rounding.

^a Exchange rate of US\$ 1 = Tk86 is used.

^b Includes taxes and duties of \$34.1 million to be financed from government cash contribution.

^c Physical contingencies are computed at 2% for civil works and equipment. Price contingencies are computed at 1.7% - 1.8% on foreign exchange costs and 5.5%-5.9% on local currency costs; includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate.

^d Includes interest for OCR regular and concessional loans and commitment charges for OCR regular loan. For regular OCR interest during construction for the ADB loan has been computed at the 5-year US dollar SOFR fixed-swap rate plus a spread of 0.5%, surcharge on funding cost margin of 0.14%, and a maturity premium of 0.1%. Commitment charges for an ADB loan are 0.15% per year to be charged on the undisbursed loan amount. For a Concessional loan, IDC is calculated with 2% p.a. as interest rate and there is no commitment charge.

Source: Asian Development Bank estimates.

12. The summary of financing plan is in Table 6. The ADF grant will finance the expenditures toward civil works/equipment, consulting services, and contingencies in relation to NbS for climate adaptation.⁸ ADB concessional and regular OCR loans will finance the expenditures in relation to (i) civil works and equipment, (ii) consulting services, (iii) incremental administration cost, and (iv) part of contingencies. The government will provide \$60 million toward (i) taxes and duties, (ii) land acquisition and resettlement, (iii) contingencies, and (iv) financing charges during implementation. The government has provided assurances that it will meet any financing shortfall to ensure that project outputs are fully achieved.

⁸ The ADF 13 thematic pool grant will enable the project to demonstrate the proof of concept of transformative pro-resilience solutions such as nature-based solutions to strengthen resilience and development risk-informed urban development plans, thereby steering urban development in resilient directions.

Table 6: Summary of Financing Plan

Source	Amount (\$ million)	Share of Total (%)
Asian Development Bank		
Ordinary Capital Resource (Concessional)	150.0	48.4
Ordinary Capital Resource (Regular)	96.0	31.0
Special Funds resources (Asian Development Fund grant) ^a	4.0	1.2
Government of Bangladesh	60.0	19.4
Total	310.0	100.0

^a Asian Development Fund 13 thematic pool.

Source: Asian Development Bank estimates.

13. Climate mitigation is estimated to cost \$1.4 million and climate adaptation is estimated to cost \$261.1 million. ADB will finance 87.5% of mitigation costs and 86.6% of adaptation costs. The project has a primary objective of building climate resilience and, accordingly, the total cost of the majority of outputs (except the cost of infrastructure for local economic development) is counted as climate adaptation. Please refer to the Link Document Climate Change Assessment (accessible from the list of linked documents in Appendix 2 of the RRP).

A. Cost Estimates Preparation and Revisions

14. The cost estimates were prepared based on a detailed project report, where available, and other relevant details of schemes (subprojects). The cost estimate model was prepared using Microsoft Excel and is available from the project preparation team and PMU. Being a sector project, cost estimates will be reviewed and updated during project implementation.

Note: The estimates may be further revised during the implementation by the PMU.

B. Key Assumptions

15. The following key assumptions underpin the cost estimates and financing plan:

- (i) Exchange rate: Tk86.00 = \$1.00 (as of January 2022); and
- (ii) Price contingencies based on expected cumulative inflation over the implementation period are as follows:

Table 7: Escalation Rates for Price Contingency Calculation

Item	2022	2023	2024	2025	2026	2027	2028	Average
Foreign rate of price inflation	1.7%	1.7%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%
Domestic rate of price inflation	5.9%	5.9%	5.7%	5.5%	5.5%	5.5%	5.5%	5.6%

Source(s): Asian Development Bank estimates.

- (iii) In-kind contributions cannot be easily measured and have not been quantified.

C. Detailed Cost Estimates by Expenditure Category

Table 8: Detailed Cost Estimates by Expenditure Category

Item	Tk million			\$ million			% of total base cost
	Foreign Exchange	Local Currency	Total Cost	Foreign Exchange	Local Currency	Total Cost	
A. Investment Cost							
1 Civil works	10,229.0	8,037.0	18,266.0	118.9	93.5	212.4	77.9%
2 Civil Works (NbS)	211.7	166.3	378.0	2.5	1.9	4.4	1.6%
3 Equipment	577.6	453.8	1,031.4	6.7	5.3	12.0	4.4%
4 Resettlement (Land)	590.2	463.8	1,054.0	6.9	5.4	12.3	4.5%
5 Project management and capacity development	805.3	632.8	1,438.1	9.4	7.4	16.7	6.1%
Subtotal (A)	12,413.8	9,753.7	22,167.5	144.3	113.4	257.8	94.5%
B. Recurrent Costs							
1 Incremental administration cost	723.4	568.4	1,291.8	8.4	6.6	15.0	5.5%
Subtotal (B)	723.4	568.4	1,291.8	8.4	6.6	15.0	5.5%
Total Base Cost	13,137.2	10,322.1	23,459.3	152.8	120.0	272.8	100.0%
C. Contingencies							
1 Physical contingency	220.4	173.1	393.5	2.6	2.0	4.6	1.7%
2 Price contingency	1,193.1	937.4	2,130.5	13.9	10.9	24.8	9.1%
Subtotal (C)	1,413.4	1,110.5	2,524.0	16.4	12.9	29.3	10.8%
D. Financing Charges							
1 Interest during implementation	365.0	286.8	651.8	4.2	3.3	7.6	2.8%
2 Commitment charges	15.9	12.5	28.4	0.2	0.1	0.3	0.1%
Subtotal (D)	380.9	299.3	680.2	4.4	3.5	7.9	2.9%
Total Project Cost (A+B+C+D)	14,931.6	11,731.9	26,663.5	173.6	136.4	310.0	113.7%

NbS = nature-based solutions.

Notes:

1. Numbers may not sum precisely because of rounding.

2. Environmental monitoring is absorbed in A1 & A2. Resettlement cost is covered under A4. The implementation costs of gender main streaming are covered under A1 and A5.

3. Midterm mission will review any changes as required.

4. Climate mitigation is estimated to cost \$1.4 million and climate adaptation is estimated to cost \$261.1 million. ADB will finance 87.5% of mitigation costs and 86.6% of adaptation costs.

Source: Asian Development Bank estimates.

D. Allocation and Withdrawal of Loan and Grant Proceeds

Table 9: Allocation and Withdrawal of ADF Grant Proceeds

No.	Item	Amount Allocated for ADF Financing (\$) Category	Basis for Withdrawal from the Grant Account
1	Civil works (NbS)	3,846,000	100.0% of total expenditure claimed*
2	Project Management and Capacity Development	56,000	0.5% of total expenditure claimed*
3	Unallocated	98,000	
Total ADF Grant		4,000,000	

ADF = Asian Development Fund, NbS = nature-based solutions.

Notes:

* The expenditure claimed are excluding taxes and duties within the borrower's territory

Table 10: Allocation and Withdrawal of Loan Proceeds (ADB Concessional Ordinary Capital Resource)

No.	Item	Amount Allocated for ADB Financing (\$) Category	Basis for Withdrawal from the Loan Account
1	Civil works	111,621,000	60.1% of total expenditure claimed*
2	Equipment	6,303,000	65.4% of total expenditure claimed*
3	Project Management and Capacity Development	8,788,000	72.9% of total expenditure claimed*
4	Incremental Administration Cost	7,894,000	52.6% of total expenditure claimed*
5	Unallocated	15,394,000	
Total ADB Concessional Loan		150,000,000	

ADB = Asian Development Bank, NbS = nature-based solutions.

Notes:

* The expenditure claimed are excluding taxes and duties within the borrower's territory

Table 11: Allocation and Withdrawal of Loan Proceeds (ADB Regular Ordinary Capital Resource)

No.	Item	Amount Allocated for ADB Financing (\$) Category	Basis for Withdrawal from the Loan Account
1	Civil works	74,225,000	39.9% of total expenditure claimed*
2	Equipment	3,334,000	34.6% of total expenditure claimed*
3	Project Management and Capacity Development	3,207,000	26.6% of total expenditure claimed*
4	Incremental Administration Cost	5,249,000	34.9% of total expenditure claimed*
5	Unallocated	9,985,000	
Total ADB Regular Loan		96,000,000	

ADB = Asian Development Bank.

Notes:

* The expenditure claimed are excluding taxes and duties within the borrower's territory

E. Detailed Cost Estimates by Financier

Table 12: Detailed Cost Estimates by Financier (\$ million)

Item	Total Cost	ADF Grant		ADB Loan (Concessional)		ADB Loan (Regular)		Tax	The Government		Total Government (Tax+ Non-tax)	
		\$	%	\$	%	\$	%		\$	%		
A. Investment Cost												
1 Civil works	212.4	-	0.0%	111.6	52.6%	74.2	34.9%	26.5	-	26.5	12.5%	
2 Civil works (NbS)	4.4	3.8	87.5%	-	0.0%	-	0.0%	0.5	-	0.5	12.5%	
3 Equipment	12.0	-	0.0%	6.3	52.6%	3.3	27.8%	2.4	-	2.4	19.6%	
4 Resettlement (Land)	12.3	-	0.0%	-	0.0%	-	0.0%	-	12.3	12.3	100.0%	
5 Project management and capacity development	16.7	0.1	0.3%	8.8	52.6%	3.2	19.2%	4.7	-	4.7	27.9%	
Subtotal (A)	257.8	3.9	1.5%	126.7	49.2%	80.8	31.3%	34.1	12.3	46.4	18.0%	
B. Recurrent Costs												
1 Incremental administration cost	15.0	-	0.0%	7.9	52.6%	5.2	34.9%	-	1.9	1.9	12.5%	
Subtotal (B)	15.0	-	0.0%	7.9	52.6%	5.2	34.9%	-	1.9	1.9	12.5%	
Total Base Cost	272.8	3.9	1.4%	134.6	49.3%	86.0	31.5%	34.1	14.1	48.3	17.7%	
C. Contingencies												
1 Physical contingency	4.6	0.0	0.3%	2.4	52.6%	1.6	34.1%	-	0.6	0.6	13.0%	
2 Price contingency	24.8	0.1	0.3%	13.0	52.6%	8.4	34.1%	-	3.2	3.2	13.0%	
Subtotal (C)	29.3	0.1	0.3%	15.4	52.6%	10.0	34.1%	-	3.8	3.8	13.0%	
D. Financing Charges												
1 Interest during implementation	7.6	-	0.0%	-	0.0%	-	0.0%	-	7.6	7.6	100.0%	
2 Commitment charges	0.3	-	0.0%	-	0.0%	-	0.0%	-	0.3	0.3	100.0%	
Subtotal (D)	7.9	-	0.0%	-	0.0%	-	0.0%	-	7.9	7.9	100.0%	
Total Project Cost (A+B+C+D)	310.0	4.0	1.3%	150.0	48.4%	96.0	31.0%	34.1	25.9	60.0	19.4%	

NbS = nature-based solutions.

Notes: 1. Numbers may not sum precisely because of rounding.

2. Environmental monitoring is absorbed in A1 & A2. Resettlement cost is covered under A4. The implementation costs of gender main streaming are covered under A1 and A5.

3. 100% (excluding taxes) of Civil works and Equipment, project management, and capacity development are funded together by ADF, ADB Concessional Loan, and ADB Regular loan.

4. 100% of taxes under Civil works and Equipment, project management, and capacity development would be funded by government of Bangladesh.

5. 100% of resettlement and financing charges would be funded by government of Bangladesh.

Source: Asian Development Bank estimates.

F. Detailed Cost Estimates by Outputs and/or Components

Table 13: Detailed Cost Estimates by Outputs (\$ million)

Item	Total Cost	Output 1		Output 2		Output 3	
		\$	%	\$	%	\$	%
A. Investment Cost							
1 Civil works	212.4	212.4	100.0%	-	0.0%	-	0.0%
2 Civil works (NbS)	4.4	4.4	100.0%	-	0.0%	-	0.0%
3 Equipment	12.0		0.0%	2.7	22.3%	9.3	77.7%
4 Resettlement (Land)	12.3	12.3	100.0%	-	0.0%	-	0.0%
5 Project management and capacity development	16.7	-	0.0%	1.3	7.9%	15.4	92.1%
Subtotal (A)	257.8	229.0	88.9%	4.0	1.6%	24.7	9.6%
B. Recurrent Costs							
1 Incremental administration cost	15.0	15.0	100.0%	-	0.0%	-	0.0%
Subtotal (B)	15.0	15.0	100.0%	-	0.0%	-	0.0%
Total Base Cost	272.8	244.1	89.5%	4.0	1.5%	24.7	9.1%
C. Contingencies							
1 Physical contingency	4.6	4.3	94.8%	0.1	1.2%	0.2	4.1%
2 Price contingency	24.7	22.2	89.6%	0.4	1.5%	2.2	9.0%
Subtotal (C)	29.3	26.5	90.4%	0.4	1.4%	2.4	8.2%
D. Financing Charges							
1 Interest during implementation	7.6	6.8	89.6%	0.1	1.5%	0.7	9.0%
2 Commitment charges	0.3	0.3	89.6%	0.0	1.5%	0.0	9.0%
Subtotal (D)	7.9	7.1	89.6%	0.1	1.5%	0.7	9.0%
Total Project Cost (A+B+C+D)	310.0	277.7	89.6%	4.5	1.5%	27.8	9.0%

NbS = nature-based solutions.

Notes: 1. Numbers may not sum precisely because of rounding.

2. Environmental monitoring is absorbed in A1 & A2. Resettlement cost is covered under A4. The implementation costs of gender main streaming are covered under A1 and A5.

Source: Asian Development Bank estimates.

G. Detailed Cost Estimates by Year

Table 14: Detailed Cost Estimates by Year (\$ Million)

Item	Total Cost	2022	2023	2024	2025	2026	2027	2028
A. Investment Cost								
1 Civil works	212.4	-	26.4	86.3	69.9	21.8	6.2	1.8
2 Civil works (NbS)	4.4	-	-	0.5	2.2	1.6	-	-
3 Equipment	12.0	4.7	5.3	0.7	0.7	0.7	-	-
4 Resettlement (Land)	12.3	12.3	-	-	-	-	-	-
5 Project management and capacity development	16.7	0.6	2.9	2.9	2.9	2.9	2.6	1.9
Subtotal (A)	257.8	17.6	34.6	90.4	75.6	27.1	8.8	3.7
B. Recurrent Costs								
1 Incremental administration cost	15.0	0.6	2.5	2.5	2.5	2.5	2.5	1.9
Subtotal (B)	15.0	0.6	2.5	2.5	2.5	2.5	2.5	1.9
Total Base Cost	272.8	18.2	37.1	92.9	78.1	29.6	11.3	5.6
C. Contingencies								
1 Physical contingency	4.6	-	0.6	1.9	1.5	0.5	0.1	0.0
2 Price contingency	24.7	0.6	2.4	7.7	8.0	3.6	1.6	0.9
Subtotal (C)	29.3	0.6	2.9	9.5	9.5	4.1	1.7	0.9
D. Financing Charges								
1 Interest during implementation	7.6	0.0	0.5	1.7	2.3	1.6	1.0	0.6
2 Commitment charges	0.3	0.0	0.1	0.1	0.0	0.0	0.0	0.0
Subtotal (D)	7.9	0.0	0.6	1.8	2.3	1.6	1.0	0.6
Total Project Cost (A+B+C+D)	310.0	18.9	40.6	104.3	89.9	35.2	14.0	7.2

NbS = nature-based solutions.

Notes: 1. Numbers may not sum precisely because of rounding.

2. Environmental monitoring is absorbed in A1 & A2. Resettlement cost is covered under A4. The implementation costs of gender main streaming are covered under A1 and A5.

Source: Asian Development Bank estimates.

H. Contract and Disbursement S-Curve

16. Projected contract awards and disbursements of the ADF grant, ADB concessional loan, and ADB regular loan are given in the tables and figures below.

Table 15: Projected Contract Awards and Disbursements – ADF Grant (\$ Million)

Year	Contract Awards (in \$ million)					Disbursements (in \$ million)				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2022	-	-	-	-	-	-	-	-	-	-
2023	-	-	-	-	-	-	-	-	-	-
2024	-	0.1	2.3	1.6	4.0	-	-	-	0.5	0.5
2025	-	-	-	-	-	0.5	0.5	0.5	0.5	2.0
2026	-	-	-	-	-	0.5	0.5	0.5	-	1.5
2027	-	-	-	-	-	-	-	-	-	-
2028	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	4.0	4.0	1.0	1.0	1.0	1.0	4.0

ADF = Asian Development Fund Q = quarter.

Figure 2: Contract Award and Disbursement S-Curve – ADF Grant
S Curve - ADF Grant

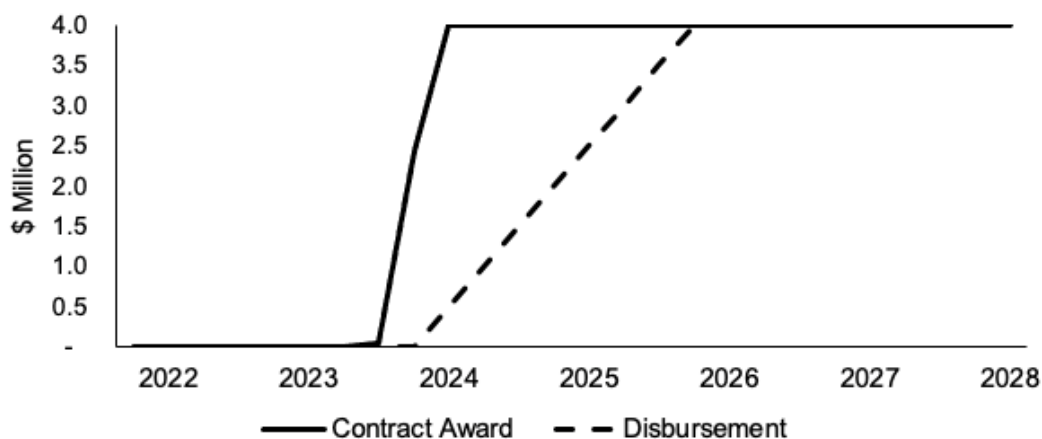
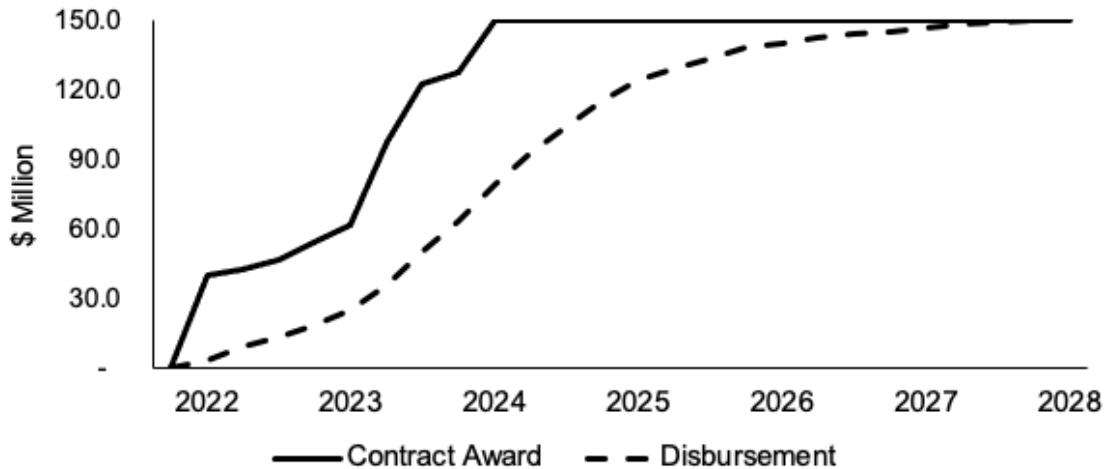


Table 16: Projected Contract Awards and Disbursements – ADB Concessional OCR Loan (\$ Million)

Year	Contract Awards (in \$ million)					Disbursements (in \$ million)				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2022	-	-	-	39.8	39.8	-	-	-	3.5	3.5
2023	3.2	3.7	7.6	7.7	22.2	6.1	3.9	5.2	6.5	21.7
2024	35.0	25.7	5.0	22.3	88	11.0	14.3	13.3	15.5	54.1
2025	-	-	-	-	-	13.1	11.8	10.7	8.8	44.4
2026	-	-	-	-	-	5.7	4.2	4.2	2.3	16.4
2027	-	-	-	-	-	2.0	1.6	1.5	1.5	6.6
2028	-	-	-	-	-	1.3	1.0	0.8	0.2	3.3
Total	38.2	29.4	12.6	69.8	150.0	39.2	36.8	35.7	38.4	150.0

ADB = Asian Development Bank, OCR = ordinary capital resources, Q = quarter.

Figure 3: Contract Award and Disbursement S-Curve – ADB Concessional OCR Loan S Curve - ADB Concessional OCR

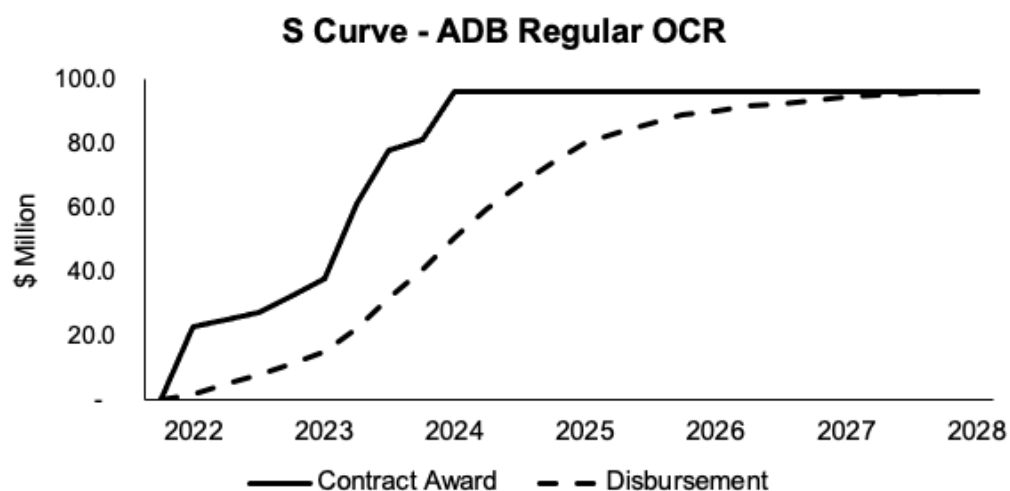


**Table 17: Projected Contract Awards and Disbursements – ADB Regular OCR Loan
(\$ Million)**

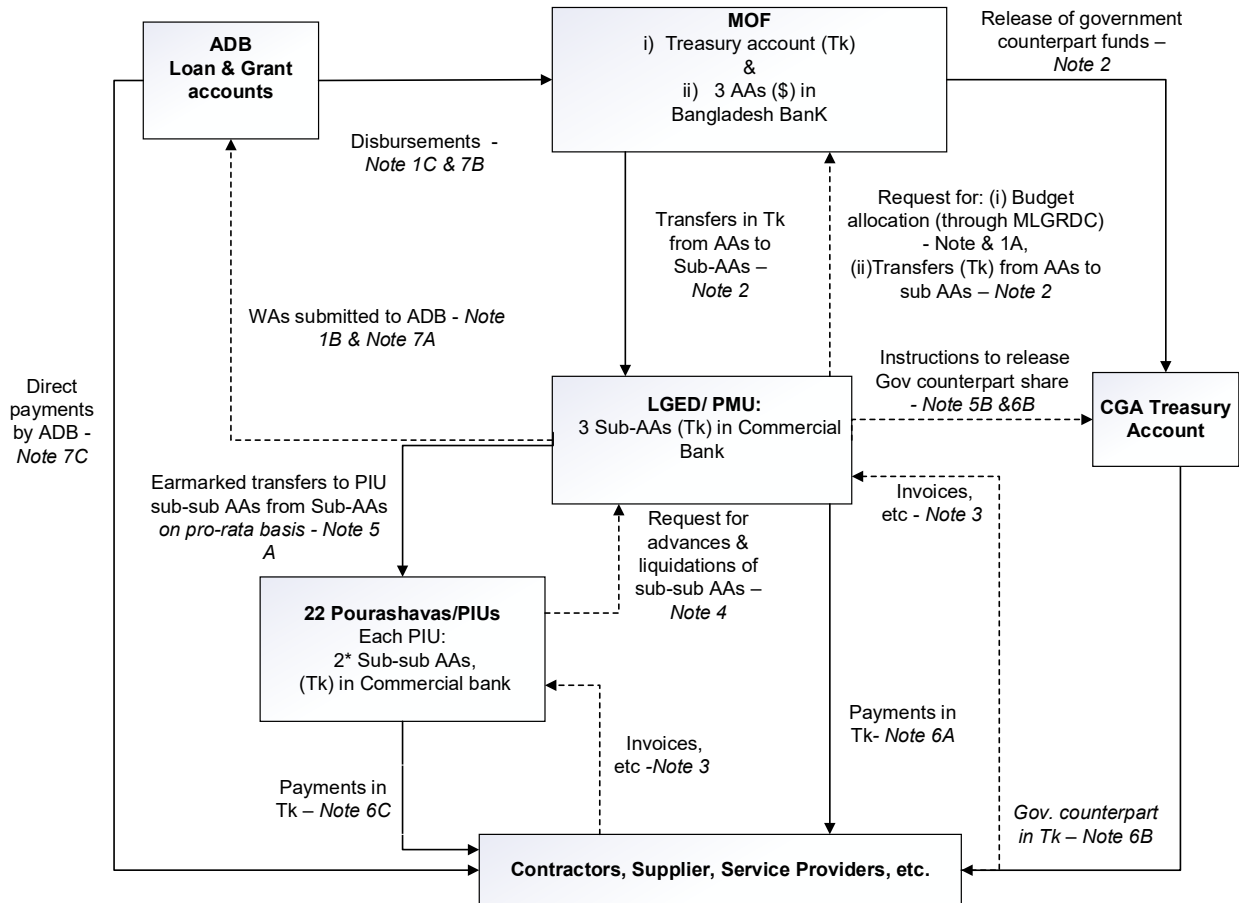
Year	Contract Awards (in \$ million)					Disbursements (in \$ million)				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2022	-	-	-	22.9	22.9	-	-	-	1.8	1.8
2023	2.2	2.4	5.1	5.2	14.9	3.5	2.5	3.3	4.2	13.5
2024	23.2	17.0	3.3	14.7	58.2	7.2	9.4	8.7	10.2	35.5
2025	-	-	-	-	-	8.6	7.7	7.0	5.7	29.0
2026	-	-	-	-	-	3.6	2.6	2.6	1.4	10.2
2027	-	-	-	-	-	1.3	1.0	0.9	0.9	4.1
2028	-	-	-	-	-	0.7	0.5	0.5	0.2	1.9
Total	25.4	19.5	8.4	42.8	96.0	24.9	23.7	23.0	24.4	96.0

ADB = Asian Development Bank, OCR = ordinary capital resources, Q = quarter.

Figure 4: Contract Award and Disbursement S-Curve – ADB Regular OCR Loan



I. Fund Flow Diagram



* Selected PIUs may operate 3 sub-sub advance accounts, including a separate sub-sub advance account for the ADF grant.

Legend for fund flow diagram:

Flow of Funds =

Flow of documents =

AA= advance account/sub-advance account, ADB= Asian Development Bank, CGA= Controller General of Accounts, GOB= Government of Bangladesh, LGED = Local Government Engineering Division, MLGRDC = Ministry of Local Government, Rural Development, and Cooperatives, MOF=Ministry of Finance, PMU= project management unit, PIU= project implementation unit, Sub-sub AA = sub-sub advance account, WA= withdrawal application.

Detailed notes to the funds flow:

Note 1: A) the PMU/LGED submits to MOF, (through MLGRDC) periodic requests for budget allocation and the release of GOB budget allocation using the government treasury systems. B) The PMU prepares and submits withdrawal applications to ADB using the client portal for disbursement requesting for an advance against the two ADB loans and the ADF grant. C) ADB disburses the advances to the respective ADB loan and grant advance account, maintained in \$, in the Bangladesh Bank.

Note 2: Once the ADB loan and grant proceeds have reached the advance accounts, LGED/PMU requests MOF to authorize a transfer from the ADB loan and grant advance accounts to the respective ADB loan and grant sub-advance accounts maintained by the LGED/PMU in a commercial bank.

Note 3: The Contractors, suppliers, service providers, etc. submit invoices to the LGED/PMU or to the Respective Pourashava/PIU, as applicable.

Note 4: The *pourashavas*/PIU reviews the invoice and supporting documentation and submits a request for an advance of funds from the LGED/PMU equaling the amount/sum of amounts specified in the invoice/invoices. The invoice(s) or copy of such invoice(s) is submitted to the PMU as part of the transfer request. At the end of each month, each PIU will liquidate the past advances to each sub- sub-advance account by submitting all supporting documentation including proof of payments, etc., or copies of such documentation to the LGED/PMU.

Note 5: The LGED PMU reviews the request for transfer and the attached invoices and transfers the funds from the ADB sub-advance accounts to the matching sub-sub advance account on a prorated basis in accordance with the applicable disbursement percentage (e.g., 48.4% from the ADB concessional loan, 31.0% from the ADB ordinary loan). B) The Government counterpart share of each invoice will be released through the government systems.

Note 6. A: A) The LGED/ PMU effects the payment to the contractor/ service provider, etc. from the respective ADB sub-advance account on a prorated basis in accordance with the applicable disbursement/financing percentage. B) The Government counterpart share of each invoice will be released to the contractor, supplier, service provider, etc. through the government systems.

Note 6. C: The *Pourashavas*/PIU makes the ADB share of the payment to the contractor, supplier, service provider, etc. from the respective sub-sub advance accounts on a pro rata basis in accordance with the applicable disbursement/financing percentage (e.g., 48.4% from the ADB concessional loan operational account, 31.0% from the ADB ordinary loan operational account, etc.). The GOB share of each invoice is released using the government systems.

Note 7. A) Based on the incurred expenditure, LGED PMU will prepare withdrawal applications in accordance with the ADB disbursement handbook and submit the WAs to ADB using the client portal for disbursement asking for a replenishment of the respective advance account. It is important to note that the funds advanced to the *pourashava*/PIU sub-sub advance accounts can only be claimed as an expenditure in the WA after the payment has been made to the contractor, supplier, etc. and the *pourashava*/PIU has liquidated the advance by submitting to LGED/PMU full supporting documentation (including proof of payment) as specified in the *loan disbursement handbook*. B) Based on the received WA, ADB will replenish the funds to the respective advance accounts. In case the expenditures have been prefinanced by the GOB (including retroactive financing), LGED/PMU prepares a withdrawal application claiming a reimbursement of the eligible share of expenditures. Subsequently, ADB reimburses the funds to the account specified by the GOB. C) Under the direct payment disbursement procedure, the payment is made directly by ADB to the service provider, consultant, etc., upon receipt of the WA. Direct payments only be used for large USD/Foreign currency payments. Local currency expenditures should be paid from the advance accounts.

V. FINANCIAL MANAGEMENT

A. Financial Management Assessment

17. The financial management assessment (FMA) was conducted in December 2021 in accordance with ADB's Guidelines.⁹ The FMA considered the capacity of the LGED and *pourashavas*, including funds flow arrangements, staffing, accounting, and financial reporting systems, financial information systems, and internal and external auditing arrangements. The purpose of the FMA is to ensure that adequate financial management arrangements are in place for the proposed project. Based on the assessment, the key financial management risks identified are the following: (i) the accounts staff positions in the PMU and PIUs are still vacant, (ii) the fund flow is decentralized to the *pourashavas* which lack experience in implementing ADB-financed projects, (iii) challenges in complying with ADB's disbursement procedures have been noted in previous projects implemented by LGED, (iv) the existing internal audit functions may not be effective, (v) use of manual accounting systems to record project transactions, and (vi) *pourashavas* are not audited annually. It is concluded that the overall pre-mitigation financial management risk of the project is *substantial*. It is further concluded that the LGED has adequate capacity to administer the statement of expenditure (SOE) procedure up to the ceiling of \$100,000 as well as the advance account in accordance with ADB's disbursement procedures subject to strict adherence to the supplementary financial management arrangements outlined in this PAM. The borrower, LGED, and the *pourashavas* have agreed to implement an action plan as key measures to address the deficiencies. The financial management action plan is provided in Table 18.

⁹ ADB. 2015. *Technical Guidance note on Financial Management Assessment*. Manila

Table 18: Financial Management and Internal Control Risk Assessment

Risk	Risk Assessment	Risk Description	Mitigation Measures or Action Plans
<i>Inherent Risk</i>			
1. Country-specific Risks	S	There is scope for improving the Public Financial management systems as reported in PEFA report. Absorption capacity of the government departments for capital expenditure.	Not Applicable
2. Entity-specific Risks (LGED)	S	LGED, the executing agency has experience in implementing several ADB-financed projects. However, there is scope for improving the financial management systems and capacity at the project level.	Specific mitigation measures are described below.
3. Project-specific Risks	S	Project implementation is decentralized to 22 <i>Pourashavas</i> /PIUs. The project will finance numerous schemes (subprojects) resulting in a relatively large number of scattered transactions.	The capacity of the PMU and PIUs will need to be strengthened through proper implementation and staffing arrangements, training, and by putting in place rigorous procedures for monitoring the transfer of funds to the PIU level. The specific mitigation actions are outlined below.
Overall Inherent Risk	S		
<i>Control Risk</i>			
4. Implementing Entity	S	The project will be implemented by LGED through a central level PMU and by 22 PIUs at the Pourashava level. The PMU is already in place and is implementing a similar ADB-assisted project while the PIUs still need to be established.	The PIUs must be established and adequately staffed by loan effectiveness.
5. Fund Flow	S	The release of counterpart funds may be delayed. Highly centralized flow of funds to sub-level accounts in 22 PIUs/ <i>Pourashavas</i> . There have been instances in the past where district offices utilized ADB loan funds in excess of the eligible portion to make payments (bridge financing) and documentation to support expenditures claimed under SOE was not made available resulting in refund of ineligible expenditures and unliquidated advances as well as a significant delay in the closing of the ADB loan.	MOF will provide a firm commitment to release adequate counterpart funds in a timely manner. The PMU will prepare periodic cash forecasts and control the level of liquidity in the advance and sub-advance accounts. Procedures are included in the PAM to ensure that PMU and PIUs apply the correct disbursement percentage to each invoice and that the supporting documentation is filed centrally in the PMU. These procedures are to be distributed to all PIUs alongside periodic training organized by the PMU using financial management resources engaged under the PMSC.
6. Staffing	S	The PMU and the PIUs do not have adequate financial management staff in place. Furthermore, the capacity of the accounts staff must be strengthened to ensure compliance with ADB's financial management and disbursement requirements.	An accountant will be appointed to the PMU and an accountant will be appointed to each PIU. In addition, financial management experts will be engaged as part of the PMSC package to support the project to comply with

Risk	Risk Assessment	Risk Description	Mitigation Measures or Action Plans
			<p>ADB's disbursement, financial reporting, and audit requirements.</p> <p>Annual trainings will be provided by ADB covering its financial management requirements as well as disbursement procedures and systems.</p> <p>The accounts staff at the PIU level must receive training from the PMU supported by the financial management expert in the areas of cash need forecasting, managing the operational accounts, providing the necessary supporting documentation to the PMU as well as computerizing their accounts.</p>
7. Accounting Policies and Procedures	M	<p>Accounts are maintained according to national accounting standards. Existing government policies and procedures are followed. However, ADB funds are partly not covered by government systems.</p> <p>There are several pending audit observations as part of ongoing projects.</p>	<p>Supplementary project specific financial management procedures are included in the PAM.</p> <p>The PMU will maintain consolidated project control records and registers including: (i) list of signed contracts and amounts disbursed against each contract, (ii) expenditures claimed under the SOE procedure and (iii) list of withdrawal applications claimed from ADB, and amounts disbursed by ADB.</p> <p>The project will establish a project audit recommendations review committee (PARRC) headed by the project director (PD) to follow-up on audit observations and undertake remedial actions within three months of the receipt of the external/internal audit report</p>
8. Internal Audit	S	<p>LGED has an internal audit unit in place, but it might not have the capacity to regularly cover all externally implemented projects.</p> <p>At the <i>Pourashava</i> level, the internal audit function performed by the accounts and audit committees may not be operational.</p>	<p>The internal audit Unit of LGED to include the project in their annual internal audit program. The PMU must liaise actively with the internal audit unit and implement their recommendations in a timely manner.</p> <p>The PMU will engage: (i) a chartered accountant firm to supplement the LGED internal audit function and to conduct annual internal audits of the PIUs at the <i>Pourashava</i> level and (ii) an internal audit expert as part of the Institution building consultancy package to strengthen the capacity of the accounts and audit committee of each <i>Pourashava</i> to undertake annual internal audits, in accordance with the statutory requirements.</p>

Risk	Risk Assessment	Risk Description	Mitigation Measures or Action Plans
9. External Audit	S	The consolidated project financial statements will be audited annually by FAPAD of OCAG. The <i>Pourashavas</i> 's are not annually audited by OCAG.	The PMU must liaise with FAPAD to ensure the project is part of FAPAD's annual audit plan and that ADB's audit requirements are strictly followed. The project expenditures incurred by the <i>Pourashavas</i> /PIUs will be audited as part of the project audit by FAPAD on an annual basis.
10. Reporting and Monitoring	S	The complex implementation arrangements and decentralized flow of funds may result in fragmented financial reporting. There is scope for improving the financial reporting practices as part of the ongoing ADB-financed projects implemented by LGED, in order to provide ADB and PMU with timely financial information on the project's FM performance.	Comprehensive financial information is to be included in the quarterly progress reports in a format agreed with ADB within 45 days after the end of each quarter. Consolidated PFS and subproject PFS will be prepared by the PMU and PIUs respectively in a format agreed with ADB.
11. Information Systems	S	LGED uses the Government of Bangladesh PFM systems including the Integrated Budgeting Accounting System (IBAS++) for recording expenditures. However, IBAS++ is not able to record payments made from the ADB loan and ADF grant proceeds under the advance fund and direct payment procedures. Most <i>pourashavas</i> maintain their accounts manually.	The PMU and PIUs must ensure all receipts, and payments under the project payments are recorded in a computerized accounting software. ^a The PMU must make use of the ADB disbursement systems ^b to keep track of direct payments as well as advances, replenishments, and liquidations to the respective advance account and conduct quarterly reconciliations of the project book of accounts and ADB disbursement records.
Overall Control Risk			S
Overall Project financial management risk			S

AA = advance account, ADB = Asian Development Bank, APFS = audited project financial statements, CAG = Comptroller and Auditor General, CGA = Controller General of Accounts, FAPAD = Foreign Aided Project Aided Directorate, IBAS++ = Integrated Budget and Accounting System, L/GFIS= loan/grant financial information system, LGED = Local Government Engineering Division, ML = management letter, MOF = Ministry of Finance, PAM = project administration manual, PARCC = project audit recommendations review committee, PEFA = Public Expenditure and Financial Accountability report, PFS = Project Financial Statements, PMSC = project management supervision consultant, PMU = project management unit, PIU = project implementation unit, QPR = quarterly progress report, SOE = statement of expenditure, TOR = terms of reference, WA = withdrawal application.

^{a1} This may be done by purchasing a standalone accounting software (e.g., Tally, QuickBooks, etc.), or by using the existing LGED Unified Financial Management System (UFMS). The government accounting systems (IBAS++) may also be acceptable once it has been adequately upgraded to account for expenditures made from ADB loan funds including receipts and payments from the advance/sub-advance accounts and direct payments.

^{b1} The ADB disbursement data can be obtained from the Loan/Grant Financial Information system (L/GFIS).

18. The borrower and LGED have agreed to implement an action plan as key measures to address the deficiencies. The financial management action plan is provided in Table 19.

Table 19: Financial Management Action Plan

Risk Area	Agreed action	Responsibility	Timeframe
Staffing	Appoint an accounts officer, an accountant, and two accounts assistants to the PMU.	LGED	November, 2022
Staffing	-Fill all sanctioned accountant positions. -Appoint an accountant to the project. -Engage an additional account assistant for the project.	Each Pourashava/PIU	November, 2022
Staffing	Recruit financial management expert with an accounting qualification to support the PMU and the <i>Pourashavas</i> /PIUs.	LGED/PMU	By loan effectiveness
Capacity building	Provide training in ADB's financial management and disbursement policies, procedures, and systems including applying the correct disbursement percentage ^a for each invoice to project accounts staff.	ADB & LGED	By inception mission and thereafter annually
	Provide training to the <i>Pourashavas</i> /PIUs in the project-specific financial management requirements covering: (i) disbursement triggers and required supporting documentation to be submitted to the PMU and (ii) project, accounting, financial reporting, and audit arrangements.	LGED PMU/ PMSC	Within one month after loan effectiveness and thereafter annually
Flow of Funds	Obtain approval of the DPP and Ensure the project is included in the fiscal year 2022/23 budget under a separate budget code. Ensure adequate and timely release of Counterpart Fund.	LGED & MOF	August 2022
		MOF	Annually
Flow of funds	Prepare cash forecasts covering the upcoming six months and monitor the use of sub-advance accounts and the project accounts to ensure: (i) adequate funds are available at all levels, (ii) the applicable disbursement percentage is correctly applied to each invoice to avoid bridge financing and (iii) the advances to the <i>Pourashavas</i> /PIUs are liquidated each month and the required documentation (or copies of such documentation) to support all expenditure are duly submitted to the PMU and filed in the PMU.	LGED/PMU	Monthly
Accounting	Prepare a detailed project-specific financial management manual for the use of the LGED/PMU and the <i>Pourashavas</i> and disseminate it to the <i>Pourashavas</i> /PIUs.	LGED/PMU	December 2022
Accounting	Maintain consolidated project control records and registers including: (i) list of signed contracts and amounts disbursed against each contract, (ii) expenditures claimed under the SOE procedure, and (iii) list of withdrawal applications claimed from ADB loans, and grant, and amounts disbursed by ADB.	LGED/PMU	Monthly

Risk Area	Agreed action	Responsibility	Timeframe
Accounting	File supporting documentation (or certified copies of such documents) for all project expenditures including expenditures claimed under the SOE procedure centrally in the LGED PMU to facilitate ADB inspections and financial audits.	LGED/PMU	From loan effectiveness onwards
Internal audit	<p>-Request the LGED internal audit unit to include the project in their annual audit plan.</p> <p>- LGED internal audit unit to include the project in its internal audit plan.</p> <p>-Engage a chartered accountant firm to supplement the LGED internal audit function and conduct internal audits of PIUs at the Pourashava level.</p> <p>-Engage an internal audit consultant as part of the Institution building consultancy package to strengthen the capacity of the accounts and audit committee of each Pourashava to undertake annual internal audits, in accordance with the statutory requirements.</p> <p>Ensure the Accounts and Audit committee are operational and undertake their responsibilities in accordance with the statutory requirements</p>	<p>LGED/PMU</p> <p>LGED/Internal audit unit</p> <p>LGED/PMU</p> <p>LGED/PMU</p> <p>Each <i>Pourashava</i></p>	<p>Annually</p> <p>Annually</p> <p>Within three months after loan effectiveness.</p> <p>Within three months after loan effectiveness.</p> <p>Annually from FY2024/25 onwards</p>
Internal controls	Establish a project audit recommendations review committee (PARRC) headed by the project director (PD) to follow-up and undertake remedial actions to resolve audit issues within three months of the receipt of the external/internal audit report.	LGED/PMU	Within six months after the end of the fiscal year
External Audit – project level	<p>-Liaise with FAPAD to ensure the project is part of FAPAD's annual audit plan and that ADB's audit requirements are followed including providing a separate audit opinion that the funds have been used for the project.</p> <p>- Cause the consolidated project financial statements prepared by LGED/PMU to be audited by FAPAD on an annual basis.</p> <p>-Submit the audited consolidated project Financial Statements (APFS) including a management letter to ADB.</p>	<p>LGED/PMU</p> <p>LGED/PMU and each <i>Pourashava/PIU</i></p> <p>LGED/PMU</p>	<p>Within one-quarter after loan effectiveness</p> <p>Within six months after the end of the fiscal year</p> <p>Within six months after the end of the fiscal year</p>
Financial reporting	<p>-Include comprehensive financial information in a format agreed with ADB in the quarterly progress reports to be submitted to ADB.</p> <p>-Prepare PFS in a format agreed with ADB and provide it to FAPAD to facilitate a timely audit.</p>	<p>-LGED/PMU</p> <p>-LGED/PMU and Each <i>Pourashava /PIU</i></p>	<p>-Within 45 days after each reporting period.</p> <p>-Annually within 60 days after the end of the fiscal year</p>

Risk Area	Agreed action	Responsibility	Timeframe
Information systems	Adopt a computerized accounting software to record all receipts, and payments under the project including payments from the advance accounts, sub-advance accounts, and PIU level accounts as well direct payments in a computerized accounting software. ^b Confirm the accounting software to be used to ADB.	LGED/PMU & each <i>Pourashava</i> /PIU	December 2022
	Reconcile project book of accounts with ADB disbursement records and keep track of direct payments as well as advances, replenishments, and liquidations to the respective advance account. ¹⁰	LGED/PMU	Quarterly

ADB = Asian Development Bank, APFS = audited project financial statement, DPP = development project proforma, FAPAD = Foreign Aided Projects Audit Directorate, LGED = Local Government Engineering Department, MOF = Ministry of Finance, PFS = Project Financial Statements, PIU = project implementing unit, PMSC = project management supervision consultant, PMU = project management unit, QPR = quarterly progress report, PARRC = project audit recommendations review committee, SOE = statement of expenditure, WA = withdrawal application.

^a The disbursement percentage is the proportion of ADB financing applied to expenditures claimed under a particular expenditure category, as specified in the allocation tables or other parts of the loan agreements. The disbursement percentage is derived from ADB's financing percentage, as presented in the detailed cost estimates by financier in Table 12, PAM.

^b This may be a standalone accounting software (e.g., Tally, QuickBooks, etc.), or by using the existing LGED Unified Financial Management System (UFMS). LGED/PMU may also make use of the government accounting systems (IBAS++) once it has been adequately upgraded to account for expenditures made from ADB loan funds including receipts and payments from the advance/sub-advance accounts and direct payments.

Source: Asian Development Bank.

B. Disbursement

1. Disbursement Arrangements for ADB Funds

19. The ADB loan, and ADF grant proceeds will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time),¹¹ and detailed arrangements agreed upon between the government and ADB. Online training for project staff on disbursement policies and procedures is available. Project staff are encouraged to avail of this training to help ensure efficient disbursement and fiduciary control

20. It is expected that ADB's disbursement procedures (direct payment, reimbursement, and/ or advance fund procedure) will be used for withdrawal of project funds as follows:

- (i) Direct payment procedure will be used for foreign currency payments to contractor, suppliers, and consultants.
- (ii) Reimbursement will be used for any eligible payments prefinanced by the government, including all expenditures financed under retroactive financing; and
- (iii) Advance fund procedure will be utilized for payments to suppliers, contractors, service providers, and consultants-in local currency, when government pre-financing is not feasible.

21. The PMU shall submit to ADB through Client Portal Disbursement covering the finances

¹⁰ The ADB disbursement data can be obtained from the Loan/grant Financial Information system (L/GFIS).

¹¹ The handbook is available electronically from the ADB website <https://www.adb.org/documents/loan-disbursement-handbook>.

of ADB loans and grant. ADB will review submitted withdrawal applications and pay its share of financing. LGED, through its PMU, will be responsible for: (i) preparing annual contract awards and disbursement projections, (ii) requesting budgetary allocations for counterpart funds, (iii) collecting supporting documents, and (iv) preparing and sending withdrawal applications to the ADB.

22. **Advance fund procedure.** Three separate advance accounts are to be established and maintained by MOF and LGED/PMU in the name of the project, in the Bangladesh Bank, one for ADB OCR regular loan, one for the OCR concessional loan, and one for ADF grant. The currency of the advance accounts is the United States dollar. In addition, three sub-advance accounts in Bangladesh Taka will be established in a commercial bank and maintained by the PMU, one for ADB OCR regular loan, one for the OCR concessional loan, and one for ADF grant. Moreover, each Pourashava/PIU shall open and maintain in a commercial bank two separate sub-sub advance accounts, one for the ADB OCR regular loan, and one for the ADB OCR concessional loan to receive ADB loan funds from the respective ADB sub-advance accounts on a pro rata basis in accordance with the applicable financing/disbursement percentage.¹² The advance accounts, the sub-accounts, and the PIU level sub-sub advance account are to be used exclusively for ADB share of eligible expenditures and will not be mingled with other funds. LGED/PMU is accountable and responsible for the proper use of advances to the advance accounts including advances to any sub-accounts or sub-sub advance accounts.

23. The total outstanding advance to the respective advance account should not exceed the estimate of ADB loan or grant share of expenditures to be paid through the advance account for the forthcoming six months. LGED/PMU through its PMU may request for initial and additional advances to the advance account based on an Estimate of Expenditure Sheet setting out the estimated expenditures to be financed through the accounts for the forthcoming 6 months.¹³ Supporting documents should be submitted to ADB or retained by LGED/PMU in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time) when liquidating or replenishing the advance account.

24. **Statement of expenditure procedure**¹⁴ The SOE procedure may be used for reimbursement of eligible expenditures or liquidation of advances to the advance account. The ceiling of the SOE procedure is the equivalent of \$100,000 per individual payment. Supporting documents and records for the expenditures claimed under the SOE should be maintained and made readily available by LGED/PMU for review by ADB's disbursement and review missions, upon ADB's request for submission of supporting documents on a sampling basis, and for independent audit. Reimbursement and liquidation for individual payments in excess of the SOE ceiling should be supported by full documentation when submitting the withdrawal application to ADB.

25. Before the submission of the first withdrawal application, the borrower should submit to ADB sufficient evidence of the authority of the persons who will sign the withdrawal applications on behalf of the borrower, together with the authenticated specimen signatures of each authorized person. The minimum value per withdrawal application is stipulated in the *Loan Disbursement Handbook* (2017, as amended from time to time). Individual payments below such amount should be paid (i) by LGED and subsequently claimed to ADB through reimbursement, or (ii) through the

¹² Selected Pourashavas/PIUs may operate 3 sub-sub advance accounts, including a separate OA for the ADF grant.

¹³ Estimate of Expenditure Sheet is available in Appendix 8A of ADB's *Loan Disbursement Handbook 2017* (2017, as amended from time to time).

¹⁴ SOE forms are available in Appendix 7B and 7D of ADB's *Loan Disbursement Handbook* (2017, as amended from time to time).

advance fund procedure, unless otherwise accepted by ADB. The borrower should ensure sufficient category and contract balances before requesting disbursements. For the ADB financing, the use of ADB's Client Portal for Disbursements (CPD) system is mandatory for the submission of withdrawal applications to ADB.¹⁵

26. Disbursement of funds to the *Pourashavas*/PIU sub-sub advance accounts. In order to ensure compliance with ADB disbursement procedures as well as sufficient liquidity at the *Pourashava*/PIU level, the LGED/ PMU will advance funds from the ADB loan and ADF grant sub-advance accounts to the various sub-sub advance accounts, maintained by the *Pourashavas*/PIUs, in accordance with the following procedure:

- (i) No funds shall be disbursed to the *Pourashava*/PIUs, before the concerned *Pourashava* has submitted to the LGED/PMU proof of the following: (i) the PIU has been established and adequately staffed including the appointment of the accountant officer or accountant to the PIU, and (ii) the opening of the various sub-sub advance accounts.
- (ii) Based on the received bills from the contractor, supplier, etc., each *Pourashava*/PIU will prepare requests for advances including a Fund Requisition Form, and submit it to the LGED PMU. The request for advance must be duly authorized and supported by bills/ invoices to be paid. A sample Fund Requisition Form is included in Appendix 3.
- (iii) The LGED PMU reviews the request for advance and the attached invoices and transfers the funds within five working days from the respective ADB sub-advance accounts to the respective PIU sub-sub advance accounts on a pro rata basis in accordance with the applicable disbursement percentage in line with loans and grant agreements. The government counterpart share of each invoice will be released through the government systems.
- (iv) Each *Pourashavas*/PIU will pay the ADB share of each invoice to the contractor, supplier, service provider from the respective sub-sub advance account on a pro rata basis in accordance with the applicable disbursement/financing percentage in line with the loans and grant agreements.
- (v) At the end of each calendar month, each *Pourashava*/PIU will liquidate all past advances to each sub-sub advance account by submitting the following documentation to the LGED PMU: (a) a summary report/statement of expenditure listing all expenditures incurred and (b) all supporting documentation (or copies of such documentation), as outlined in Table 20;
- (vi) Subsequently, the LGED PMU will ensure that all previous advances disbursed up the end of the previous quarter have been duly liquidated and that the required supporting documentation has been received by the LGED PMU. Any missing supporting documentation will be promptly followed up on by the PMU.
- (vii) Any unused advances will be returned by the *Pourashava*/PIU to the respective sub-advance accounts maintained by the LGED PMU in accordance with the applicable disbursement percentage.

27. In case any *Pourashava*/PIU should fail to comply with the above-listed requirements, the PMU may decide to suspend the use of the PIU level sub-sub advance accounts and execute the payments to the contractor directly from the respective sub-advance accounts, subject to the receipt of the required supporting documentation.

¹⁵ The CPD facilitates online submission of Withdrawal Applications to ADB, resulting in faster disbursement. The forms to be completed by the Borrower are available online at <https://www.adb.org/documents/client-portal-disbursements-guide>.

Table 20: Supporting documentation to be provided to the LGED, PMU

Payment for	Payment Type	Required Supporting Documents
Civil works	Advance payment	1) Contractor's invoice (indicating date, amount, and bank account details) and official receipt, bank transfer record, or other proof of payment; and, 2) Contract terms and conditions which refer to payment of advance, bank guarantee if required under the contract, and other documents as required in the contract
	Progress payment	1) Contractor's invoice and interim payment certificate or summary of work progress (indicating period covered, amount, and bank account details) and official receipt, bank transfer record, or other proof of payment; and 2) Breakdown of amount due and other documents as required in the contract.
	Release of retention money	1) Contractor's invoice (indicating date, amount, and bank account details) and unconditional bank guarantee (if required under section 4.27 of the ADB's disbursement handbook) and official receipt, bank transfer record, or other proof of payment; and 2) Contract terms and conditions which refer to the release of retention money, and other documents as required in the contract.
Goods, equipment, material	One time or installment payment.	1) Supplier's invoice, or purchase order (indicating date, amount, and bank account details) and official receipt, bank transfer record, or other proof of payment; and 2) Bill of lading or delivery receipt, bank guarantee if required under the contract, and other documents as required in the contract.

2. Disbursement Arrangements for Counterpart Fund

28. The government counterpart funds will be sufficiently allocated in the budget annually and made available to the project in a timely manner. All disbursements under government financing will be carried out in accordance with the regulations of the government and accounting principles acceptable to ADB. LGED through its PMU will be responsible for preparing disbursement projections and requesting budgetary allocations for counterpart funds to the Ministry of Finance.

C. Accounting and Financial Reporting

29. The LGED through its PMU and each Pourashava through its PIU will maintain, or cause to be maintained, separate books and records by funding source (ADB regular loan, ADB concessional, ADF grant, and government counterpart funds, etc.) for all expenditures incurred on the project following International Public Sector Accounting Standard (IPSAS) for cash-based accounting following the equivalent national accounting standards prescribed by the government's accounting laws and regulations.

30. Each Pourashava through its PIU will prepare subproject financial statements in accordance with the IPSAS Financial Reporting Under the Cash Basis of Accounting and the requirements of Ministry of Finance, Government of Bangladesh. The subproject financial statements will consist of the following:

- (i) Statement of cash receipts and payments showing the funds received by each

funding source (ADB regular loan, ADB concessional loan, government counterpart funds, etc.) and expenditures incurred by expenditure category for the current year, previous year, and cumulative from inception to date.

- (ii) Statement of advance account reconciliation for each sub-sub-advance account; and,
- (iii) notes to the financial statements including significant accounting policies.

31. LGED through its PMU will prepare annual consolidated project financial statements in accordance with IPSAS Financial Reporting Under the Cash Basis of Accounting and the requirements of Ministry of Finance, Government of Bangladesh. Accordingly, the project consolidated financial statement will include at least the following:

- (i) Statement of cash receipts and payments showing the funds received by each funding source (ADB regular loan, ADB concessional loan, government counterpart funds, etc.) and expenditures incurred by expenditure category for the current year, previous year, and cumulative from inception to date.
- (ii) Statement of budget vs. actual expenditures; any significant variance will be sufficiently explained in the notes.
- (iii) Statement of advance account reconciliation for each advance account and sub-advance account.
- (iv) Detailed notes to the financial statements including significant accounting policies. The notes of the financial statements will provide a detailed breakdown of at least the following:
 - (a) Funds received from the government during the current year, previous year, and cumulative to date;
 - (b) summary of disbursement claimed and received from each funding source; and
 - (c) A list of withdrawal applications submitted to - and the amounts disbursed by ADB as follows: financing source (ADB loan, ADF grant, etc.), withdrawal applications number, the amount claimed, and currency, period when expenditures were incurred, date submitted, disbursement method, the amount disbursed by ADB, and the exchange rate as applicable.

32. The expenditure categories and outputs used in the financial reports will be aligned with the structure outlined in this PAM. The template project financial statements to be followed are included in **Appendix 4**.

33. **Financial information included in the quarterly progress reports.** Moreover, to allow for timely and efficient monitoring, the LGED PMU will ensure that comprehensive financial information is included in the quarterly progress reports to be submitted to ADB within 45 days after the end of each quarter. Detailed financial reports may also be appended to the quarterly progress reports as agreed with ADB. The information will include at least the following items:

- (i) Overall financial progress by financing source for the reporting period, year to date, and cumulative;
- (ii) Timeliness and adequacy of government counterpart funding;
- (iii) Disbursement information for the reporting period, year to date, and cumulative, including comparison with the disbursement S-curve outlined in the PAM;
- (iv) Analysis of contract awards in the reporting period and cumulative, including comparison with the contract award curve outlined in the PAM;
- (v) Reconciliations of the advance accounts, sub-advance accounts, and sub-sub advance accounts - any reconciliation items are to be disclosed and explained in the text of the report;

- (vi) Reconciliation of amounts claimed from ADB and funds disbursed by ADB (by financing source)—any discrepancies are to be disclosed and explained in the text of the report;
- (vii) Variance analysis including budget vs. actual expenditures and physical vs. financial progress, with significant deviations analyzed and explained; and
 - (a) Summary of the status of the (a) financial management action plan outlined in PAM, (b) recommendations and actions raised by ADB as part of the audited project financial statement (APFS) review (if any), and (c) financial management-related recommendations agreed during ADB review missions and Tripartite project reviews (TPRs), and;
 - (b) Summary of the status of past audit observations (resolved/ pending).

34. The following detailed schedules will be attached to the quarterly progress reports as annexes:

- (i) Detailed reconciliation (by withdrawal application) of project records and ADB disbursement records (LFIS) for the fiscal year to date and cumulative;
- (ii) Status of external audit observations (resolved/ pending); and
- (iii) Status of financial management action plan (complied/ongoing).

35. Indicative format of the financial management information to be included in the quarterly progress report (QPR) is included in **Appendix 5**.

36. **Variance analysis.** As part of the variance analysis, LGED/PMU will examine the differences between budgeted and actual expenditures as well as between financial and physical progress. Any significant variances, delays, or deviations, etc. shall be promptly followed up and explained in the financial reports. The variance analysis will pay particular attention to the following items:

- (i) Significant deviations from the budgeted engineer's estimate;
- (ii) Significant deviations between financial and physical progress;
- (iii) Significant delays on (planned vs. reported) physical and/or financial progress; and
- (iv) Inconsistent and/or delayed progress reporting.

37. **Periodic reconciliations.** To ensure the correctness and completeness of the project's books of accounts and financial reports, LGED /PMU shall conduct:

- (i) Monthly reconciliations of the advance accounts, and sub-advance accounts; and
- (ii) Quarterly reconciliation of the project records, and ADB loans, and ADF grant disbursement data found in L/GFIS.

38. LGED/PMU must also ensure each *pourashava*/PIU conducts monthly reconciliations of their respective sub-sub advance account. Any discrepancies and/or reconciliation items will be followed up on to ensure that they are resolved in a prompt manner and that there are no errors/misstatements in the financial reports. The differences between amounts claimed and the amounts disbursed will be disclosed and explained in the withdrawal application register to be included in the financial reports.

39. **Project Audit Recommendations Review Committee (PARRC).** In order to strengthen the internal control framework of the project and ensure audit observations and recommendations are implemented in a timely fashion, a Project Audit Recommendations Review Committee

(PARRC) will be established. The Committee will be headed by the project director.¹⁶ The PARRC will meet on a quarterly basis to undertake the following tasks: (i) review accounting practices, including the optimal use of accounting software, and (ii) monitor external audit observations and internal audit recommendations to ensure these are being addressed within a reasonable time. The status of audit observations and recommendations will be included in the quarterly progress reports.

D. Auditing and Public Disclosure

40. **Internal Audit.** The internal audit function of the LGED and the accounts and audit committee of each Pourashava will include project activities within their audit scope, over the project implementation period. The PMU will actively liaise with LGED on its internal audit function and the status of the internal audit recommendations and observations related to the project (if any). These will be regularly monitored by LGED through its PMU and included in the QPRs.

41. **External audit.** LGED will cause the consolidated project financial statements prepared by the LGED/PMU to be audited in accordance with International Standards of Supreme Audit Institutions (ISSAIs)¹⁷ by an independent auditor¹⁸ acceptable to ADB. The auditor will include the Pourashavas/PIUs in the scope of the audit. The audited consolidated project financial statements (APFS) together with the auditor's opinion will be presented in English to ADB by LGED within 6 months from the end of the fiscal year.

42. The audit reports for the project financial statements will include a management letter and auditor's opinions which cover (i) whether the project financial statements present an accurate and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting standards; and (ii) whether the proceeds of the loan were used only for the purpose of the project. The management letter will include a breakdown of the audit observations by each implementing agency. From the second year onwards, the management letter will include a follow-up on previous years audit observations. In case the auditor does not issue a management letter, the auditor must issue a written confirmation that no internal control issues were identified as part of the audit.

43. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal project supervision, and followed up regularly with all concerned, including the external auditor.

44. The government and LGED have been made aware of ADB's approach to delayed submission, and the requirements for satisfactory and acceptable quality of the APFS.¹⁹ ADB

¹⁶ The composition of the PARRC may include the Assistant Director (Municipal Finance Officer), the Accounts officer, and other staff as considered necessary as well as selected representatives from Pourashavas' on rotational basis.

¹⁷ The Government Auditing Standards of Bangladesh' (GASB)¹⁷ are based on the International Standards of Supreme Audit Institutions (ISSAIs) issued by International Organization of Supreme Audit Institutions (INTOSAI).

¹⁸ OACG/FAPAD.

¹⁹ ADB's approach and procedures regarding delayed submission of audited project financial statements:

- (i) When audited project financial statements are not received by the due date, ADB will write to the executing agency advising that (a) the audit documents are overdue; and (b) if they are not received within the next 6 months, requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters will not be processed.
- (ii) When audited project financial statements are not received within 6 months after the due date, ADB will withhold processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters. ADB will (a)

reserves the right to require a change in the auditor (in a manner consistent with the constitution of the borrower), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project financial accounts to confirm that the share of ADB's financing is used in accordance with ADB's policies and procedures.

45. Public disclosure of the APFS, including the auditor's opinion on the project financial statements, will be guided by ADB's Access to Information Policy 2018.²⁰ After the review, ADB will disclose the APFS and the opinion of the auditors on the project financial statements no later than 14 days of ADB's confirmation of their acceptability by posting them on ADB's website. The management letter, additional auditor's opinions, and audited entity financial statements will not be disclosed.²¹

E. Closing of the ADB Loan and Grant Accounts

46. In order to ensure timely closure of the ADB loan, and grant accounts, and to comply with ADB's requirements, LGED will through its PMU ensure that the following measures are undertaken:

- (i) All ADB loan and grant financed expenditures are incurred before or by the loan closing date;
- (ii) All withdrawal applications including liquidations of the advance account are submitted to ADB preferably by the loan closing date but in no case later the end of the winding up period; that is, within 4 months after the end of the loan closing date;
- (iii) Any unutilized advances are refunded to ADB as applicable within 2 months after the end of the winding up period;
- (iv) All advance accounts, sub-advance, and sub-sub advance accounts are closed in a timely manner;
- (v) The final project financial statements are prepared in a timely manner. The final PFS is to include a reconciliation of the project account and the ADB loans and grant disbursement records for the fiscal year and cumulatively from inception. Any differences must be disclosed and explained;
- (vi) All past external audit observations have been duly addressed;
- (vii) The final project financial statements are audited by independent auditors as agreed with ADB and the APFS and the management letter is submitted to ADB as soon as possible after the loan closing date. The final APFS must include all expenditures incurred up to the loan closing date as well as up to the final withdrawal application; and
- (viii) All projects financial records are filed in an orderly manner, backed up electronically, and stored in a secure location for a for at least 1 year following receipt by ADB of the final audited project financial statements or 2 years after the loan closing date, whichever is later.

inform the executing agency of ADB's actions; and (b) advise that the loan may be suspended if the audit documents are not received within the next 6 months.

- (iii) When audited project financial statements are not received within 12 months after the due date, ADB may suspend the loan.

²⁰ ADB. 2018. Access to Information Policy.

²¹ This type of information would generally fall under Access to Information Policy exceptions to disclosure. ADB. 2018. *Access to Information Policy*.

VI. PROCUREMENT AND CONSULTING SERVICES

A. Advance Contracting and Retroactive Financing

47. All advance contracting and retroactive financing will be undertaken in conformity with ADB Procurement Policy and Regulations, 2017 as amended from time to time. The issuance of invitations to bid under advance contracting and retroactive financing will be subject to ADB approval. The borrower and LGED have been advised that approval of advance contracting and retroactive financing does not commit ADB to finance the project.

48. **Advance contracting.** LGED has requested advance contracting for the recruitment of consultant packages, and procurement of works, and goods for stage 1. PMSC will handle overall activities including related to output 1 (municipal infrastructure for resilience improved), NGOs will handle activities related to output 2 (resilience of livelihood enhanced). Institutional Capacity and Community Development Consultant (ICCDC) will handle activities related to output 3 (introduced capacity, governance, and climate awareness strengthened to ADB approval).

49. **Retroactive financing.** Retroactive financing will be considered for up to 20% of the loan and grant amount for expenditures incurred for civil works, consulting contracts, and establishment, and operation of the PMU, Divisional/Regional Office of LGED, and PIUs before loan and grant effectiveness, but not earlier than 12 months before the signing of the loan and grant agreements.

B. Procurement of Goods, Works, and Consulting Services

50. All procurement of goods and works will be undertaken in accordance with ADB's Procurement ADB Procurement Policy and Regulations, 2017. Before the start of any procurement, ADB and the government will review the public procurement laws of the central and state governments to ensure consistency with ADB's Procurement Policy and Regulations, 2017. The value for money is expected to be achieved through efficiency by the use of National Bidding Documents (ePW3-D) suitable for local contractors and e-GP. The post-review sampling shall be used after successful procurement of initial packages per *pourashavas*.

51. Procurement Procedures

- (i) Bid Price as Percentage of Estimates
Bids shall not be invited on basis of the percentage above or below the estimated cost, and contract award shall be based on the lowest evaluated bid price of responsive bid from eligible and qualified bidder.
- (ii) Lottery
A lottery system shall not be used to determine a successful bidder, including for the purpose of resolving deadlocks.
- (iii) Rejection of All bids and Rebidding
Bids shall not be rejected, and new bids solicited without ADB's prior concurrence.
- (iv) Bidding documents
Procurement of works shall use Standard Bidding Document for Bangladesh – ePW3-D. The master bidding document approved by ADB for the first package shall not be altered without ADB's prior concurrence.
 - Bidder shall not be stopped from participating in bids on basis of National or local sanctions, Blacklisting/debarment unless it is for integrity reasons. If any bidder is under national or local sanction, rejection of such bidder may be considered subject to prior approval from ADB Office of

- Anticorruption; and
- Electronic procurement could be used to run the procurement process for packages under open competitive bidding with national advertisement. The existing bidding document used by Bangladesh may require modification to accommodate certain clauses specific to ADB. Before the use of eGP, the system will need to delink the national blacklisting module for packages under the loan and to include clauses to address ADBs requirements.

52. An 18-month procurement plan indicating threshold and review procedures, goods, works, and consulting service contract packages and open competitive bidding (OCB) guidelines is in Section C.

53. All consultants and NGOs will be recruited according to ADB's Procurement Policy and Regulations, 2017.²² The TOR for all consulting services are detailed in Section D.

54. An estimated 2,643 person-months (24 international, 2,619 national) of consulting services are required to (i) facilitate project management and implementation, and (ii) strengthen the institutional and operational capacity of the executing agency. Consulting firms will be engaged using the quality- and cost-based selection (QCBS) method with a standard quality-cost ratio of 80:20.

C. Procurement Plan

55. Procurement Plan is in **Appendix 6**.

D. Consultant's Terms of Reference

56. The PMU, the project *pourashavas*, and the project implementing units (PIUs) will require consultants' support, through the project management supervision consultant, Institutional Capacity, and Community Development Consultant, Detailed Design Service Consultant, Project Internal Auditing Consultant and consultant for Integrated Drainage Plans, and on a spectrum of activities associated with project management, engineering design, supervision of physical works, capacity development of executing agency, PIUs, project monitoring, and benefits monitoring, and reporting. Four consulting firms will be engaged using Quality and Cost-Based Selection (QCBS) method for a total of 2,533 person-months and one consulting firm will be engaged using single source selection method for a total of 86 person-months. The TORs for the five consultancy packages are included in **Appendix 7**.

VII. SAFEGUARDS

A. Environmental Safeguards

57. **Prohibited investment activities.** Pursuant to ADB's Safeguard Policy Statement (2009), ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth at Appendix 5 of the Safeguard Policy Statement (2009).

58. Table 21 provides a summary of environmental safeguards compliance requirements that will be followed during project implementation.

²² Checklists for actions required to contract consultants by method available in [e-Handbook on Project Implementation](#).

Table 21: Summary Environmental Safeguard Compliance Requirements

Project Stage	Compliance Requirements
Prior to loan effectiveness	Deputy Project Director (Safeguards), and Assistant Director (Environment) in PMU, Assistant Director (Environmental Safeguards) in Regional PMUs, and Safeguards, and Gender Focal in PIUs are appointed prior to loan effectiveness or prior award of contract, whichever is earlier
Project preparation (feasibility/preliminary designs)	Complied with EARF requirements including exclusion and avoidance criteria, and environmental assessment of subprojects (See Appendix 1) All the regulatory clearances/approval requirements of subproject identified IEEs conducted for category B subprojects Subprojects with significant adverse impacts (category A per ADB Safeguards Policy Statement (SPS)) are not included in the project Meaningful consultations with stakeholders and affected people conducted, and information disclosed EMP prepared
Detailed design	IEEs including EMPs are prepared and submitted to ADB for review, clearance, and disclosure Draft IEEs (if prepared based on feasibility/preliminary designs) are updated/finalized based on detailed engineering design and cleared and disclosed by ADB prior to invitation of bids. Experts (heritage expert) engaged to conduct the heritage assessment studies / confirmatory surveys, and other tasks as envisaged in the corresponding draft IEEs and EMPs Amended/finalized subprojects with the detailed designs are in conformance with the EARF requirements Regulatory clearances/approvals that require detailed engineering designs for applications are obtained
Bidding process	For Build-Operate (BO) or 'works' type bids - IEEs based on final design are approved and disclosed by ADB prior to bid invitation Approved IEE and EMP included in the bid EMP provisions and compliance requirements per IEE are explained to bidders in pre-bid meeting All the regulatory clearances/approvals are in place for subproject prior to award of the contract Approved IEE and EMP included in construction contract
Construction	GRM established prior to the start of construction. IEEs are updated, if required, to reflect any changes during design verification/validation prior to commencement of works and submitted to ADB for review, clearance, and disclosure. Updated/finalized IEEs are provided to the construction contractors prior to the start of construction and disclosed locally and on ADB's website. Contractor complied with all pre-construction procedures including preparation of construction health & safety plan (including Health & Safety COVID-19 plan), traffic management plan, chance find protocol, establishment of labor camps per the EMP provisions, etc., Site-specific EMP (SEMP) prepared by contractor and approved by PIU prior to start of construction Experts (heritage) engaged provide guidance during the works close to sensitive towns SEMP implemented by contractor during construction Monitoring conducted by PIU Identified, assessed, and reported any new/unanticipated impacts and/or non-compliances, and necessary corrective actions implemented

Project Stage	Compliance Requirements
Operation	Semiannual EMR submitted to ADB and disclosed on ADB website
	All the sites are cleaned up and restored as required prior to issuance of work completion certification to the contractor
	All the operational stage regulatory clearances/ approvals are in place prior to start of operation
	Environmental monitoring report submitted to ADB annually and disclosed on ADB website until PCR is issued

ADB = Asian Development Bank, EARF = environmental assessment and review framework, EMP = environmental management plan, EMR = environmental monitoring report, IEE = initial environmental examination, GRM = grievance redress mechanism, PCR = project completion report, PIU = project implementation unit, PMU = project management unit, SEMP = site-specific environmental management plan, SPS = ADB's Safeguards Policy Statement (2009)

Source: Asian Development Bank.

59. **Environmental categorization.** The project is category B for environment per ADB's Safeguards Policy Statement (SPS) of 2009. Project's potential environmental impacts are short-term, site-specific, and experienced mainly during the construction and can be mitigated or minimized to acceptable levels through implementation of simple mitigation measures. Initial environmental examination (IEE) carried out for the five sample subprojects (Jhalakathi Cyclone Shelter and Access Road, Jhalakathi Roads, Bagerhat Drainage, Bagerhat Integrated Waste Management, and Kuakata Roads and Drains) during the project preparation confirms this. Although there are notified UNESCO heritage sites near Bagerhat Town, none of the components are located in or within 1 km of sites. No category A schemes (subprojects), which may result in significant adverse, irreversible, or unprecedented impacts will be considered for implementation under the project.

60. **Environmental Assessment and Review Framework (EARF).** An EARF has been prepared to facilitate project implementation compliance with the ADB SPS requirements. EARF, in accordance with SPS, and applicable government laws and regulations, will guide subproject selection, screening and categorization, environmental assessment, consultation and information disclosure, grievance redress mechanism, and preparation, and implementation of safeguard plans of subprojects, monitoring, and reporting. EARF specifies subproject selection criteria to ensure that subprojects either located in environmentally/archeologically sensitive areas, and/or potential to have significant adverse impacts are not included in the project. The EARF is agreed between ADB and the government and will be disclosed in an accessible place (e.g., community bulletin boards, LGED/PIU offices) and in a form and language (Bangla) understandable to affected people and other stakeholders, and will also be disclosed on ADB and the project websites. All future new and amended schemes (subprojects) will be prepared and implemented in compliance with the EARF. Summary of the environmental selection criteria for schemes (subprojects) is included in **Appendix 1**.

61. **Environmental Assessment, Management Plans, and Monitoring Reports.** PMU has prepared five draft IEE reports including Environmental Management Plans (EMPs) for five selected sample schemes (subprojects) based on preliminary design, and in accordance with the ADB SPS. Per Government of Bangladesh's Environmental Conservation Rules (ECR), 1997, schemes (subprojects) require environmental clearance certificate (ECC)²³ from the Department of Environment, which will be obtained by PMU prior to invitation of bid/award of contract. Draft

²³ Subprojects proposed under are classified as either "Red," "Orange," or "Green," in accordance with the Environmental Conservation Rules (1997), and required should obtain ECC.

IEEs (if prepared based on feasibility/preliminary designs) will be updated/finalized based on detailed engineering design and cleared and disclosed by ADB prior to the invitation of bids. IEEs and corresponding EMPs based on detailed engineering design will be included in the bid documents and will form part of the contracts. Updated/finalized IEEs including EMPs will be provided to respective Contractors for implementation. Competent heritage expert will be engaged during detailed design to conduct heritage assessment study in Bagerhat. It will be ensured that no works/sites are located within 1 km from the outer boundary of the UNESCO notified protected area known as “Historic Mosque City of Bagerhat/Khalifatabad,” and (ii) suggest measures. IEEs will be updated/revised during the implementation stage if there any changes in design or location of subproject components. All IEEs including the EMPs (drafts, updated/final versions) will be disclosed on the ADB and project websites. All pre-construction and construction permissions and clearances will be obtained before the contract award or before the start of construction activities, as appropriate. Summary will be translated into *Bangla* (local language) understandable to affected people and other stakeholders and disclosed in an accessible place (e.g., community bulletin boards, LGED/PIU offices). Meaningful consultations with stakeholders will be carried out on an ongoing basis throughout the project implementation. A Grievance Redress Mechanism (GRM) will be established and notified prior to the start of construction. Monitoring of implementation of the EMPs/SEMPs will be conducted and semiannual monitoring reports (SEMR) will be submitted to ADB for review, clearance and disclosure. During the operation, environmental monitoring reports will be submitted annually to ADB until a Project Completion Report (PCR) is issued. Monitoring reports will be submitted to ADB within thirty (30) days from the end date of reporting period.

62. **Physical Cultural Resources.** Executing agency/PMU is responsible for siting and designing the subproject to avoid significant damage to physical cultural resources. ADB SPS, 2009 requires that such resources likely to be affected by the subproject are identified, and qualified and experienced experts assess the subproject’s potential impacts on these resources using field-based surveys as an integral part of the environmental assessment process. When the proposed location of a subproject component is in areas where physical cultural resources are expected to be found as determined during the environmental assessment process, chance finds procedures shall be included in the EMP.

63. **Occupational Health and Safety.** PMU shall ensure that workers are provided with a safe and healthy working environment, considering risks inherent to the sector and specific classes of hazards in the project work areas, including physical, chemical, biological, and radiological hazards. PMU shall ensure to take steps to prevent accidents, injury, and disease arising from, associated with, or occurring during the course of work by (i) identifying and minimizing, so far as reasonably practicable, the causes of potential hazards to workers; (ii) providing preventive and protective measures, including modification, substitution, or elimination of hazardous conditions or substances; (iii) providing appropriate equipment to minimize risks and requiring and enforcing its use; (iv) training workers and providing them with appropriate incentives to use and comply with health and safety procedures and protective equipment; (v) documenting and reporting occupational accidents, diseases, and incidents; and (vi) having emergency prevention, preparedness, and response arrangements in place. PMU shall also adhere to necessary protocols in response to emerging infectious diseases such as the COVID-19 consistent with the guidelines of relevant government health care agencies and the World Health Organization.

64. **Community Health and Safety.** PMU shall ensure to identify and assess the risks to, and potential impacts on, the safety of affected communities during the design, construction, operation, and decommissioning of the project, and will establish preventive measures and plans

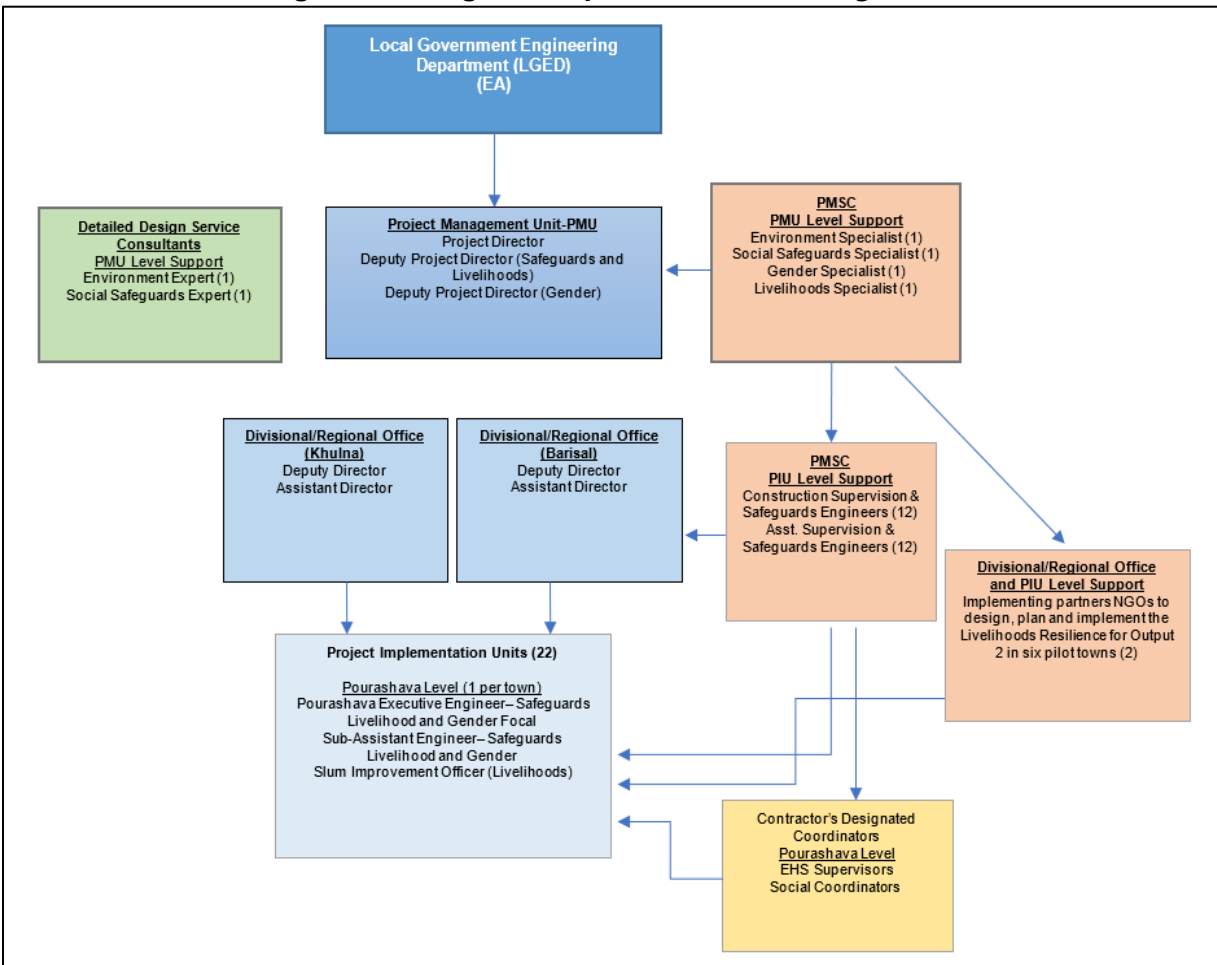
to address them in a manner commensurate with the identified risks and impacts.

1. Environmental Safeguards Roles and Responsibilities

65. **Executing agencies and project management unit.** The Ministry of Local Government, Rural Development, and Cooperatives (MLGRDC) acting through its Local Government Engineering Department (LGED) will be the executing agency. *Pourashavas* are the implementing agencies of the project.

66. **Project Management Unit (PMU).** The PMU will be headed by a project director (PD) of Executive Engineer rank, who will be responsible for overall project management and implementation. The project director will be supported by two Deputy Project Directors (DPDs) - DPD (Safeguard (Social/Environment) and Livelihood) and DPD (Implementation, Municipal Finance and Gender). These DPDs will be responsible for social safeguard compliance and planning (as per the agreed resettlement framework), environmental safeguards compliance as per ADB's SPS 2009 and Government of Bangladesh rules, and ensuring gender equality (as per gender action plan [GAP]) in the CTCRP. Divisional/Regional Offices (Divisional/Regional Offices) of LGED one at Khulna, and the other at Barisal, will be responsible for monitoring of safeguard implementation. The safeguard implementation arrangement is represented in Figure 5.

Figure 5: Safeguard Implementation Arrangement



DDSC = Detailed Design Service Consultant, EA = executing agency, EHS = Environment, Health, and Safety, LGED = Local Government Engineering Department, NGO = nongovernment organization, PIU = Project Implementation Unit, PMSC = project management supervision consultant, PMU = project management unit.

67. The PMU will be supported by five consultants, namely: (i) the detail design service consultants (DDSC); (ii) the project management supervision consultants (PMSC); (iii) the institutional capacity and community development consultant; (vi) integrated drainage plan consultant; and (v) Project Internal Audit Consultant. DDSC and PMSC will be under the supervision and control of the PMU project director. The DDSC will work at the PMU level, while the PMSC will have one PMU Level Support group and one PIU Level Support group.

68. Key tasks and responsibilities of the PMU on environmental safeguards, through the DPD (Safeguard and Livelihoods) as lead and PMSC as support, are as follows:

- (i) Ensure schemes (subprojects) comply with the national and local statutory and legal environmental requirements, ADB SPS 2009, EARF, and environmental safeguards provisions of the ADB loan covenant;
- (ii) Ensure schemes (subprojects) conform to exclusion criteria and subproject selection guidelines as stipulated in the EARF;
- (iii) Review and approve the environmental categorization of future schemes (subprojects);
- (iv) Review and approve subproject IEE reports, including EMPs, and ensure that subproject IEEs and EMPs are updated based on final detailed designs and submit to ADB for review, clearance, and disclosure prior to bid invitation; ensure that robust chance find protocol is put in place and implemented properly
- (v) Engage competent heritage experts and oversee conduct of heritage assessment study for towns such as Bagerhat where there are notified heritage areas close by, and implement recommendations; ensure that no works/sites are located within 1 km from the boundary of any UNESCO notified heritage area or within monuments protected by department of archaeology, government of Bangladesh
- (vi) Ensure that updated/final IEEs based on the final detailed design are provided to the construction contractor prior to the start of construction;
- (vii) Ensure that the IEEs including EMPs are updated in case of changes in detailed design that may occur during the implementation phase, and submitted to ADB for review, clearance, and disclosure;
- (viii) Ensure that IEEs with EMPs are included in bidding documents and civil works contracts;
- (ix) Ensure that the requirement for contractors to prepare their respective Health and Safety (H&S) Plans including COVID-19 H&S Plans is included in bidding documents and civil works contracts;
- (x) Provide oversight on environmental management aspects of the project, and ensure EMPs and SEMP are implemented by contractors;
- (xi) Establish a system to monitor environmental safeguards of the project including monitoring the indicators set out in the monitoring plan of the IEE;
- (xii) Facilitate timely and ensure overall compliance with all national and local government rules and regulations regarding site and environmental permits/clearances/approvals as well as any other environmental requirements as relevant;
- (xiii) Review, monitor, and evaluate effectiveness with which the EMPs, SEMP, and Health and Safety Plans are implemented, and recommend necessary corrective actions to be taken;

- (xiv) Consolidate quarterly monitoring reports from the Divisional/Regional Offices and submit SEMRs to ADB;
- (xv) Ensure availability of budget for safeguards activities;
- (xvi) Ensure adequate awareness campaigns, information disclosure among affected communities, and timely disclosure of final IEEs/EMPs and SEMRs, including corrective action plans, if any, in the project website and in a form accessible to the public;
- (xvii) Address any grievances brought through the GRM described in this PAM in a timely manner;
- (xviii) Undertake regular review of safeguards-related loan covenants, and the compliance during project implementation; and
- (xix) Organize periodic capacity building and training programs on safeguards for stakeholders, PMU, Divisional/Regional Offices, PIUs, and contractors.

69. **Project Implementation.** Under the guidance and overall management of the PMU, the project implementation will be supported by the two Divisional/Regional Offices and town/*pourashava* level PIUs. The participating *pourashavas* will be the implementation agencies at the town level and will establish a PIU within the *pourashava* structure.

70. **Divisional/Regional Office of LGED, Division Level.** Divisional/Regional Office of Khulna, and Barisal, who will support PMU to oversee CTCRP in the 22 *pourashavas*. The respective assistant director of Regional Municipal Support Unit of each Divisional/Regional Office will be responsible for Social and Environmental Safeguards, Livelihoods and Gender will be supported by PMSC in the implementation of social and environment safeguard plans and GAP. The Divisional/Regional Office of LGED will undertake internal monitoring and supervision and record observations throughout the project period to ensure that the safeguards and mitigation measures are provided as intended.

71. The PMU and Divisional/Regional Office will jointly oversee safeguards implementation by the *pourashava*/town level PIUs, coordinate public consultations, information disclosure, regulatory clearances, and approvals, implementation of resettlement plans, EMP implementation, and grievance redressal.

72. The key tasks of the Divisional/Regional Office on environmental safeguards, and Division level PMSC as support, will be as follows:

- (i) Supervise PMSC to coordinate with PIUs, conduct consultations with affected persons and key stakeholders, and update PMU accordingly for all subproject locations;
- (ii) Ensure and support preparation and/or updating of the IEE reports by DDSC and submit to PMU for review and approval and submission to ADB;
- (iii) Support PIUs to obtain no objection certificates and/or permits required for the subproject at the local or *pourashava* level, other than those certificates or permits that are to be obtained by the contractor;
- (iv) Supervise PIUs to ensure no scheme (subproject) civil works will commence until all relevant statutory requirements are obtained;
- (v) Oversee the conduct of heritage assessment study; conduct consultations with the heritage area management authority; confirm to PMU that project sites are not located close to UNESCO notified heritage areas or within monuments/sites protected by the department of archaeology, the government of Bangladesh

- (vi) Support PMU to ensure IEE reports are included in bidding documents and civil works contracts;
- (vii) Guide PIUs to ensure EMPs of subprojects are implemented effectively and efficiently;
- (viii) Consolidate monthly environmental monitoring reports received from PIUs and prepare quarterly environmental monitoring reports to PMU;
- (ix) Guide PIUs to conduct continuous public consultation and awareness with affected persons and other key stakeholders;
- (x) Address any environment-related grievances brought about through the GRM promptly;
- (xi) Organize an induction course for the training of contractors, preparing them on EMP implementation and monitoring, GRM, and actions toward any unanticipated environmental impacts that may occur during implementation; and
- (xii) Liaise with the district administration, and other division level stakeholders, as, and when required.

73. **Project Implementation units (PIUs), *Pourashava*/Town Level.** The PIUs will be established in each participating *pourshava*/subproject town and staffed with a safeguards, livelihood and gender focal person (Executive Engineer/Sub Assistant Engineer, *pourashava*). The PIUs will be assisted by PMSC. The PIUs will be responsible for the implementation of the IEE/resettlement plan/resettlement and small ethnic community plan (RSECP)/GAP. The Executive Engineer (safeguards, Livelihoods and gender focal person) with the support of the Construction Supervision, and Safeguards Engineers, PMSC will support PMU safeguards Deputy Project Directors and Sub Assistant Engineers in subproject implementation. The Slum Improvement Officer at the *pourashava* will be responsible for livelihood intervention tasks and responsibilities.

74. Key tasks and responsibilities of the PIUs on environmental safeguards, through the PIU safeguard and gender focal person as lead and division level PMSC as support, are as follows:

- (i) Ensure compliance with government and ADB requirements on environmental safeguards;
- (ii) Provide all necessary support to heritage expert to conduct of heritage assessment study in Bagerhat, and coordinate with DDSC to ensure that component sites are away from UNESCO heritage area (1.5-2 km), and in any case, no works/sites shall be located within 1 km from the boundary of the UNESCO heritage area or within monument/sites protected by the department of archaeology, the government of Bangladesh
- (iii) With support from PMSC, review and approve site-specific EMPs (SEMPs) prepared by contractors;
- (iv) Conduct regular site visits, including spot checks, to ensure the EMPs and/or SEMPs are properly implemented;
- (v) Review monthly reports from contractors;
- (vi) Prepare quarterly reports on all aspects concerning environmental assessment, management, and monitoring;
- (vii) Obtain approval of the quarterly reports from the Project Engineer, and submit approved reports to PMU;
- (viii) Address any grievances brought about through the GRM as described in the IEE report in a timely manner; and

- (ix) Support all other environmental safeguards-related activities and tasks of the PMU as may be needed.

75. **Detailed Design Service Consultants (DDSC).** The project will be supported by DDSC. The DDSC will be staffed by an Environment Expert, Heritage / Archaeological Expert, and a Social Safeguard Expert. DDSC will support PMU in designing and planning of subproject components. The DDSC will screen all schemes (subprojects) for climate resilience, conduct technical surveys, and detailed studies, heritage assessment studies, and prepare all engineering designs, bidding, and safeguard documents. In collaboration with the PMSC Environmental Safeguards and Heritage Experts the tasks of the DDSC Environmental Safeguards and Heritage Experts are as follows:

- (i) Screen and categorize schemes (subprojects) based on the EARF;
- (ii) Update/Finalize the IEE reports including EMPs based on the final detailed design of the project and in accordance with ADB SPS and national laws, regulations, policies, and guidelines; and
- (iii) Conduct due diligence of associated facilities and/or audit of existing facilities, if any, during the detailed design phase, as defined in ADB SPS;
- (iv) Ensure that the technical design team works closely with the Heritage Expert; select subproject sites/work areas as far as away from UNESCO heritage area in Bagerhat (1.5-2 km), and in any case, no works/sites shall be located within 1 km from the boundary of the UNESCO heritage area or within monument/sites protected by the department of archaeology, the government of Bangladesh
- (v) Ensure that all recommendations made in the heritage assessment study are in integrated into the finalization of subproject sites, detailed designs, and construction methodologies

76. **Project Management Supervision Consultant (PMSC).** The PMSC will provide project management and supervision services to support the PMU. PMSC will provide support to the LGED, PMU for project management, and administration, construction supervision, and quality control, safeguard compliance, municipal services operation and maintenance, monitoring and evaluations, and other activities as appropriate. PMSC will have an environment specialist, a social safeguard specialist (SSS), heritage / archaeological expert, and a gender specialist.

77. The key responsibilities of PMSC on environmental safeguards (to be stationed at PMU level) and heritage expert (to be based on Bagerhat) are to fulfill collaborative tasks with the DDSC Environment Specialist and Heritage / Archaeological Expert and provide expert support to PMU, RMPU, and PIU on the following:

- (i) Screen and categorize subprojects based on the EARF;
- (ii) Update/Finalize the IEE reports including EMPs based on the final detailed design of the project and in accordance with ADB SPS and national laws, regulations, policies, and guidelines
- (iii) Engage heritage expert to review the works sites before the start of works, and confirm on-site by joint verification with PIU and heritage management authority that project component sites such as in Bagerhat are away from UNESCO notified heritage area, and no works are located within 1 km of the boundary and are not within the within monument/sites protected by the department of archaeology, the government of Bangladesh

- (iv) Ensure that all recommendations made in the heritage assessment study are implemented
- (v) Conduct due diligence of associated facilities and/or audit of existing facilities, if any, during the detailed design phase, as defined in ADB SPS;
- (vi) Conduct of meaningful consultations and ensure issues/concerns/suggestions raised are incorporated in the design and updated/final IEE report;
- (vii) Ensure relevant provisions from the updated/final IEE report and EMPs are incorporated in the bid and contract documents;
- (viii) Establish a grievance redressal mechanism and ensure members of the grievance committee have the necessary capacity to resolve project-related issues/concerns;
- (ix) Together with the social safeguards experts, conduct safeguards capacity building to ensure PMU, Divisional/Regional Offices, and PIUs have the capacity to implement, monitor, and report on the implementation of EMPs, resettlement plans, and indigenous peoples plans (if any); and
- (x) Monitor implementation of EMPs at all work sites, including all potential safeguard issues identified in the safeguard documentation mentioned above;
- (xi) Monitor any unanticipated environmental risks or impacts that arise during the construction, implementation, or operation of the project. that were not considered in the IEE report and EMPs. Prepare corrective action plans and ensure that these are implemented by the contractor and reported accordingly in environmental monitoring reports to ADB; and
- (xii) Undertake all other tasks to ensure the project complies with ADB SPS and national environmental laws, rules, and regulations.

78. **Civil Works Contract and Contractor.** The IEE with EMP will form part of the bidding and contract documents and verified by PMU. Each Contractor will be required to designate an environment, health, and safety officer (or equivalent) to ensure the implementation of EMP during civil works. Each Contractor will carry out all environmental mitigation and monitoring measures outlined in the contract and the IEE. The Contractor will be required to submit to PIU/Divisional/Regional Office, for review and approval, a SEMP including (i) proposed sites/locations for construction work camps, storage areas, hauling roads, lay down areas, disposal areas for solid and hazardous wastes; (ii) specific mitigation measures following the approved EMP; (iii) monitoring program per EMP; and (iv) budget for SEMP and EMP implementation. No works can commence until SEMP is approved by PIU.

79. Specifically, each contractor will have the following responsibilities, among others that are included in the bid and contract documents:

- (i) Ensure that the infrastructure development works are carried out in an environmentally friendly manner, minimizing environmental impacts while ensuring the health and safety of all its workers and minimizing disturbance to the surrounding environment and communities;
- (ii) Consideration of ADB SPS, national regulations, and the EMP during bid preparation and cost estimation;
- (iii) Hire or designate a full-time Environment, Health, and Safety Officer (or equivalent) responsible for compliance to ADB SPS requirements, national regulations, and the EMP. The officer/staff must have a clear TOR and responsibilities to ensure that all environmental and social concerns are properly managed;
- (iv) Ensure regular reporting to the PIU on work progress and alert management on any potential issues or delays;

- (v) Strictly follow National COVID-19 protocols and other COVID-19 related instructions issued by the government, and immediately report to the PIU upon detection of COVID positive cases at the subproject site;
- (vi) Obtain the necessary permits and clearances, if any are required for the contractor, to implement the subproject;
- (vii) Ensure that all worker recruitment and OHS requirements are complied with;
- (viii) Take necessary corrective action to rectify any non-conformance, including actions related to grievances;
- (ix) Institute an emergency plan for natural calamities/disasters and accidents at the site; and
- (x) Comply with the requirements of heritage assessment study, and follow chance finds procedures to the discovery of any physical cultural artifact.

80. A copy of the EMP/approved SEMP will be kept on-site during the construction period at all times. Noncompliance with, or any deviation from, the conditions set out in the EMP/SEMP constitutes a failure in compliance and will require corrective actions.

81. PMU will ensure that bidding and contract documents include specific provisions requiring contractors to comply with: (i) all applicable labor laws and core labor standards on (a) prohibition of child labor as defined in national legislation for construction and maintenance activities; (b) equal pay for equal work of equal value regardless of gender, ethnicity, or caste; and (c) elimination of forced labor; and with (ii) the requirement to disseminate information on sexually transmitted diseases, including HIV/AIDS, to employees and local communities surrounding the proposed project infrastructure sites.

B. Social Safeguards

82. **Screening and categorization.** The project is classified as category B for both involuntary resettlement and indigenous peoples as per ADB's SPS (2009). For the sample subprojects, resettlement plans were prepared for the subproject locations of Bagerhat (integrated land fill and resource recovery facility and drains) and Jhalakathi (roads), due diligence report for the subprojects in Jhalakathi (cyclone shelter), and resettlement cum small ethnic community plan for Kuakata (roads). The extent of land required for the sample subproject components are the following: (i) within the lands or right-of- way of roads owned by the *pourashavas* for subprojects in Bagerhat (integrated landfill and resource recovery facility and drains) and Jhalokathi (roads); (ii) within the existing compound of Uddbodhon Secondary School (a government-affiliated school) for which the school authority has agreed to provide the land for the proposed cyclone shelter cum school building construction without donation or transfer of title; (iii) within the existing road ROW for the Kuakata road subproject; and (iv) on land of 10 homeowners from Rakhain community (a small ethnic community) who expressed their preference provide right to use without transfer for the Kuakata drainage works, due to the felt need for improved drainage in the Rakhain settlement. Options have been given to the 10 small ethnic community (SEC) homeowners either they will prefer negotiated settlement or a legal agreement providing the right to use without ownership transfer, whichever the SEC homeowners will prefer. The Kuakata drainage subproject is also likely to involve either land donation or negotiated settlement with private owners of two plots for the drain alignment leading from the Rakhain settlement to the outfall, which will pass through the vacant, unused plots belonging to these landowners.²⁴ The sample subprojects are assessed to involve potential significant impacts to 11 households (56

²⁴ The PMU and Pourashava will ensure third party certification of the donation/negotiation process, whichever is preferred by the landowners.

members) of which seven are vulnerable (38 members), including seven vulnerable households (38 members); insignificant impacts to 106 households (504 members), including 51 vulnerable households (289 family members) and loss of 268 trees. The proposed mitigation measures and safeguard planning documents for sample subprojects are adequate to address the assessed impacts. No category A subprojects are envisaged, and none will be allowed. Further, no subproject component that will lead to a change in the project categorization to category A will be allowed. Lands to be utilized by the project involving negotiated settlement and/or voluntary land donation will follow the guidelines and procedures provided in the resettlement framework which are summarized below:

83. **Negotiated Settlement.** ADB SPS, 2009 in principle recommends the use of negotiated settlement to obtain land for project requirements. This helps avoid expropriation and eliminates the need to use force by governmental authorities. This approach to obtain land through negotiated settlement is supported by the ADB SPS, 2009 provided there is no coercion or perception (held by the affected person/ land seller) of eminent domain being applied, should the negotiated settlement fail and where direct negotiations with landowners are conducted in a fair and transparent manner and land is purchased upon agreement of a negotiated price. This resettlement framework and the policy guidelines encourage the acquisition of land and other assets through a negotiated settlement wherever possible, based on meaningful consultations with the affected people including non-title holders. In a negotiated settlement, both the parties affected person/family and the project proponent agree on a fair price for all losses incurred. In such settlement, in line with ADB policy, the government will however ensure that any negotiation with affected persons openly addresses the risks of asymmetry of information and bargaining power of the parties involved in such transactions. If an expropriation results upon the failure of negotiation, all safeguard requirements as per the ADB SPS, 2009 will be applied and resettlement plan will have to be prepared in line with the resettlement framework.

84. **Land Donation.** The project may accept voluntary donation of land. Such an offer would be considered only if donated land does not (i) bring any significant impact/impoverishment to the donor(s) and/or displace tenants/laborers/informal users; (ii) the donation does not come from the land owner categorized as poor or vulnerable; (iii) the donation will not cause any economic or physical displacement (to legal titleholders and/or formal or informal land users); (iv) the land donor(s) will get direct benefits from the proposed project activities; (v) meaningful consultations are conducted with the land owner(s); (vi) the land donation(s) does not come from coercion or asymmetrical power relation between the land owner(s) and the government; and (vii) donating households should be provided with an option of compensation for land.

85. Impacts to indigenous peoples are anticipated; the sample town of Kuakata has a population of 154 indigenous population (1.6% of the total population of Kuakata *pourashava*)²⁵ as per Census 2011 data of Bangladesh. Out of 22 coastal towns under the CTCRP, the presence of an ethnic population is found in six towns (however, the percentage of the ethnic population is insignificant in towns other than Kuakata). Implementation of subproject component (road and drains) in Kuakata will impact two households (6 family members) belonging to a SEC due to temporary income loss and 4 SEC households (20 family members) will incur loss of trees, therefore, resettlement, and small ethnic community plan have been prepared with a specific action plan. The SEC population in project coverage areas will be beneficiaries of the improved municipal infrastructure.

²⁵ District Statistics 2011 Patuakhali, Bangladesh Bureau of Statistics (BBS), Statistics, and Informatics Division, Ministry of Planning, Government of Bangladesh

86. **Resettlement and Small Ethnic Communities Planning Frameworks.** A resettlement framework and SEC planning framework were prepared and agreed with the state government and disclosed by the executing agency on their project website. The frameworks will serve as the reference documents for the preparation of resettlement and SEC plans for future subprojects and will provide guidance when preparing mitigation plans for any involuntary resettlement and SEC impacts and risks identified during project implementation. The frameworks will be reviewed regularly and, if necessary, updated during implementation especially if unanticipated impacts arise or if there is any change in scope or change in legal and regulatory frameworks. If an update is required, provision in the frameworks will not be relaxed or lowered in the subsequent updates.

87. **Resettlement Plan and Due Diligence Reports.** Three draft resettlement plans, a draft RSECP, and one due diligence report (DDR) have been prepared for the five sample subproject towns²⁶ in accordance ADB SPS (2009) and ARIPA 2017, guided by the resettlement framework. The executing agency will endorse and disclose the resettlement plans, RSECP, and the DDR in the project website. The project management unit (PMU), Divisional/Regional Offices of LGED, and the *Pourashava* level Project Implementation Units (PIUs) will ensure that the plans are implemented and will also ensure that affected persons are compensated prior to economic displacement in components ready for construction.

88. The draft resettlement plans/ RSECP/DDR will be updated/revised based on detailed design and will be submitted to ADB for review and disclosure. The PMU shall provide justification should the findings of the updated/revised resettlement plan indicate a lesser impact than the draft resettlement plan/ RSECP. PMU will submit to ADB the draft resettlement plan/ RSECP/DDR prior to invitation of bids and will ensure the social safeguards document is included in the bid and contract documents. Based on detailed design and detailed measurement and census surveys, the draft documents will be updated/revised. Any provisions such as impact avoidance and mitigation measures to be included in the EMP will be conveyed to the environmental safeguards team. In event of unanticipated impact due to site/design change during project implementation or in the event of any noncompliance, the resettlement plans/RSECP will be updated to include corrective actions, associated costs, and schedule. All draft and updated resettlement plans/RSECPs/DDR will be disclosed on ADB and executing and implementing agencies websites. A copy of the summary resettlement plan/RSECP will be disclosed to affected persons. The summary resettlement plans will be translated to *Bangla* (local language), the official language of Bangladesh, and will be disclosed and discussed with affected persons and beneficiaries, including those who are unable to read their local dialect.

1. Social Safeguards Roles and Responsibilities

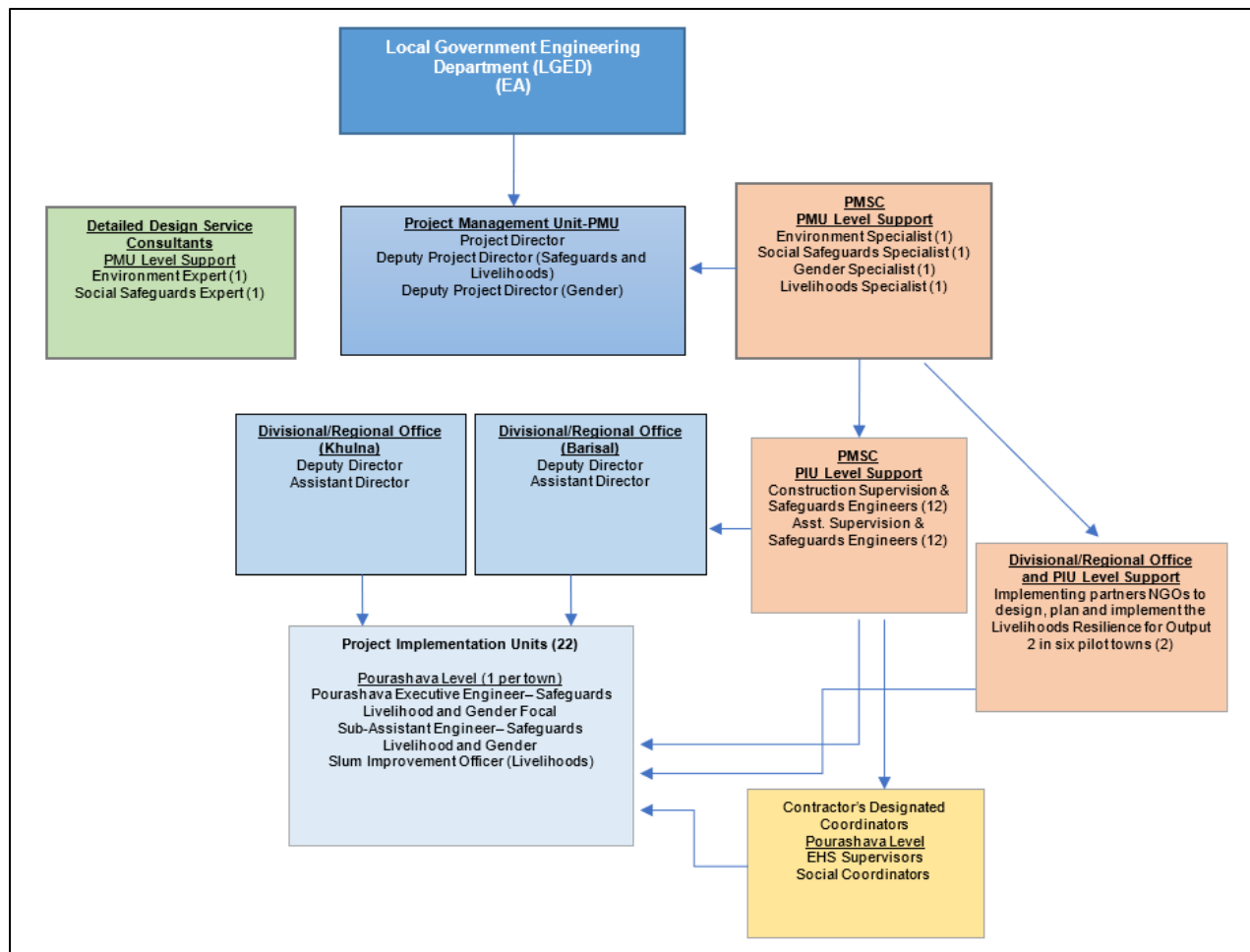
89. **Executing agencies and project management unit.** The LGED under the guidance of Local Government Division of Ministry of Local Government, Rural Development, and Cooperatives (MLGRDC) will be the executing agency. *Pourashavas* are the implementing agencies of the project.

90. **Project Management Unit (PMU).** The PMU will be headed by a project director (PD) of Executive Engineer rank, who will be responsible for overall project management and implementation. The project director will be supported by two Deputy Project Directors (DPDs) - DPD (Safeguards [Social and Environment]) and Livelihood) and DPD (Gender)- will be

²⁶ Sample subproject towns for social safeguards assessments include Bagerhat, Jhalakathi, and Kuakata. The sample subproject locations have been selected based on representation of different types involuntary resettlement and indigenous people impacts, including the maximum identified impact among project towns.

responsible for GAP implementation of the project. These DPDs will be responsible for social safeguard compliance and planning (as per the agreed resettlement framework), environmental safeguards compliance as per ADB's SPS 2009 and Government of Bangladesh rules, and ensuring gender equality (as per gender action plan [GAP]) in the CTCRP. Divisional/Regional Office of LGED one at Khulna, and the other at Barisal, will be responsible for monitoring of safeguard implementation. For project implementation, two Divisional/Regional offices, one at Khulna, and the other at Barisal, will be responsible to oversee social safeguards. The safeguard implementation arrangement is represented in Figure 6.

Figure 6: Safeguard Implementation Arrangement



DDSC = Detailed Design Service Consultant; EHS = Environment, Health, and Safety; PIU = Project Implementation Unit; PMSC = project management supervision consultant; PMU = project management unit

91. The PMU will be supported by two institutional consultants under the supervision and control of the project director, PMU: (i) the detailed design service consultants (DDSC); (ii) the project management supervision consultants (PMSC), that will support PMU; and (iii) PMSC at the divisional/regional level that will support the two Divisional/Regional Offices and the *pourashava* level PIUs.

92. Key tasks and responsibilities of the PMU related to social safeguards are as follows:
 (i) Ensure subprojects conform to the agreed project selection criteria for the project;

- (ii) Review and finalize project involuntary resettlement and indigenous people category;
- (iii) Oversee preparation of resettlement plans/Due Diligence Report (DDRs)/ RSECP; confirm existing resettlement plans/DDRs/ RSECP are updated based on detailed designs, and that new project resettlement plans/DDRs/ RSECP are prepared in compliance with ADB SPS 2009 and policies, regulations of GOB for the project;
- (iv) Responsible for issuing the public notice along with project information/details as well as the project cut-off-date;
- (v) Ensure that resettlement plans/ RSECP/DDRs are included in bidding documents and civil works contracts;
- (vi) Provide oversight on social safeguard management aspects of projects and ensure resettlement plans and impact avoidance measures outlined in the resettlement plan/ RSECP/environmental management plan/DDR are implemented by PIU and contractors;
- (vii) Supervise and guide the divisional/regional offices and *pourashava* level PIUs to properly carry out the social safeguard monitoring;
- (ix) Ensure and monitor the provision in the contract to include the vulnerable people to be the beneficiaries of the facilities constructed under the project;
- (x) Facilitate and ensure compliance with all government rules and regulations regarding project implementation. Obtain No Objection Certificates, land ownership and transfer details, etc. for each site, as relevant, and include the same in the respective social safeguard documents for the package;
- (xi) Supervise and guide the PIUs to properly carry out the social safeguard and gender monitoring (resettlement plan/GAP);
- (xii) Review, monitor, and evaluate the effectiveness with which the resettlement plans/combined RSECP or provisions of DD Rs are implemented, and recommend corrective actions to be taken as necessary;
- (xiii) Consolidate monthly social safeguard and gender monitoring reports from PIUs/ PMSCs, prepare and submit semiannual social safeguard monitoring reports (SSMR) to ADB;
- (xiv) Ensure timely disclosure of final resettlement plans/ RSECPs/DDRs in locations and form accessible to the public and affected persons;
- (xv) Address any grievances brought about through the GRM in a timely manner;
- (xvi) Oversee training needs assessment of affected persons and vulnerable persons by PIUs and PMSC; coordinate training skills training activities and establish linkages with national level nongovernment organizations (NGOs) providing with livelihood programs, in case any permanent and significant impacts to the livelihood of affected persons or impacts to vulnerable are identified;
- (xvii) Ensure effective implementation of GRM at all level;
- (xviii) Identify training needs and coordinate training activities for the PIUs/ contractors/project consultants for capacity building to implement the resettlement plans/RSECP/DDR, and GRM;
- (xix) Coordinate database management for social safeguards implementation and monitoring; and
- (xx) Coordinate public awareness campaigns by the PIUs including resettlement provisions with the help of print and electronic media.

93. **Project Implementation.** Under the guidance and overall management of the PMU, the project will be implemented by the divisional/regional offices of LGED and town/*pourashava* level PIUs. The participating *pourashavas* will be the implementation agencies at the *pourashava* level

and will establish a PIU within the *pourashava* structure.

94. **Divisional/Regional Offices of LGED.** Two Divisional/Regional Office will be established, one at Khulna, and the other at Barisal (Division level), who will be responsible for the overall implementation of CTCRP in the 22 *pourashavas*. The respective Divisional/Regional Office will be headed by Deputy Project Directors. Each Divisional/Regional Office will be staffed by an Assistant Director (Social, Environment, Livelihood and Gender) who will undertake internal monitoring and supervision of social safeguard, environment, livelihood and gender implementation with PMSC support and record observations throughout the project period to ensure that the safeguards and mitigation measures are provided as intended.

95. The PMU and divisional/regional level offices will jointly oversee safeguards implementation by the *pourashava* level PIUs, coordinate public consultations, information disclosure, regulatory clearances, and approvals, and implementation of resettlement plans, EMP implementation, and grievance redressal.

96. The key tasks related to social safeguards at the divisional/regional level with the support of PMSC will be as follows:

- (i) Finalize involuntary resettlement and indigenous people impact checklist and classify the project;
- (ii) Supervise PMSC to coordinate with PIUs, conduct consultations with affected persons and key stakeholders, supervise, and monitor census and socioeconomic surveys, detailed measurement surveys, and verification surveys of affected persons and update PMU accordingly for all subproject locations;
- (iii) Ensure and support the preparation and/or updating of the resettlement plans, DDRs, combined RSECPs by DDSC and submit to PMU for review and approval and submission to ADB;
- (iv) Supervise PIUs to inform affected persons about (a) the project cut-off date; (b) public notice for the schedule of land acquisition and/or occupation; (c) entitlement matrix; and (d) compensation packages against different categories of loss and a tentative schedule of land clearing and/or acquisition for the start of civil works activities;
- (v) Coordinate valuation of assets, such as land, structures, trees, and other assets by the property valuation advisory committee (PVAC). Finalize compensation packages based on proper due diligence and assessment;
- (vi) Facilitate land acquisition and compensation processes in consultation with the district administration; coordinate, supervise, and monitor the disbursement of compensation by the Deputy Commissioner's Office (cash compensation under law) and resettlement and rehabilitation compensation by the project in addition to the affected persons;
- (vii) Support PIUs to obtain no objection certificates, land documents, and third party certifications as required for the subproject, in coordination with PIUs;
- (viii) Support PMU to include resettlement plans, and DDRs in bidding documents and civil works contracts;
- (ix) Guide PIUs to oversee implementation of avoidance and mitigation measures in the resettlement plans, DDRs by contractors, including compliance with all government rules and regulations; take necessary action for obtaining ROW;

- (x) Guide and monitor PIUs to oversee resettlement plans, DDR, and GAP implementation and maintenance of data for monitoring by contractors;
- (xi) Ensure vulnerable households are appropriately identified and receive compensation as stated in the entitlement matrix;
- (xii) Assist in conducting needs assessment to list skills relevant to the sector;
- (xiii) Assist to identify participants for livelihood and skilling training for women and members of other vulnerable groups;
- (xiv) Ensure that the project maintains sex disaggregated data on staff, consultants, construction workforce participation, labor, and project-related trainings;
- (xv) Ensure that gender focal points are nominated in town level PIUs;
- (xvi) Ensure that corrective actions are taken when necessary to ensure compliance with ADB SPS 2009 and loan covenants;
- (xvii) Consolidate and submit monthly social monitoring reports received from PIUs to PMU;
- (xviii) Guide PIUs to conduct continuous public consultation and awareness with affected persons and other key stakeholders;
- (xix) Address any grievances brought about through the GRM promptly;
- (xx) Organize an induction course for the training of contractors, preparing them on resettlement plans, DDR, and GAP implementation, social safeguard, and gender monitoring requirements related to mitigation measures, GRM, and on taking immediate action to remedy unexpected adverse impacts or ineffective mitigation measures found during implementation;
- (xxi) Liaise with the district administration, and NGOs for income generation and development programs for affected people, as and when required; and
- (xxii) Assist in the implementation, monitoring, and reporting progress of GAP.

97. **Project Implementation units (PIUs), *Pourashava*/Town Level.** The PIUs will be established in each participating *pourashava*/ subproject town and staffed with a safeguards, livelihood and gender focal person (Executive Engineer/Sub-Assistant Engineer, *pourashava*). The PIUs will be assisted and will receive support from the PMSC. The PIUs will be responsible for the implementation of the IEE/resettlement plan/RSECP/GAP. The Executive Engineer (safeguards livelihoods, and gender focal person) with the support of the Construction Supervision and Safeguards Engineers, PMSC will support Deputy Project Directors and Sub-Assistant Engineers in subproject implementation in subproject implementation. The Slum Improvement Officer (Livelihoods) at the *pourashava* will be responsible for livelihood intervention tasks and responsibilities.

98. Key tasks and responsibilities on social safeguards of the PIU are as follows:

- (i) Assist the detailed design services consultants to communicate, consult and disclose the updated/finalized safeguards documents to the affected people acknowledgment for their endorsement;
- (ii) Implement final resettlement plans and ensure timely payment of compensation and other assistance prior to the dispossession of the affected assets or the start of civil works;
- (iii) Facilitate/assist the detailed design consultants for the draft RSECP/DDR updating and preparation of safeguards documents for future subprojects;
- (iv) Support the DDSC in assessing and reviewing the land availability and ownership status of the proposed subproject areas;

- (v) Inform affected persons about the tentative schedule of land acquisition/occupation, entitlement matrix and compensation packages against different categories of loss, and cut-off date;
- (vi) Coordinate valuation of assets, such as land, trees of various species, etc. based on proper due diligence and assessment, prepare compensation packages;
- (vii) Coordinate, supervise, and monitor the disbursement of compensation;
- (viii) Liaise with Deputy Commissioner's Office to ensure timely payment of CCL and oversee any road blocks faced by the affected land owners;
- (ix) Obtain no objection certificates (NOCs), land documents, third party certifications as required for the project;
- (x) Oversee maintenance of data for monitoring, by consultants and contractors;
- (xi) Conduct social safeguards monitoring during civil works and submit monthly report to PMU;
- (xii) Take corrective actions when necessary to ensure avoidance/minimization of involuntary resettlement impacts;
- (xiii) Establish the GRC, disclose the project GRM to the affected communities, and coordinate with other local government agencies for the preparation and implementation of the resettlement plan;
- (xiv) Address any grievances brought about through the project's GRM in a timely manner;
- (xv) Undertake day-to-day implementation of final resettlement plans and GAP action plan;
- (xvi) Ensure relevant data on implementation of GAP is collected and a gender-sensitive communication strategy and information, education, and communication (IEC) materials are designed, illustrating key social, and behavioral messages related to hygiene, sanitation, and health jointly with the communication specialist and in accordance with the GAP; and
- (xvii) Extend support in carrying out awareness campaigns in project towns.

99. **Project Management Supervision Consultant (PMSC).** The PMSC will provide project management and supervision services to support the project management unit (PMU). PMSC will provide support to the LGED, PMU for project management and administration, construction supervision, and quality control, safeguard compliance, municipal services operation and maintenance, monitoring and evaluations, and other activities as appropriate. PMSC will have an environment specialist, a social safeguard specialist (SSS), a livelihood specialist and a gender specialist.

100. The key tasks of a social safeguard specialist (SSS), of PMSC (to be stationed at PMU level) are as follows:

- (i) Assist PMU to set up project management, implementation, and monitoring systems and procedures;
- (ii) Assist PMU and PIUs in preparing annual work plans, detailed implementation schedule, and budgets using computer-based project management tools;
- (iii) Establish a system to monitor social safeguards outcomes of the project; including the functioning of the GRM, and prepare indicators for monitoring important parameters of safeguards;
- (iv) Take proactive action to anticipate the social safeguards aspects of the Project to avoid delays in implementation;
- (v) Ensure safeguards reports prepared by the DDSCs are reviewed and approved by ADB and PMU and disclosed prior to contract award;

- (vi) Support PMU to prepare/update resettlement plan and quarterly and semiannual social safeguard monitoring reports (SSMR) that will be appraised during project implementation;
- (vii) Support the PMU and PIUs in ensuring that the social safeguard activities are carried out in accordance with the agreed plans and frameworks;
- (viii) Ensure that the relevant measures specified in the resettlement plan will be incorporated in bidding documents and approved by ADB prior to issuance of an invitation for bidding and monitor their compliance on behalf of PMU;
- (ix) Assist PMU in establishing the GRM, and handling any grievance and redress process and solution for safeguard complaints
- (x) Ensure monitoring of social safeguards plans and address unanticipated impacts, if any; and
- (xi) Provide training programs to PMU/PIUs/DDSC/PMSC staff and contractors involved in the project implementation for strengthening their capacity in managing and monitoring social safeguards.

101. The key social safeguard tasks of Construction Supervision and Safeguard Engineer and Assistant Supervision and Safeguards Engineers to support divisional/regional offices of LGED and PIUs, are as follows:

- (i) Assist regional PMUs and town level PIUs to implement resettlement plans/RSECP/DDR/IEEs/GAP;
- (ii) Guide PIU staff and contractor's social coordinators conduct surveys, collect information, conduct site-specific consultations, and implementation of GAP;
- (iii) Guide and support Divisional/Regional Offices and PIUs to announce cut-off dates, and disclose resettlement plans/ RSECP to affected persons and implement resettlement plans/ RSECP;
- (iv) Support Divisional/Regional Offices and town level PIUs in resettlement plan and GAP implementation, monitoring and reporting, and grievance resolution and reporting;
- (v) Support Divisional/Regional Offices to ensure (through field staff) that PIUs and contractors implement impact avoidance and mitigation measures;
- (vi) Assist town level PIUs (through field staff) to ensure resettlement plans are implemented and all compensation paid prior to the start of civil works;
- (vii) Assist in monitoring and reporting, preparation of quarterly and semiannual reports;
- (viii) Assist in grievance resolution and reporting;
- (ix) Supervise contractors to ensure any land required temporarily during construction, is restored to original condition, post construction;
- (x) Assist Divisional/Regional Offices in the monitoring of the socioeconomic status of affected persons, post resettlement plan implementation;
- (xi) Assists PIUs in information dissemination campaign for affected persons at the outset of resettlement plan implementation and all the comments made by the affected persons will be documented in the subproject records and summarized in subproject monitoring reports;
- (xii) Prepare periodic safeguard monitoring reports as per the format acceptable to ADB and quarterly GAP updates in the format provided in PAM;
- (xiii) Collect relevant data on the implementation of GAP and design gender-sensitive communication strategy in accordance with the GAP; and

- (xiv) Extend assistance to LGED PMU in carrying out awareness campaigns focused on involving social and behavioral messages related to hygiene, sanitation, and health activities in the focus areas.

102. **Detailed Design Service Consultants (DDSC).** The project will be supported by DDSC. The DDSC will be staffed by an Environment Expert and a Social Safeguard Expert. DDSC will support PMU in designing and planning of subproject components. The DDSC will screen all subprojects for climate resilience, conduct technical surveys, and detailed studies, and prepare all engineering designs, bidding, and safeguard documents. The key social safeguard tasks of the Social Safeguard Expert include:

- (i) Screen and categorize subproject components;
- (ii) Carry out baseline census and socioeconomic surveys and carry out meaningful consultations for resettlement plan/RSECP/DDR;
- (iii) Ensure the contractors comply with the agreed social safeguards frameworks, resettlement plans, and due diligence reports on social safeguards for the project; and
- (iv) Prepare/update existing resettlement plans/RSECP/DDR and prepare any additional draft resettlement plans, RSECPs, due diligence reports, and prepare any new safeguard documents as and when required.

103. **Civil works contractors.** The contractor will be required to designate a social coordinators to (i) ensure compliance with resettlement plan and resettlement framework during civil works, and to (ii) carry out all mitigation and monitoring measures such as the rebuilding of damaged structures/private property outlined in their contract.

104. The PMU and PIUs will ensure that bidding and contract documents include specific provisions requiring contractors to comply with (i) all applicable labor laws and core labor standards on (a) prohibition of child labor as defined in national legislation for construction and maintenance activities;(b) equal pay for equal work of equal value regardless of gender, ethnicity, or caste; and (c) elimination of forced labor; and with (ii) the requirement to disseminate information on COVID-19 safety protocols, sexually transmitted diseases, including HIV/AIDS, to employees, and local communities surrounding the project sites. The key responsibilities of the social safeguard/resettlement supervisor on social compliance are as follows:

- (i) Compliance with all government rules and regulations particularly health and safety, take necessary action for obtaining ROW;
- (ii) Implement corrective actions wherever necessary, to ensure no adverse social impacts are caused due to project implementation;
- (iii) Submit monthly progress reports to PIU;
- (iv) Conduct meaningful public consultation and awareness;
- (v) Support PIU in setting up GRM at the field/site level and ensure it is fully functional; Address any grievances brought about through the grievance redress mechanism in a timely manner;
- (vi) Make sure that that induction course for the training of contractors is conducted regularly. Prepare contractors (with consultants' support) on resettlement plans/RSECPs/DDR/GAP implementation, social safeguard, and gender monitoring requirements related to mitigation measures, health and safety, and on taking immediate action to remedy unexpected adverse impacts or ineffective mitigation measures found during the course of implementation;
- (vii) Establish working rapport and liaison with the District Administration and line departments for execution of work;

- (viii) Assist in the collection of field level information required to prepare periodic safeguard monitoring reports (as asked by PIU) in a format acceptable to ADB and quarterly GAP updates in the format provided in PAM;
- (ix) Make sure that relevant data on the implementation of GAP (activities assigned to contractor if any) is collected in accordance with the GAP;
- (x) Provide support in carrying out awareness campaigns in project towns/city level; and
- (xi) Ensure COVID-19 safety protocols are regularly monitored and followed at each of the construction site.²⁷

Table 22: Institutional Roles and Responsibilities for Safeguards Implementation

Activities	Responsible Agency
Subproject Initiation Stage	
Finalization of sites/alignments for subproject (on ground)	PMU/PIUs
Finalization of detailed design/implementation of Detailed Measurement Survey (DMS)	DDSC/PIUs
Resettlement Plan Preparation/ Updating Stage	
Conducting DMS Survey/Census of all affected persons; identification of poor and vulnerable APs	DDSC/PIUs
Conducting FGDs/ meetings / workshops during census surveys	PIUs/DDSC/ contractor
Verification of survey results, vulnerable households	PMU/PMSC
Computation of compensation	DDSC, PIU, PMSC, PMU
Conducting discussions/ meetings/ workshops with all affected persons and other stakeholders	PIU/ PMSC/ contractor
Finalizing entitlements	PMU/PIUs
Disclosure of final entitlements and compensation packages	PIU/ DDSC
Disclosure of grievance redress mechanism/process	PMU/PIU/PMSC
Approval of final resettlement plan	PMU/ADB
Resettlement Plan Implementation Stage	
Payment of compensation	PMU/PIU/PMSC
Consultations with affected persons during rehabilitation activities	PIU/contractor
Grievance redressal	PMU/PIU/PMSC/contractor
Internal monitoring	PMU/Divisional/Regional Offices/PMSC

ADB = Asian Development Bank, DDSC = detailed design services consultant, DMS = detailed measurement system, ICCDC= Institutional Capacity and Community Development Consultants, PIU = project implementation unit, PMSC = project management supervision consultant, PMU = project management unit,

2. Safeguard Capacity Development

2.1 Environmental and Social Safeguards

105. The PMSC Environmental Safeguards Specialist and Social Safeguard Specialist along with Assistant Directors (social safeguard, environment, and gender) will be responsible for the development of a training program based on a capacity assessment of target participants (PMU, Divisional/Regional Offices, PIU staff, contractor[s]) and for implementation of the training program to build capabilities on environmental safeguards, resettlement policy, planning, mitigation measures, and other safeguards-related areas. The environmental assessment and review framework, and resettlement framework include indicative training modules on safeguards.

²⁷ The project will follow the COVID-19 health and safety protocols issued by the government of Bangladesh. ADB has also shared the guidance notes on COVID-19 with its executing and implementing agencies in the DMCs (<https://www.adb.org/sites/default/files/publication/715416/covid-19-water-asia-pacific-guidance-note.pdf>)

The PMSC will coordinate with PMU and PIUs on specific capacity development program.

- (i) sensitization on ADB's policies and guidelines on environmental, social, and indigenous people safeguards (ADB's Safeguard Requirements 1, 2, and 3: involuntary resettlement and indigenous peoples) including meaningful consultation, GRM, and accountability mechanism;
- (ii) introduction to the assessment of environmental impacts, impacts on physical cultural resources, involuntary resettlement and indigenous peoples impacts and mitigation measures, including best practices, in the design, construction, operation, and maintenance of water supply, sewerage, roads, and drainage subprojects;
- (iii) preparation and review of IEEs/RPs/RSECP/DDR based on the preliminary design, and updating of the documents based on the final design;
- (iv) improved coordination within nodal departments;
- (v) disbursement of compensation, consultation; and
- (vi) monitoring and reporting requirements.

106. PMU and PMSC will also organize trainings for PMU, Divisional/Regional Offices, PIU staff, DDSC, contractors, *pourashava* officials preparing them on environmental safeguards and resettlement plan implementation including ADB policy, GRM, and environmental/social safeguards monitoring requirements and mitigation measures. Table 23 provides the indicative training needs assessment. The cost of trainings will be borne under the project's capacity building program by PMU.

Table 23: Indicative Training Program

Description	Contents	Schedule	Participants
Program 1 Orientation Workshop	Module 1 – Orientation ADB Safeguard Policy Statement Government of Bangladesh policy Module 2 – Social/Environmental Assessment and Resettlement Planning/IEE Process ADB policy and process, identification of impacts and mitigation measures, resettlement plan/RSECP/IEE preparation, implementation, and monitoring requirements. Incorporation of safeguards into project design and contracts. Importance of robust GRM. Physical cultural resources, and heritage assessment studies	1 Day	LGED officials involved in project implementation PMU, Divisional/Regional Offices, PIUs, <i>pourashava</i> officials
Program 2 Workshop for Contractors and Supervisory staff	Involuntary resettlement/environmental issues during construction Implementation of resettlement plan/IEE Monitoring of resettlement plan/ RSECP/IEE implementation, Reporting Requirements, GRM	1 Day	PIUs, Contractors
Program 3 Experiences and Best Practices Sharing	Experiences on resettlement plan /RSECP/IEE implementation, grievance redress – Issues and	1 Day (on a regular interval to be determined)	PMU, Divisional/Regional offices, PIUs PMSC, Contractors

	Challenges - Best Practices followed	by PMU and PMSC)	
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ADB = Asian Development Bank, DDSC = detailed design service consultant; IEE = initial environment examination; GRM = grievance redress mechanism, LGED = Local Government Engineering Department; PIU = project implementation unit; PMSC = project management supervision consultant; PMU = project management unit, RSECP = resettlement and small ethnic community plan.

C. Grievance Redress Mechanism

107. A project specific GRM will be established to receive, evaluate, and facilitate the resolution of affected persons concerns, complaints, and grievances about the social and environmental performance at the level of the project. The GRM will aim to provide a time-bound and transparent mechanism to voice and resolve social and environmental concerns linked to the project. An assessment of the GRM designed and implemented for Coastal Towns Infrastructure Environmental Infrastructure Project (CTEIP) shows that the system is effective in timely resolution of grievances in a transparent manner. The arrangements under CTEIP are appropriately adjusted to accommodate the change in institutional arrangements under CTCRP.

108. **Common GRM.** A common GRM will be in place for social, environmental, or any other grievances related to the project; the resettlement plans, RSECPs, and IEEs will follow the GRM described below, which is developed in consultation with key stakeholders. The GRM will provide an accessible and trusted platform for receiving and facilitating the resolution of affected persons' grievances related to the project. The multi-tier GRM for the project is outlined below, each tier having time-bound schedules and with responsible persons identified to address grievances and seek appropriate persons' advice at each stage, as required.

109. Across *Pourashava* public awareness campaigns will ensure that awareness on grievance redress procedures is generated through the campaign. The PIU under the guidance of Deputy Project Director PMU and Deputy Director Regional Municipal Support Unit of Divisional/Regional Offices will conduct *pourashava*-wide awareness campaigns to ensure that poor and vulnerable households are made aware of grievance redress procedures and entitlements and will work with the PIU safeguards assistant to help ensure that their grievances are addressed.

110. Affected persons will have the flexibility of conveying grievances/suggestions by dropping grievance redress/suggestion forms in complaints/suggestion boxes that will be installed by project *pourashavas* or through telephone hotlines at accessible locations, by e-mail, by post, WhatsApp, or by writing in a complaints register that will be kept in *pourashava* offices. **Appendix 8** has the sample grievance registration form. Careful documentation of the name of the complainant, date of receipt of the complaint, address/contact details of the person, location of the problem area, and how the problem was resolved will be undertaken. The Deputy Project Director from PMU, Divisional/Regional Offices, and PIU will have the overall responsibility for timely grievance redressal on environmental and social safeguards issues and for registration of grievances, related disclosure, and communication with the aggrieved party.

111. **Grievance redress process.** In case of grievances that are immediate and urgent in the perception of the complainant, the Social Coordinator, contractor, and Social Safeguard and Environment Specialist from the PMSC on-site will provide the most easily accessible or first level of contact for quick resolution of grievances. Contact phone numbers and names of the concerned PIU safeguards assistant, contractors, PMU safeguards officer, PMSC environmental and social safeguards specialists will be posted at all construction sites at visible locations.

112. **First Level Grievance, Pourashava Level PIU.** The contractors, PIU Safeguard (social/environment), and Gender Focal person can immediately resolve issues on-site or at *pourashava* level in consultation with each other with the support of the Administrative Officer of *Pourashava*, designated municipal ward councilor, and will be required to do so within 7 days of receipt of a complaint/grievance. Assistance of ward level coordination committees (WLCC) will be sought if required for resolution of the issue, by any one or all of them jointly. The first level grievance redress team will comprise of the following members:

- (i) Chief Executive Officer or in his absence *Pourashava* Secretary;
- (ii) Executive Engineer, *Pourashava* (Safeguard and Gender Focal person);
- (iii) Administrative Officer, *Pourashava*;
- (iv) Municipal Ward Councilor (designated); and
- (v) EHS Supervisor/Social Coordinator, Contractor

113. The town level grievance redress team shall have at least one women member. In addition, for project-related grievances, representatives of affected persons, community-based organizations (CBOs), and eminent citizens must be invited as observers in GRC meetings. In case of any impacts on small ethnic communities (SECs), in subproject towns (example: Kuakata), the grievance redress team must have representation of the affected SECs, the chief of the SEC group as traditional arbitrator (to ensure that traditional grievance redress systems are integrated) and/or an NGO working with SECs.

114. **Second Level Grievance, Divisional/Regional Office Level.** All grievances that cannot be redressed within 7 days at PIU level will be brought up to the Divisional/Regional Office level. Second level grievance redress team headed by the Deputy Project Director, Divisional/Regional Office supported by the Assistant Directors (environment, social safeguard, livelihood and gender) and Construction Supervision and Safeguards Engineers /Asst. Supervision and Safeguards Engineers, PMSC will attempt to resolve the grievance /complaint within 7 days. At the Divisional level, the composition of second level grievance redress team will be as follows:

- (i) Deputy Director;
- (ii) Assistant Director (Safeguards, Livelihood and Gender)
- (iii) Construction Supervision and Safeguards Engineers /Asst. Supervision and Safeguards Engineers, PMSC (Support)

115. **Third Level Grievance, PMU Level.** All grievances that cannot be redressed within 7 days at Divisional/Regional Office level will be brought up to the PMU level. The Divisional/Regional Office safeguards team will refer any unresolved or major issues to the PMU level grievance redress team, that will be headed by the project director and will have Deputy Project Director, social safeguard, environment safeguards, and gender Assistant Directors, and PMSC, who will resolve the complaints/grievances within 15 days. The PMU level grievance team will comprise of:

- (i) Project Director, PMU;
- (ii) Deputy Project Director (Safeguards, Livelihoods and Gender);
- (iii) Sub-Assistant Engineer Safeguards
- (iv) Social, Environment and Gender Specialist, PMSC (support)
- (v) women representative(s) from a Civil Society Organization (CSO), local elected representative (if required), and representative from small ethnic community²⁸

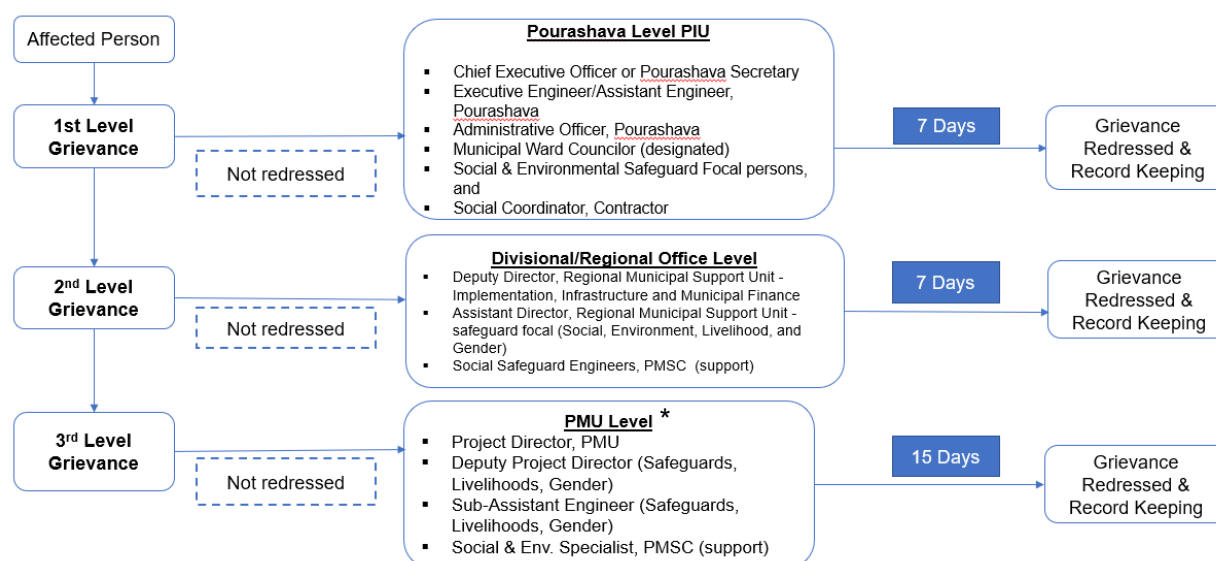
²⁸ Small ethnic community representation at GRC 3rd level (PMU level) will be ensured in case of any small ethnic communities/ indigenous peoples impacts (positive or negative) is assessed in the project area. The representative

116. The grievance redress process is represented in Figure 7.

117. Despite the project GRM, an aggrieved person shall have access to the country's legal system at any stage, and accessing the country's legal system can run parallel to accessing the GRM and is not dependent on the negative outcome of the GRM.

118. In the event that the established GRM is not in a position to resolve the issue, the affected person also can use the ADB Accountability Mechanism (AM) through directly contacting (in writing) the Complaint Receiving Officer (CRO) at ADB headquarters or the ADB Bangladesh Resident Mission (BRM). Before submitting a complaint to the Accountability Mechanism, it is necessary that an affected person makes a good faith effort to solve the problem by working with the concerned ADB operations department and/or BRM. Only after doing that, and if they are still dissatisfied, will the Accountability Mechanism consider the complaint eligible for review. The complaint can be submitted in any of the official languages of ADB's developing member countries. The ADB Accountability Mechanism information will be included in the project-relevant information to be distributed to the affected communities, as part of the project GRM.

Figure 7: Grievance Redress Process



GRC = grievance redressal committee; PIU = project implementation unit; PMSC = project management and supervision consultants; PMU = project management unit.

* The PMU third-level grievance team will comprise of women representative(s) from a Civil Society Organization (CSO), local elected representative (if required), and representative from small ethnic community. Small ethnic community representation at GRC 3rd level (PMU level) will be ensured in case of any small ethnic communities/indigenous peoples' impacts (positive or negative) is assessed in the project area. The representative from small ethnic community can be a leader of SEC groups, or representative suggested by the SEC themselves, and/or a representative member of a CSO working with the SEC, to be decided by PMU.

Note: In the case of project towns where impacts to SEC are assessed, the PIU level grievance redress committee/team will have representation of the affected SECs.

119. **Record keeping.** Records will be kept by PIU of all grievances received, including contact details of the complainant, date the complaint was received, nature of the grievance, agreed

from small ethnic community can be a leader of SEC groups, or representative suggested by the SEC themselves, and/or a representative member of a CSO working with the SEC, to be decided by PMU.

corrective actions, and the date of the incident and final outcome. The number of grievances recorded and resolved, and the outcomes will be displayed/disclosed in the PMU office, municipal office, and on the web, as well as reported in the safeguards monitoring reports submitted to ADB on a semiannual basis.

120. **Periodic review and documentation of lessons learned.** The PMU safeguard officer will periodically review the functioning of the GRM in each town and record information on the effectiveness of the mechanism, especially on the project's ability to prevent and address grievances.

121. **Costs.** All costs involved in resolving the complaints (meetings, consultations, communication, and reporting/information dissemination) will be borne by the concerned PIU at town level; while costs related to escalated grievances will be met by the PMU. Any transportation costs incurred by affected persons or their representatives (e.g., CBOs, SEC representative/NGOs) to attend GRC meetings will be reimbursed by the concerned PIU. Cost estimates for grievance redress are included in resettlement cost estimates.

VIII. GENDER AND SOCIAL DIMENSIONS

122. **Gender.** The project is categorized as gender equity theme (GEN) and the project components are designed to reduce gender disparities in accessing disaster-related services, slum improvement programs, awareness raising programs, and capacity building training and livelihoods improvement programs. Based on the Coastal Towns Environment Infrastructure project's experience, the new project includes component specific action areas and a range of evidence-based gender targets and indicators. Opportunities for women's active involvement and benefits in all project activities have been maximized. The details of the gender aspects of the project are described in the GAP. The project will ensure women's effective participation in designing and implementing the project's intervention and women's decision-making and leadership roles in different committees. It will secure 55% female participation in consultations on project benefits and interventions, and 20% women labor in construction works. Moreover, at least 80% of SICs will be chaired/co-chaired by women, 40% women will participate in the *pourashava* standing committees, and the Women and Children Affairs Standing committees will be headed by woman ward councilor. The project will construct 25 EWCD-friendly cyclone shelters with capacity for 5,000 women, two gender-responsive and socially inclusive urban open spaces following GESI and social inclusive guidelines, and six local EWCD-friendly economic infrastructures. It will also build toilets and improve the existing water supply in the slum areas. The Graduation program in six project *pourashavas* will cover at least 60% of vulnerable households, with 50% female beneficiaries. At least 50% women, including persons with disabilities, will receive livelihood improvement training. It will enhance the institutional capacity of the PIU and LGED staff including relevant women staff who are responsible for assessment, design, implementation, and monitoring of urban infrastructure on gender, climate, disaster risk assessment, nature-based solutions, and green solutions. Moreover, all towns will develop and approve gender-responsive O&M plans with annual budget allocation. Timely and effective implementation of the GESI-AP will be monitored by the PMU, with two social and gender development consultants under PMSC and ICCDC, responsible for GAP implementation and periodical reporting to be included in the quarterly progress report (QPR) to be submitted to ADB. Resources, including consultant services, are allocated for GESIAP implementation and monitoring.

GENDER EQUALITY AND SOCIAL INCLUSION ACTION PLAN

Output/Activities	Indicators and targets	Responsibility	Time frame
Output 1: Municipal infrastructure for resilience improved			
1. Community orientation on project intervention	1. At least 55% women participated in the orientation on project intervention, benefits, employment available and wage rate, and other services. ^a	LGED, PMU/ PIU	2022–2029
2. EWCD-friendly cyclone shelters with enhanced safety features and spaces ^b constructed with early warning system	2. 25 cyclone shelters constructed with capacity for 5,000 women	LGED PMU/ PIU	2022–2029
3. Orientation on core labor standards, requirement of women laborers, and equal pay conducted for LGED and all contractors' representatives	3. All bidding documents incorporated provisions for core labor standards and equal pay for equal work value 4. All relevant project staff, including 90% of women staff, and all contractors/contractor's representatives, reported awareness on core labor standards ^c and equal pay for equal work value 5. Awareness raising for construction workers on core labor standards, trafficking, sexually transmitted diseases incl. HIV/AIDS, and COVID-19	LGED PMU/ PIU	2022–2029
4. Ensure women's employment in the civil/ construction works	6. At least 20% women labor days created for construction works as unskilled, semi-skilled and skilled works (table note a). 7. Water and sanitation facilities, occupational health, and safety measures ^d will be available for women workers at all construction sites	LGED PMU/ PIU	2022–2029
5. EWCD-friendly sanitation facilities ^e including community latrines constructed serving poor households	8. 150 facilities constructed	LGED PMU/PIU	2022–2029
6. Slum improvement program implemented in each <i>pourashava</i> that have slums (2021 baseline: not implemented)	9. Slum improvement committees formed with at least 2/3 women 10. At least 80% slum improvement committees are chaired/co-chaired by women 11. At least 40% women participants in the consultation of toilet construction 12. At least one capacity building training on O&M for each committee (60% women)	LGED PMU/ PIU	2022–2029
7. Awareness raising on integrated waste management conducted in the relevant project area	13. At least 40% women participated	LGED PMU/ PIU	2022–2029
8. At least two gender-responsive and socially inclusive urban public spaces developed ^f	14. At least 30% women, poor and other vulnerable people ^g participated in the site selection and design consultation	LGED PMU/ PIU	2022–2029
9. At least six local EWCD-friendly economic infrastructures ^h developed	15. At least 30% women consulted in site selection for the separate space in the markets, separate toilets, and lighting	LGED PMU/ PIU	2022–2029
Output 2: Resilient livelihood improved			
10. 60% of climate vulnerable households covered in the Graduation program in six project <i>pourashavas</i>	16. At least 50% female beneficiaries covered	LGED PMU/ PIU	2022–2029
11. Livelihood improvement training provided the women including the persons with disabilities	17. Conduct post training survey 18. At least 50% women, including persons with disabilities reported increased skills	LGED PMU/ PIU	2022–2029
Output 3: Institutional capacity, governance, and climate awareness strengthened			

Output/Activities	Indicators and targets	Responsibility	Time frame
12. Conduct workshops on gender sensitization, GAP implementation and reporting	19. All relevant PMU and PIU staff attended including 90% of women staff	LGED PMU/PIU	2022–2029
13. Risk-informed urban development plans, GAPs and PRAPs submitted to <i>pourashavas</i> council	20. 22 towns submitted the plans including GAPs and PRAPs 21. At least 30% women participated in the formulation of the plans	LGED PMU/PIU	2022–2029
14. Capacity building on climate and disaster risk assessment to inform urban development plans	22. At least 225 staff of including 90% of eligible women staff of <i>pourashavas</i> and LGED reported knowledge on GESI-responsive climate and disaster risk assessment to inform urban development plan	LGED PMU/PIU	2022–2029
15. Capacity building training on nature-based solutions and green solutions	23. At least 225 staff including 90% of eligible women staff of <i>pourashavas</i> and LGED reported increased knowledge on nature-based solutions and green solutions	LGED PMU/PIU	2022–2029
16. Annual gender-responsive O&M plans approved, and annual budget allocated for implementation ⁱ	24. 22 project towns O&M plans approved with adequate budget allocation 25. At least 30% of women, reported increased knowledge on O&M	LGED PMU/PIU	2022–2029
17. Disaster management committee on disaster preparedness measures, cyclone shelter management committees and standing committees on women and children affairs, poverty reduction, and slum improvement operationalized	26. 40% women participation in all committees 27. Women and Children Affairs Standing Committee headed by Woman ward councilor	LGED PMU/PIU	2022–2029
18. GESI-sensitive and socially inclusive urban space design guidelines incorporated in design of urban open spaces	28. The guideline incorporated in two <i>pourashavas</i> 29. 30% women participation in consultation of guideline development	LGED PMU/PIU	2022–2029

EWCD = elderly, children, women, and persons with disabilities, GESI = gender equality and social inclusion, LGED = Local Government Engineering Department, O&M = operation and maintenance, PIU = project implementation unit, PMU = project management unit, PRAP = poverty reduction action plan.

^a Coastal Towns Environmental Improvement Project achieved (i) 52% women in community orientation which was done in different *pourashavas* than ones selected for the project; (ii) achieved 16% women in construction which was done in different *pourashavas* than ones selected for the project.

^b Enhanced safety features for women and girls include separate space for women (including nursing mothers), adequate lighting, signages clearly displaying helpline numbers, space for livelihood activities during and after climate events, and mobilize female cyclone shelter volunteers to address women specific needs. EWCD-friendly cyclone shelters will include ramps for easy access by the elderly (older persons) and persons with locomotor disability in the building/toilets, tactile flooring for stairs, and entrances for visually impaired person, separate amenities for women and men including toilets, points for safe drinking water.

^c Occupational health and safety, water supply, sanitation, segregated shelter, and facilities.

^d Gloves, mask, helmet, boot, safety jacket, first aid box, and safe and separate toilet for women workers with water facilities.

^e EWCD refers to design features that include locations including specific features such as doors, windows, ventilation and specific buckets for disposal of menstrual pads are selected considering the safety, security and privacy for women and girls; water taps, knobs and latches of toilet doors and windows at suitable heights and convenience for children of different ages; design features include ramps up to toilet, sufficient space for a wheelchair in the passage, hand railing in the passage and, within the toilet cubicles.

^f Features that enhance women's safety and feelings of safety with special focus on lighting, visibility, pedestrianization, ease of access for women including those with babies and children, and signages with helpline numbers. Open space is land and/or water area with its surface open to the sky, consciously acquired or publicly regulated to serve conservation and urban shaping function in addition to providing recreational opportunities.

^g Vulnerable people refer to children, elderly, women, differently abled, and small ethnic minority and others.

^h Includes: (i) allocated space for women sellers in markets; (ii) separate toilets for women with water facilities in markets, bus terminals, and boat landings; and (iii) adequate lighting for commercially important roads.

ⁱ O&M plans will include specific targets for women members in committees, provision for regular monitoring and maintenance of gender-responsive infrastructures and specific targets for women employment in O&M.

123. **Livelihood Resilience.** The project will address multiple dimensions of poverty, including the low levels of access to basic services such as sanitation, drainage, roads, solid waste management, and help communities develop resilience to the impacts of climate change through sustainable livelihoods, adaptations in infrastructure, capacity building, governance, and urban planning. The project will contribute to poverty reduction through the following three outputs: First, improved resilience for municipal infrastructure, which will increase access to basic and emergency services for the poor and vulnerable. For example, the access to emergency roads, and cyclone shelters will be improved for coping during disasters. Further, the access to stormwater drainage and sanitation will also be enhanced to support the vulnerable. Second, improved resilient livelihoods, which will increase the adaptive capacity of households to deal with climate shocks. This will be done through localized market assessments to identify viable climate resilient income generating activities; household skills and resource mapping; household level enterprise/employment matching; and tailored technical training along with asset provision to provide holistic livelihood support. Additionally, the Graduation approach, also referred to as economic inclusion, will be introduced to build resilience among the poor and vulnerable households. Graduation approach is a comprehensive and sequenced set of interventions to place households on an upward trajectory from poverty. It includes four key components: social protection through subsistence allowance and linkages to basic services; livelihood promotion through access to sustainable and resilient livelihoods; financial inclusion through access to formal savings mechanisms and financial literacy; and social empowerment for positive behavior change among families and communities. These four components are supported by regular coaching and mentorship by field staff. The graduation approach will be implemented in selected six project *pourashavas* to demonstrate an innovative and effective model for resilient livelihoods. Third is strengthening the institutional capacity, governance, and climate awareness, which will complement the physical investments to support poverty reduction through systemic changes. This will be done by strengthening the capacity of local governments to understand, adapt and deliver climate effective changes, such as climate and disaster risk assessment for urban development plans, nature-based solutions, and green solutions, among other measures. These three output areas will collectively contribute toward effective poverty reduction.

124. The project will undertake consultations with diverse community groups to plan and design the livelihoods and Graduation component. This will include the poor and vulnerable, women, children, older persons, persons with disabilities, and other marginalized sections in the selected coastal towns. The local community's feedback toward the project and potential impacts will be taken into account in design considerations. The project will also engage with local CSOs and representatives to incorporate their suggestions. Such stakeholder consultation will be an iterative process through the project cycle, which will be used to refine interventions, with the goal of empowering the poor and vulnerable.

125. The project will engage two NGOs as implementing partners to support the Graduation approach aimed at resilient livelihoods in the six *pourashavas*, during the planning and implementation stages. The CSOs will support the contextualized planning, design, and execution of Graduation pillars, with a specific focus on livelihoods, along with certain project safeguards responsibilities. Their work will include bringing ground level insights for the planning of Graduation pillars; conducting landscaping and resource planning to enable access to basic services; orienting households on the Graduation plan; conducting market assessment to identify viable climate resilient livelihood opportunities; matching households to suitable livelihoods; consulting diverse community groups for inclusive planning; mapping technical service providers for training; delivering life skills trainings on key social issues; resolving participant grievances; tracking household progress toward resilience; building capacity of the local government; and validating every project component in the field; among other activities. The CSOs will also act as

an important bridge between the target communities and the local government.

I. Roles and Responsibilities

a. Project Management Unit

126. **Graduation approach** related roles and responsibilities at the PMU level:

- Ensure Divisional/Regional Office staffing and provide them with adequate training and capacity building to support the Graduation program;
- Oversee the assessment of training needs of affected persons and vulnerable persons by the Graduation program and those outside the Graduation program, coordinate training activities and convergence with the livelihood programs of the government;
- Finalize key Graduation design considerations, including participant selection criteria, Graduation criteria, segmentation pathways, livelihood packages, and training providers;
- Review and finalize Graduation program documents, such as operations guide, implementation schedule, landscaping and resource planning, and training curriculum;
- Provide overall support to the NGO partners, including any permissions and approvals required;
- Ensure the redressal of any grievances brought about regarding the Graduation program implementation through the GRM;
- Monitor the overall progress of the Graduation program at the project and household level, with the divisional/regional offices and NGO partners;
- Conduct bi-monthly review meetings (or more as required) with the divisional/regional offices and NGO partners on the implementation of Graduation program and recommend corrective actions as necessary;
- Review Graduation program outcomes, internally and for project DMF; and
- Be the focal point for Graduation related communication with all stakeholders, including ADB, and be the signatory to all key documents.

b. Divisional and Regional Offices

127. **Graduation approach** related roles and responsibilities at the level:

- Ensure PIU staffing and provide them with adequate training and capacity building to support the Graduation program;
- Ensure the assessment of training needs of affected persons and vulnerable households by the Graduation program and those outside the Graduation program, coordinate training activities and convergence with the livelihood programs of the government;
- Review and provide inputs to finalize key Graduation design considerations, including participant selection criteria, Graduation criteria, segmentation pathways, livelihood packages, and training providers;
- Oversee the timely procurement and disbursement of livelihood packages to households by the partner NGOs;
- Review and provide inputs to finalize the Graduation program documents, such as operations guide, implementation schedule, landscaping and resource planning, and training curriculum;
- Provide direct support to the NGO partners, including granting any permissions and approvals required for their work;
- Support the redressal of any grievances brought about regarding the Graduation program implementation through the project GRM;

- Monitor the progress of the Graduation program at the project and household level, with the respective PIUs and NGO partners;
- Conduct monthly review meetings with the PIUs and NGO partners on the progress of Graduation program implementation and recommend corrective actions as necessary;
- Review and report to the PMU on Graduation program outcomes, internally and for project DMF; and
- Be the divisional level focal point for Graduation related communication with all stakeholders.

c. Project Implementation Unit

128. **Graduation approach** related tasks and responsibilities at the PIU level:

- Facilitate consultation with households to disseminate Graduation program information during design and implementation to gather feedback and incorporate regular inputs;
- Provide inputs to key Graduation design considerations, including participant selection criteria, Graduation criteria, segmentation pathways, livelihood packages, and training providers;
- Review and provide inputs to Graduation program documents, such as operations guide, implementation schedule, landscaping and resource planning, and training curriculum;
- Ensure the timely procurement and distribution of livelihood assistance by the NGO partner to selected participants;
- Coordinate partnerships with technical training providers and oversee the delivery of trainings;
- Support linkages to basic services for the participants along with the partner NGO;
- Work closely with the implementing partner NGO to provide timely approvals, permissions, and support required for undertaking Graduation program activities;
- Resolve household level Graduation grievances through the grievance redressal mechanism;
- Monitor the overall progress of the Graduation program at the project and household level, and submit regular reports to the PMU;
- Conduct bi-weekly review meetings with the implementing partner NGO to monitor the progress of the Graduation program and recommend corrective actions as necessary;
- Review and report on Graduation program outcomes at the Pourashava level, internally and for project DMF; and
- Be the first point of contact at the Pourashava level for Graduation related communication, with regular support provided to the partner NGOs.

d. PMSC

129. PMSC Livelihoods Specialist will be a Graduation Expert and will provide the following specific inputs at the planning and design stage and implementation stage of the Graduation program in six selected *pourashavas*:

Planning and design stage

- Provide in-country support to supplement the implementing partner NGOs' capacity for output 2, through routine visits to the *pourashavas* and direct interaction with field teams and government staff;
- Review baseline survey results to identify the current socioeconomic status of households;

- Design the market assessment study in the *pourashavas* along with the partner CSOs to determine the appropriate package of livelihood strategies, asset packages, and technical training of participants;
- Oversee all Graduation related survey and assessment tools and instruments for additional data;
- Oversee the market assessment data collection capturing both demand and supply;
- Analyze market assessment findings with the partner NGOs, to develop recommendations for suitable livelihoods. This includes asset packages, employment opportunities, business plans, SWOT analysis, and household enterprise/employment matching tool;
- Support the NGO implementing partners in smoothly executing their work through day-to-day support on assessment, data collection, planning, household visits, and government engagement;
- Support the NGO partners in planning and preparing for the implementation of the Graduation approach pillars in six *pourashavas*;
- Develop program indicators for the Graduation components (Graduation criteria) to measure change through the project;
- Support the implementing partner NGOs in delivering on project timelines, elevating key concerns to PMU, divisional/regional offices, ADB, and international social safeguards/Graduation program specialists;
- Submit monthly progress reports to PMU and ADB on the progress of output 2 in the planning and design stage; and
- Ensure all planning and design related to output 2 is agreed upon by key stakeholders.

Implementation stage:

- Provide in-country support to supplement the implementing partner NGOs' capacity for output 2, through routine visits to the *pourashavas* and direct interaction with field teams and government staff;
- Support the implementation plan of the Graduation approach in the six selected *pourashavas*;
- Support the timely procurement and disbursement of asset packages/livelihood assistance;
- Oversee households' selection of suitable enterprises/employment using the developed tool;
- Support the technical training curriculum development and delivery with the NGO partners, local institutes, and departments;
- Deliver additional livelihood related training to the participants;
- Support the effective use of asset packages/livelihood assistance by the households;
- Develop monitoring mechanisms (at the program and household level) for the Graduation program;
- Identify and highlight needed adjustments to Graduation interventions for households based on field observations and the capacity of the implementing partner NGOs;
- Provide day-to-day implementation support to implementing partner NGOs and *pourashava* staff at the field level, including ensuring ownership and involvement in project activities;
- Support the implementing partner NGOs in delivering on project timelines, elevating key concerns to PMU, divisional/regional offices, ADB, and international social safeguards/Graduation program specialists;

- Conduct regular field visits to the selected *pourashavas* and engage with households to assess progress; and
- Submit monthly progress reports to PMU and ADB on the progress of output 2 in six *pourashavas*.

IX. PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION

A. Project Design and Monitoring Framework

Impacts the Project is Aligned with			
Higher and sustainable growth trajectories achieved in the face of the various weather-related natural hazards and risk. (Delta Plan 2100, 2018) ^a			
Improved livability of coastal towns. (Making Vision 2041 a Reality – Perspective Plan of Bangladesh, 2021–2041, 2020) ^b			
Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
Outcome Climate and disaster resilience of coastal towns strengthened, including benefiting the poor and women	By 2030: a. Capacity of EWCD-friendly cyclone shelter increased for 10,000 people with enhanced safety features ^c and spaces for 5000 women (2022 baseline: 0) (OP2.5.2, OP3.2, OP4.1) b. At least 75% of households in project areas reported reduced inundation for less than 3 days (2022 baseline: 43%) (OP3.2, OP4.1) c. Livelihood improved ^d for 1,500 women in six project <i>pourashavas</i> (2022 baseline: 0) (OP4.1) d. 85% holding tax collection efficiency achieved in 20 <i>pourashavas</i> (2022 baseline: 0 towns)	a, b, and d. LGED annual reports and project quarterly progress reports c. Baseline and endline survey for graduation program	A: Climate change impacts are within projected levels. A: <i>Pourashava</i> (local government) continues to prioritize governance improvement.
Outputs 1. Municipal infrastructure for resilience improved	By 2029 (2022 baseline: 0) 1a. 25 EWCD-friendly cyclone shelters constructed with early warning system (OP 2.5.2, OP 3.2.5) 1b. 9.7 km of emergency access roads to cyclone shelters upgraded or constructed (OP 3.2.5, OP4.1.2) 1c. 200 km of stormwater drainage constructed or rehabilitated (OP 3.2.5, OP 4.1.2) 1d. NbS piloted in at least three towns (OP 3.2.5)	1a.–1j. Project quarterly progress reports	A: <i>Pourashavas</i> achieve governance improvement criteria to be eligible for project investments.

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
<p>2. Resilient livelihoods enhanced</p> <p>3. Institutional capacity, governance, and climate awareness strengthened</p>	<p>1e. Three integrated waste management^e subprojects completed (OP 4.3.1)</p> <p>1f. 238 km of roads with stormwater drainage, bridges, and culverts rehabilitated or constructed (OP3.2.5, OP 4.1.2)</p> <p>1g. At least two gender-responsive and socially inclusive^f urban open spaces^g constructed (OP1.3.1)</p> <p>1h. 150 EWCD-friendly sanitation facilities, including community latrines,^h constructed serving poor households (OP 1.3.1)</p> <p>1i. Slum improvement program implemented in at least 90% of project <i>pourashavas</i> that have slums (2021 baseline: Not implemented)</p> <p>1j. At least six local EWCD-friendly socioeconomic infrastructuresⁱ developed (OP1.3.1)</p> <p>By 2029: (2022 baseline: 0)</p> <p>2a. 60% of vulnerable households (including 50% female beneficiaries) covered in the graduation program in six project <i>pourashavas</i> (OP 2.5.1)</p> <p>2b. 50% women, including persons with disabilities, reported increased skills for resilient livelihoods in six project <i>pourashavas</i> (OP2.1.1, OP 2.5.1)</p> <p>2c. Inventory of productive assets of 70% of low-income households documented for insurance (OP 2.5.1)</p> <p>By 2029: (2022 baseline: Not applicable)</p> <p>3a. Risk-informed urban development plan and poverty reduction action plan of each town submitted to <i>pourashava</i> council, and development activities controlled^j (OP 3.2.4, OP4.2, OP 6.2.1)</p> <p>3b. At least 225 staff of LGED and <i>pourashavas</i>, including 90% of eligible female staff, reported increased knowledge on climate</p>	<p>2a and 2c. Project quarterly progress reports</p> <p>2b. Post-training survey reports</p> <p>3a.–3i. Project quarterly progress reports</p>	

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
	<p>and disaster risk assessment to inform urban development planning (OP2.3.2, OP 6.1.1)</p> <p>3c. At least 225 staff of LGED and <i>pourashavas</i>, including 90% of eligible female staff, reported increased knowledge on NbS and green solutions (OP 6.1.1)</p> <p>3d. Disaster management committee on disaster preparedness measures and cyclone shelter management committees operationalized^k in each project <i>pourashava</i> (OP 6.2.4)</p> <p>3e. Standing committees on women’s and children’s affairs, poverty reduction, and slum improvement operationalized in each project <i>pourashava</i> (OP 6.2.4)</p> <p>3f. Revenue enhancement plan approved by each project <i>pourashava</i> (2022 baseline: No plan exists (OP 6.1)</p> <p>3g. Computerized tax records and billings systems made functional in each project <i>pourashava</i> (OP 6.1)</p> <p>3h. Annual gender-responsive O&M plans approved^l and annual budget allocated by each project <i>pourashava</i> (OP 6.1)</p> <p>3i. Gender-responsive and socially inclusive urban space design guidelines incorporated in the design of urban open spaces of two project <i>pourashavas</i> (OP 6.2.1)</p>		

Key Activities with Milestones

1. Municipal infrastructure for resilience improved

- 1.1 Prepare integrated drainage plan for 10 towns with high climate risk impact (Q4 2023).
- 1.2 Design municipal infrastructure for climate resilience improvement (stage I) (Q4 2026).
- 1.3 Conduct procurement for (Q4 2025) and construct stage I infrastructure works (Q3 2028)
- 1.4 Design socioeconomic infrastructure (stage II) works (Q3 2026).
- 1.5 Conduct procurement for and construct stage II infrastructure works (Q1 2029).

2. Resilient livelihoods enhanced

- 2.1 Conduct market assessment, skills-mapping, and training needs assessment (Q2 2025).
- 2.2 Prepare inventory of productive assets of each household (Q2 2024).
- 2.3 Provide skills training and raise awareness on climate adaptation (Q1 2029).

3. Institutional capacity, governance, and climate awareness strengthened

- 3.1 Evaluate performance for entry level (stage I) criteria of all project *pourashavas* (Q3 2022).
- 3.2 Conduct orientation on the stage I and stage II criteria to project *pourashavas* (Q2 2023).

- 3.3 Sign partnership agreement with project *pourashavas* (Q4 2022).
 3.4 Establish and operationalize disaster management standing committees and cyclone shelter management committees in all *pourashavas* (Q1 2029).
 3.5 Select type of NbS for piloting and awareness raising (Q2 2026).
 3.6 Support each *pourashava* in revenue enhancement (Q3 2028).
 3.7 Prepare O&M plan and support implementation and monitoring (Q1 2029).
 3.8 Evaluate *pourashavas*' performance in accessing funds for socioeconomic infrastructure (Q2 2025).
 3.9 Conduct training, climate awareness, and implementation of risk-informed urban plans (Q1 2029).

Project Management Activities

- Procure works packages (Q4 2026).
 Recruit and mobilize project management consultant (Q2 2023).
 Recruit and mobilize detailed design service consultant (Q2 2023).
 Recruit and mobilize institutional capacity and community development consultant (Q2 2023).
 Recruit and mobilize two nongovernment organizations (Q2 2023).
 Conduct review missions, midterm review, and project completion review (2022–2029).

Inputs

Asian Development Bank: \$250 million (loan of \$96 million from regular OCR, \$150 million from concessional OCR lending, and grant of \$4.0 million from Asian Development Fund)
 Government of Bangladesh: \$60 million

A = assumption; EWCD = elderly (older person), women, children, and persons with disabilities; km = kilometer; LGED = Local Government Engineering Department; NbS = nature-based solutions; O&M = operation and maintenance; OCR = ordinary capital resources; OP = operational priority; Q = quarter.

^a Government of Bangladesh. 2018. *Delta Plan 2100*. Dhaka.

^b Government of Bangladesh. 2020. *Making Vision 2041 a Reality—Perspective Plan of Bangladesh, 2021–2041*. Dhaka.

^c Enhanced safety features for women and girls will include separate space for women (including nursing mothers), adequate lighting, signage clearly displaying helpline numbers, space for livelihood activities during and after climate events, and mobilization of female cyclone shelter volunteers to address women's specific needs. EWCD-friendly cyclone shelters will include ramps for easy access by the elderly (older persons) and persons with locomotor disability in the building and toilets, tactile flooring for stairs and entrances for visually impaired persons, separate amenities for women and men including toilets, and points for safe drinking water.

^d Income levels enhanced to at least match the national minimum wage through improved skills and access to livelihood opportunities, measured by endline survey.

^e Waste management service chain from source, collection, recovery, treatment, and disposal.

^f Features that enhance women's safety and feelings of safety with special focus on lighting, visibility, pedestrianization, ease of access for women including those with babies and children, and signage with helpline numbers. Each open space will be designed considering the perspective of women and girls who will be the users.

^g Open space is land and/or water area with its surface open to the sky, consciously acquired or publicly regulated to serve conservation and urban shaping function in addition to providing recreational opportunities.

^h EWCD design features for toilets include features such as doors, windows, ventilation, and buckets for disposal of menstrual pads that are selected considering the safety, security, and privacy for women and girls; water taps, knobs and latches of toilet doors and windows at suitable heights and convenience for different ages persons; ramp-ups to toilets, sufficient space for a wheelchair in the passage, and hand railing in the passage and within the toilet cubicles.

ⁱ Includes (i) allocated space for women sellers in markets; (ii) separate toilets for women with water facilities in markets, bus terminals, and boat landings; and (iii) adequate lighting for commercially important roads.

^j Enforce at least 80% control of new building construction, reconstruction activities, land development and effective prevention of encroachment on public land (such as natural ecosystem, river, canal, and *khas* [government-owned]) land practiced.

^k Meets at least twice a year and functions effectively as per terms of reference, meetings are publicly announced and involve active participation by women and poor, and minutes are prepared and publicly disclosed.

^l O&M plans will include targets for women members in committees, provision for regular monitoring and maintenance of gender-responsive infrastructure, and targets for women's employment in O&M.

Contribution to Strategy 2030 Operational Priorities:

Expected values and methodological details for all OP indicators to which this operation will contribute results are detailed in Contribution to Strategy 2030 Operational Priorities (accessible from the list of linked documents in Appendix 2).

Source: Asian Development Bank.

B. Monitoring

130. **Project performance monitoring.** Upon mobilization of the PMSC consultants, the PMU with the support of Divisional/Regional Office and PIUs will establish a project performance management system (PPMS) using the targets, indicators, assumptions, and risks in the DMF. The PPMS will take into account the important monitoring parameters in addition to those included in DMF. The baseline data corresponding to indicators and targets set out in the DMF will be reviewed, confirmed, and/or updated during the detailed design stage. The PIUs with the support of consultants will conduct baseline and annual surveys and quarterly monitoring of output and outcome indicators and submit the results in quarterly reports to PMU throughout project implementation. PMU will consolidate the results and submit quarterly progress reports (QPRs) to ADB. Quarterly monitoring reports will include a section on the compliance of contractors with core labor standards in contract preparation and implementation (hiring, construction) periods. These quarterly reports will provide information necessary to update ADB's project performance reporting system and include financial information. Results of a comprehensive completion survey will be included in the project completion report (PCR) prepared by the PMSC consultant team. Moreover, to help monitor contracts, LGED with their own existing resources and capacity will input all contracts into their GIS system. A separate section of the quarterly monitoring report will be dedicated to monitoring performance criteria, including monitoring of each town's tax collection improvements to ensure they are on target to meet the 85% tax collection target by Stage II.

131. **Compliance monitoring.** PMU will monitor the compliance of loan covenants and ensure compliance. All noncompliance issues, if any, will be updated in quarterly progress reports (QPRs) together with remedial actions. The inter-ministerial project steering committee and ADB review missions will also monitor the status of compliance with loan covenants and raise the noncompliance issues with the government and agrees on remedial actions.

132. **Safeguards monitoring.** The status of implementation of environmental safeguards documents (IEE, EMPs, and EARF), and social safeguards documents (resettlement plan, DDR, RSECP, resettlement framework, and SECPF) will be discussed at ADB review missions apart from being integrated into QPRs. The PMU will consolidate the safeguards monitoring reports received from divisional offices/PIUs and submit to ADB separate semiannual environmental monitoring reports (SEMR) and semiannual social safeguards monitoring reports (SSMR) in the standard templates advised by ADB (**Appendix 9 and 10**) within (30) days from the end date of reporting period. The QPRs will include the environmental and social safeguards QPR checklists (**Appendix 11**). Detailed roles and responsibilities of PMU, divisional/regional offices, PIUs, and project consultants on environmental safeguards monitoring are in paras. 60-76 and on social safeguards monitoring in paras. 84-99.

133. Monitoring reports will be submitted to ADB within thirty (30) days from the end date of reporting period. ADB's monitoring and supervision activities are carried out until a PCR is issued.

134. **Gender and social dimensions monitoring.** The PMU, with support from PMSC (Gender Specialist) and gender focal persons of Divisional/Regional Offices and PIUs will monitor GAP initiatives. The PMSC will draft monthly progress reports on GAP activities using the GAP monitoring and reporting format (**Appendix 12**), which will be reviewed and finalized by PMU. The gender expert in PMSC will assist PMU in preparing the quarterly GAP progress reports, which will be included in the QPRs.

C. Evaluation

135. The project will be regularly evaluated based on the DMF. For all indicators, data sources and reporting mechanisms in the PAM will be basis for evaluation including project specific monitoring and evaluation surveys to be submitted in a consolidated report from *pourashavas* and LGED consisting of evaluation on improved climate resilience. Any gaps identified will be addressed and incorporate measures in the project design to address gaps and corrections.

136. The LGED and ADB will review the project at least twice a year. This includes (i) the performance of PMU, divisional/regional offices, and PIUs, consultants, and contractors; (ii) physical progress of the project, effectiveness of safeguards, and implementation of GAP and core labor standards; (iii) compliance with loan covenants; (iv) assessment of operational sustainability in technical and financial terms. ADB will undertake a comprehensive midterm review in the third year of project implementation to identify problems and constraints encountered and suggest measures to address them. Specific items to be reviewed will include (i) appropriateness of scope, design, contract packaging, implementation arrangements, and schedule of activities; (ii) review of ADB's Handbook on Social Analysis: A Working Document, is available at: <http://www.adb.org/Documents/Handbooks/social-analysis/default.asp>, Staff Guide to Consultation and Participation: <http://www.adb.org/participation/toolkit-staff-guide.asp>, and, CSO Sourcebook: A Staff Guide to Cooperation with Civil Society Organizations: <http://www.adb.org/Documents/Books/CSO-Staff-Guide/default.asp>. institutional, administrative, organizational, technical, and financial aspects of the project based on the assumptions and risks included in the design and monitoring framework; (iii) assessment of implementation progress against project indicators; (iv) capacity development of relevant sections of *pourashavas* for ensuring sustainability; (v) compliance with safeguard measures; (vi) extent to which the GAP is being implemented; (vii) lessons learned, good practices, and corrective actions; and (viii) changes recommended within 6 months of physical completion of the project, the LGED will submit a PCR to ADB.²⁹

D. Reporting

137. The LGED will provide ADB with (i) QPRs in a format consistent with ADB's project performance reporting system; (ii) consolidated annual reports including (a) progress achieved by output as measured through the indicator's performance targets, (b) key implementation issues and solutions, (c) updated procurement plan, and (d) updated implementation plan for the next 12 months; and (iii) a PCR within 6 months of physical completion of the project. To ensure that projects will continue to be both viable and sustainable, project accounts and the executing agency audited financial statement together with the associated auditor's report, should be adequately reviewed.

E. Stakeholder Communication Strategy

138. PMU will formulate a consultation and participation plan (CAPP) and submit to ADB for review by the end of the first quarter after loan effectiveness. The CAPP will also ensure the participation of the poor, women, and vulnerable groups for inclusion in project benefits. The CAPP will aim to (i) keep the stakeholders informed about the progress of the implementation of the project and disseminate information between the executing and implementing agency and all stakeholders about the project objectives and activities, (ii) seek the input of stakeholders on key issues related to the project's objectives and intended benefits, (iii) resolution of issues that may

²⁹ Project completion report format is available at: [ADB website](#).

arise, and (iv) to keep lines of communication to facilitate stakeholders' informed appreciation of the project. The CAPP will include participatory measures to fully engage the affected persons, project beneficiaries, and other project stakeholders enhancing project support and project sustainability. The quarterly and semiannual progress reports will document the consultations and its outcomes. The project's communication strategy will follow ADB's Access to Information Policy 2018. Project information will be regularly disclosed to the public and concerned stakeholders including salient information regarding the project, including scope, overall progress status, beneficiaries, among others will be provided to the public. The safeguard planning documents will be posted on ADB and PMU's websites. The PMU will provide relevant information in an accessible place, in a form, and in language/s understandable to the affected people and other stakeholders. PMU will ensure that all communication is in a language understood by the specific audience. If the displaced people are illiterate, other appropriate communication methods will have to be used.

X. ANTICORRUPTION POLICY

139. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the project.³⁰ All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing agency and all project contractors, suppliers, consultants, and other service providers. Individuals and/or entities on ADB's anticorruption debarment list are ineligible to participate in ADB-financed activity and may not be awarded any contracts under the project.³¹

140. To support these efforts, relevant provisions are included in the loan agreement and grant agreement and the bidding documents for the project. Further detail on how the borrower and ADB discussed and addressed anticorruption policy issues may be provided here including a description of key anticorruption risks and the specific mitigation measures the project will implement. These mitigation measures are identified in a governance risk assessment conducted as part of the program preparation per the Second Governance and Anticorruption Action Plan.³²

XI. ACCOUNTABILITY MECHANISM

141. People who are, or may in the future be, adversely affected by the project may submit complaints to ADB's Accountability Mechanism. The Accountability Mechanism provides an independent forum and process whereby people adversely affected by ADB-assisted projects can voice, and seek a resolution of their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make an effort in good faith to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, should they approach the Accountability Mechanism.³³

XII. RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL

142. All revisions and/or updates during the course of implementation should be retained in this

³⁰ [Anticorruption Policy](#).

³¹ ADB's Office of Anticorruption and Integrity website: <https://www.adb.org/integrity>.

³² Governance and Anticorruption Action Plan II Guidelines. <https://www.adb.org/documents/second-governance-and-anticorruption-action-plan-gacap-ii>. See also Sourcebook: Diagnostics to Assist Preparation of Governance Risk Assessments. <https://www.adb.org/sites/default/files/institutional-document/157127/diagnostics-assist-preparation-gras.pdf>.

³³ Accountability Mechanism. <http://www.adb.org/Accountability-Mechanism/default.asp>.

section to provide a chronological history of changes to implemented arrangements recorded in the PAM, including revision to contract awards and disbursement s-curves.

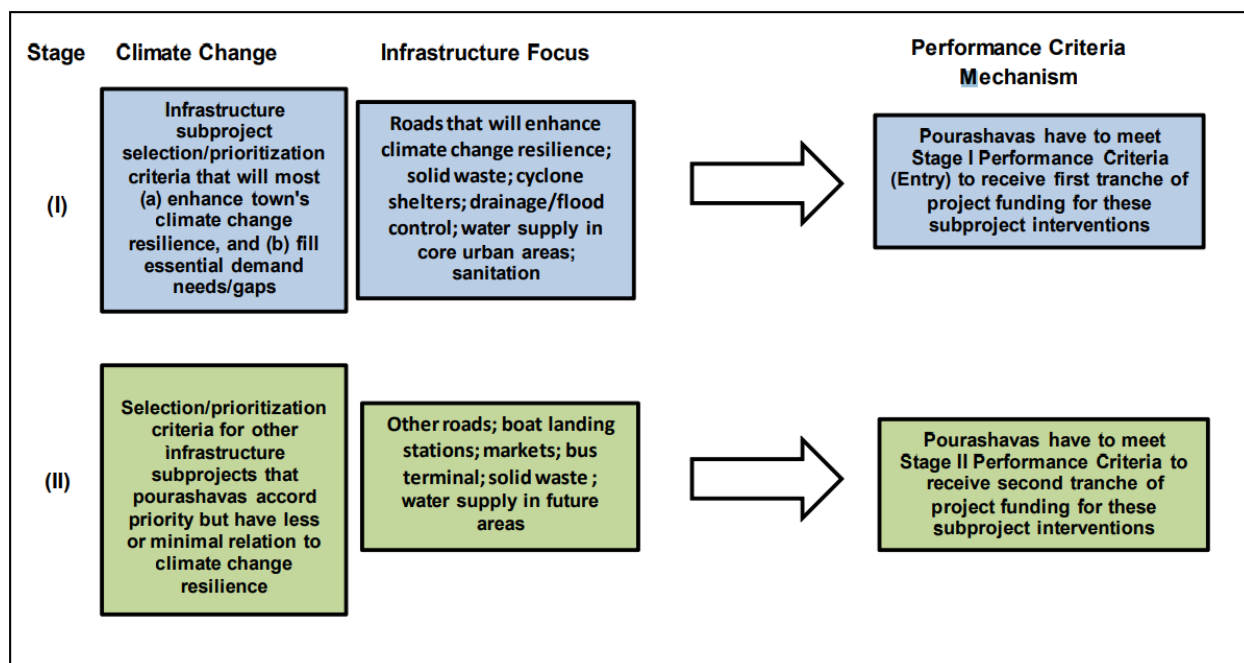
SUBPROJECT SELECTION CRITERIA

A. Introduction

1. Subprojects under the Coastal Towns Climate Resilience Project (CTCRP) will be selected based on their contribution for strengthening climate resilience.

2. Release of project funds to the *pourashavas* will be administered under a 2- stage process linked to the demonstrated performance of agreed performance criteria whereby the project *pourashavas* need to meet certain institutional capacity and governance criteria to receive funding. The infrastructure subproject therefore divided between stage I funding and Stage II funding.

Figure 1: Infrastructure Subproject Selection with Relation to Performance Criteria Mechanism



3. Investments under stage I will include climate resilient municipal infrastructure for strengthening climate resilience of coastal towns such as: (i) investments for urban flood managements – drainage, public open space development, nature-Based solutions, water bodies restoration, solid waste management for operational sustainability of the drainage, (ii) cyclone shelters with early warning system, and (iii) emergency roads, bridges and culverts which will enhance climate change resilience through improved connectivity and access to emergency services in the event of disasters caused by natural hazards.

4. Investments under Stage II will include (i) other priority roads, bridges, and culverts, (ii) markets, (iii) bus terminal, and (iv) boat landing station.

5. The criteria categories to be considered are:

- (i) Technical criteria

- (ii) Economic criteria (EIRR >9%)
- (iii) Social criteria
- (iv) Environmental criteria
- (v) Financial and institutional criteria (for O&M)

B. Technical Criteria

1. General

- (i) The subproject will cover those services that are critical for basic human needs but vulnerable due to climate change.
- (ii) The subproject which will help reduce damages and strengthen coastal towns' resiliency.
- (iii) The subproject will be aligned with Master Plan¹ findings to the extent possible and any subsequent changes thereafter, with priority given to strengthening and optimum utilization of the existing system.
- (iv) The subproject will be technically sound and a preliminary design will have been prepared. The subproject will be designed and executed in accordance with relevant engineering standards.

C. Sector Specific

1. Drainage

- (i) Integrated Drainage Plan (system) is a prerequisite for the drainage subproject. Priority for investment in drainage systems² based on the integrated drainage plan will consider the following criteria and refer to the guidance note during the preparation of the Integrated Drainage Plan
 - Population is currently growing or not declining too significantly (i.e.. > -0.5% per year), indicating the town is suitable for growth
 - Population is relatively high and population density is relatively high, as investments are then likely to have a higher benefit to cost ratio
 - Surface water flooding is a significant issue (medium to very deep) and current systems are not managing the issue³
- (ii) Eligible drainage/flood management subprojects will comprise
 - Repair and upgrading or construction of the following drainage infrastructure which will help reduce damages from flooding and storm surge provided it is or will be the responsibility of the *pourashava* only.
 - Main drains
 - Side drains
 - Outfalls and associated structures, etc.
 - Minor embankments⁴
 - Nature-based solutions
 - Sluice gates

¹ It should be noted that no consideration is given to climate change resilience in the Master Plans. Since climate change resilience is an overriding theme of the project, subprojects which have a strong climate change resilience element but are not included in the Master Plan prioritized to be selected for the project.

² This could be enhanced by understanding the presence and quality of any existing drainage infrastructure in each *pourashava*. At the time of this assessment this information is not available for all towns.

³ Investments should avoid maladaptation. There may be a flooding threshold above which it is not economically sound to invest in drainage infrastructure in *pourashavas*.

⁴ To subdivide existing catchments/polders - where feasible, the main objective being to reduce impacts in important areas by retention of floodwater and controlled discharge from areas where the impacts are less serious.

- Pumping stations, pumps, and power back to meet emergency climate change adoption needs.
- (iii) As required, works to existing Main Drains, Side Drains, Canal, and khal will include one or more of:
- cleaning, dredging, re-excavation, realignment, removing encroachments, channel widening, extension
 - bed and/or embankment lining, raising wall, or embankment levels, repairing or providing drain covers
 - reconstructing or constructing retaining structures, culverts, bridges,⁵
 - improving outfalls and control structures
 - repair or construction of maintenance access

Refer the guidance note during the design of the drainage/integrated drainage plan and update the design if there are any critical design consideration is not taken account.

Guidance Note for Climate Resilient Design-Integrated Drainage System

(i) Investments in integrated drainage systems directly address the risk from surface water flooding and enable communities to adapt to climate change as disruption and damages are reduced, and livelihoods can carry on and recover faster following disruption. This enables people to direct their own funds into enhancing the resilience of their homes and livelihoods, to manage the resulting lower levels of flood risk.

(ii) An integrated drainage plan (IDP) brings together traditional grey-infrastructure with coordinated spatial planning and nature-based solutions (NbS), also known as low impact development (LID), to manage stormwater. The integration of NbS provides the potential to enhance the benefits from the system by delivering ecosystem services – including reducing stormwater flooding, enhancing biodiversity, sequestering carbon, reducing water pollution, and enhancing visual amenity. Coordinated planning, design, implementation, and maintenance of integrated drainage systems (IDS) are required to ensure they are climate resilient, enabling vulnerable populations to adapt to climate change.

(iii) A number of factors need to be considered when designing IDS to be resilient to climate change. The below sections highlight design parameters and key questions that need to be addressed to deliver holistic resilience to climate change, recognizing that IDS rely on other infrastructure and wider measures in order to be resilient.

Design parameter	Considerations to be addressed in the design, and the rationale to be detailed in Design Reports
Design Life	<ul style="list-style-type: none"> • Indicate the asset lifetime • Given the asset lifetime, ensure that the impact of climate change is considered across this time horizon (e.g., 2050, 2080, etc.).
Climate change allowances	<ul style="list-style-type: none"> • Ensure that climate change has been considered in the design and ensure that climate risks are reduced to an acceptable level to enable climate adaptation.

⁵ Any culverts, bridges, etc., required as part of a road improvement subproject will be designed to meet the requirements of the drainage and flood control system but will be financed through road subproject.

Design parameter	Considerations to be addressed in the design, and the rationale to be detailed in Design Reports
	<ul style="list-style-type: none"> • Indicate how consideration accounts for the risks and impacts described in Section II of Supplementary Link Document27 (SD27) Climate Risk and Adaptation Assessment (CRAA). In the first instance characterize the baseline environment by reviewing Section II B of CRAA on baseline climate exposure related to geography and an overview of the current climate for temperature, precipitation, cyclones, surface water flooding, and storm surge. For example, storm surge inundation depths simulated for cyclones with 25-year and 100-year return periods. Then consider how climate change is amplifying and changing baseline climate exposure in Section II C of SD27 CRAA including temperature, precipitation, sea level rise, cyclones, and storm surges. For example, rising sea levels will extend the extent of coastal flooding from cyclone storm surges. • Clearly indicate what parameters have been used in defining climate change allowances (e.g., maximum daily precipitation during monsoon season). Ensure they are appropriate to address climate risks and ensure the design is climate resilient. • Ensure the design has considered appropriate climate change scenarios (e.g., aligning with the Delta Plan 2100 scenarios RCP4.5 & RCP8.5). Ensure the design has considered uncertainty in climate projections (e.g., considering 10th, 50th, 90th percentiles). • Ensure the latest climate change data/ information is used in the design. Refer to CMIP6 climate data provided with this report. <p>Potential guidance: IPCC 2014⁶, IPCC 2021⁷</p>
Return period	<ul style="list-style-type: none"> • Ensure that the return period selected is appropriate to enable the drainage system to be designed with sufficient capacity to be resilient during heavy rainfall events into the future. • Consider what drainage capacity is feasible in the location and the area available and consider how nature-based solutions can supplement capacity. Together, the integrated drainage system must enhance climate change adaptation into the future, rather than only serving drainage needs which exist today. • Indicate the return period selected for the drainage design, and the rainfall this corresponds to (mm). <p>Potential guidance: DWASA Dhaka Drainage Master plan 2016 provides a starting point for selecting return periods. Additional allowances are required to account for climate change</p>
Precipitation uplift for climate change	<ul style="list-style-type: none"> • Ensure that climate change been considered in specifying the design rainfall level. Refer to Section II and the CMIP6 climate data provided with this report. • Ensure that increases in peak rainfall have been considered, i.e., annual or monthly maximum 1-day rainfall (during monsoon season). For example, by the 2050s in Barishal district max daily precipitation

⁶ IPCC Fifth Assessment Report 2014: <https://www.ipcc.ch/assessment-report/ar5/>

⁷ IPCC Sixth Assessment Report 2021: Physical Science Basis. <https://www.ipcc.ch/report/ar6/wg1/>

Design parameter	Considerations to be addressed in the design, and the rationale to be detailed in Design Reports
	<p>could increase by 27% and by 2080s 48% under the RCP8.5 climate scenario.</p> <ul style="list-style-type: none"> • Ensure drainage infrastructure adaptation considers potential future land use change and urban growth. Ongoing urbanization will likely place future pressure on drainage systems with increasing rainfall. <p>Potential guidance: Climate change adjustment factors ADB guidance⁸</p>
River level rise	<ul style="list-style-type: none"> • Ensure that rises in river level due to climate change are considered in the design. • Ensure changes in peak river flow across catchments are considered. <p>Potential guidance: Academic literature⁹</p>
Tidal levels	<ul style="list-style-type: none"> • Ensure that an appropriate return period has been selected for considering tide levels and make clear the criteria for selection. • Ensure that climate change has been considered in specifying design tide levels. For example, in Section II C (of SD27 CRAA) under AR5 by the 2070s under RCP8.5 sea levels could potentially rise by 0.55m (95th percentile). Design should also consider the impacts of land subsidence. • Design should consider the event when high coastal water levels occur simultaneously with extreme river discharge events. Flood risk will increase as the river is not able to discharge its water at the outlet, eventually causing river water levels to rise. This will be amplified by rising sea levels.
Storm surge and flooding	<ul style="list-style-type: none"> • Ensure a rigorous assessment of storm surge combined with future sea level rise is undertaken. • Simulate the implications on the IDS during a flooding event and demonstrate that the system can safely manage during flooding and demonstrate that the IDS does not increase the risk of flooding in other areas. • Ensure that the design allows for measures to effectively manage and recover from storm surges and floods. • Ensure compound flood events are considered e.g., combined sea level rise, storm surge, and increases in peak rainfall and river flow (particularly during tropical cyclone events).
Heat	<ul style="list-style-type: none"> • Ensure the design and materials used are selected based upon consideration of natural climate variability and accounting for future increases due to climate change as discussed in Section C SD27CRAA. Refer to CMIP6 data provided with this report. • Ensure buildings and equipment are positioned to minimize sun exposure and avoid overheating. Ensure adequate spacing between buildings and equipment to ensure good air circulation. • Ensure pipework and drainage infrastructure is resilient to low flows experienced during drought.

⁸ Manual on Climate Change Adjustments for Detailed Engineering Design of Roads Using Examples from Viet Nam: <https://www.adb.org/sites/default/files/publication/613611/manual-climate-change-design-roads-viet-nam.pdf>

⁹ Assessing High-End Climate Change Impacts on Floods in Major Rivers of Bangladesh Using Multi-Model Simulations, 2018, <https://zantworldpress.com/wp-content/uploads/2018/10/1.Mondal.pdf>

Design parameter	Considerations to be addressed in the design, and the rationale to be detailed in Design Reports
	<ul style="list-style-type: none"> Consider urban shading and cooling through the planting of trees and green spaces to reduce heatwave stress.
NBS/LID performance	<ul style="list-style-type: none"> Ensure that climate change is considered in the LID design and make clear the assumptions made relating to LID performance. For example, groundwater levels, and impacts on ground absorption due to climate change, heatwaves, and impacts of these on vegetation and LID performance (including increased stormwater runoff temperatures)
Structural design and materials	<ul style="list-style-type: none"> Ensure that the structural design and material specification considers climate change (e.g., salinity levels and storm surge load). Refer to section 2 C.
Inclusivity	<ul style="list-style-type: none"> Consider if the location and design of the drainage system and LID measures are inclusive and fair. i.e. does the system decrease risk for vulnerable people without imposing burdens for others? Are some vulnerable areas not included in the IDS? Consider if a participatory approach be adopted in selecting the type and location of LID measures
Adaptive design	<ul style="list-style-type: none"> Ensure allowances have been made in the design to monitor the performance of the IDS over time and to trigger consideration for future upgrades and changes to ensure the system continues to be climate resilient. Ensure that allowances have been made in the design to increase the capacity of the system over time, and/or to enhance flood defenses in the future. Consider developing adaptation options that cover the range of climate change impacts described in Section C SD27CRAA which will assist in identifying the full range of what may be required in the future. Ensure flexibility is built into the design to allow for adjustments as new information becomes available or circumstances change in the future. Consider opportunities to incorporate adaptation measures into planned upgrades and maintenance activities in future.

- (iv) **Integration and interdependencies with other infrastructure:** IDS relies on other infrastructure systems to function, and to enable maintenance. The table below presents several significant questions which should be addressed in the design and operation of IDS to account for interdependencies with other infrastructure systems.

Interdependent infrastructure	Questions to be addressed in the design and operation
Wastewater management	<ul style="list-style-type: none"> Is wastewater combined with drainage in the IDS? If so, has the IDS been designed to safeguard against the potential for sewage to escape? Are drainage channels covered where possible to avoid human contact with sewage? Have allowances been made in the design of the IDS for the potential to separate wastewater from drainage at some point in the future?

Interdependent infrastructure	Questions to be addressed in the design and operation
Flood embankments	<ul style="list-style-type: none"> Does the design and operation of the IDS rely on flood embankments / polders? Are enhancements required to existing flood embankments, or are new embankments/ protection required? i.e. raising the height to account for climate change
Solid waste management	<ul style="list-style-type: none"> Does the design and operation of the IDS rely on solid waste management? Are enhancements required to existing solid waste management systems, or are new systems required?
Access roads and paths	<ul style="list-style-type: none"> Can people safely access the IDS components to operate and maintain the system? i.e., khals, drains, sluice gates Are enhancements required to existing access roads and paths, or are new roads and paths required?
Power supplies and communications	<ul style="list-style-type: none"> Are power and communications required in the operation and maintenance of the IDS? Are enhancements required to existing power and communications networks, or are new networks required? Are power and communications systems resilient to climate hazards? Are there backup options available if they fail?
Early warning systems	<ul style="list-style-type: none"> Are early warning systems adequate and do they provide sufficient coverage and time to warn vulnerable populations about incoming climate hazards?

- (v) **Ongoing considerations for resilience:** For IDS to remain resilient they must be maintained and sustainably funded, and operations personnel must have the capacity to manage and maintain the systems. The table below presents some questions which should be addressed in the design and operation of IDS to ensure they remain resilient.

Considerations	Questions to be addressed in the design and operation
Governance and sustainable funding	<ul style="list-style-type: none"> What are the arrangements for managing the IDS? Are existing institutions or groups involved in overseeing the management of the IDS? How is funding being made to be sustainable to manage, operate, and maintain the IDS?
Operation and maintenance	<ul style="list-style-type: none"> What are the arrangements for operating and maintaining the drainage system and the LID measures?
Adaptive capacity	<ul style="list-style-type: none"> What measures are being implemented to enhance the adaptive capacity of the personnel responsible for managing, operating, and maintaining the IDS?

2. Cyclone Shelter

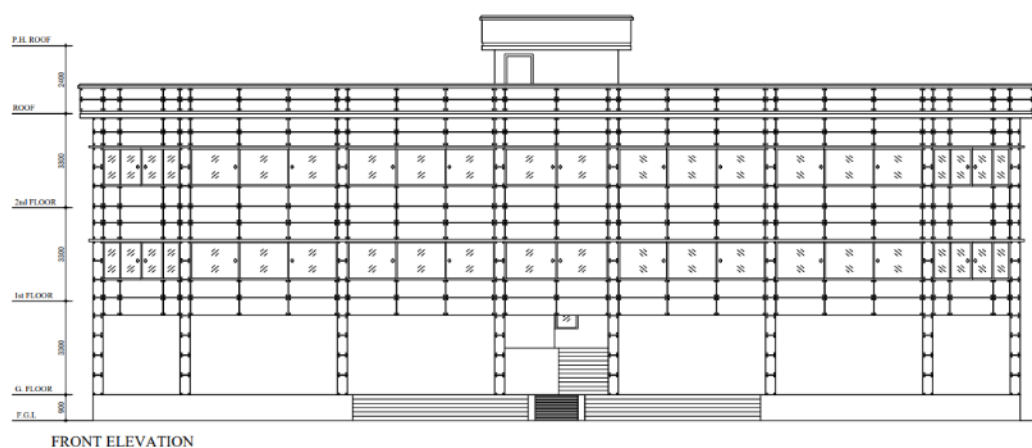
- (i) Must be designed to be climate resilient and durable to ensure cyclone shelter to perform and safeguard people under the increasing impacts of climate change.
- (ii) Locational analysis against future climate change (for 25 years and 100 years cyclone induced storm surge) and adopt the design accordingly.

- (iii) Design consideration for its multipurpose use until cyclone shelter is forecasted.
- (iv) Provision for an early warning system and design consideration for the use of older persons, children, women, and persons with disability.
- (v) Include green building features (natural lighting and ventilation), alternative power (solar panels), and water (rainwater harvesting facilities) sources.
- (vi) Complied with Cyclone Shelter Construction, Maintenance, and Management Policy 2011.

Refer Cyclone Shelter Construction, Maintenance, and Management Policy 2011 and the guidance note (below) during the design of the cyclone shelter and update the design if there are any critical design consideration not taken account. ¹⁰

Guidance Note for Climate Resilient Cyclone Shelter Design

- (a) Guidance for climate resilient design. Investments in cyclone shelters directly address the risk from cyclones and storm surges and enable communities to adapt to climate change as vulnerable people can be kept safe during extreme events. This enables people to direct their own funds into enhancing the resilience of their homes and livelihoods. Purpose-built cyclone shelters save lives by providing a safe evacuation center for communities who would be in harms' way if they remained in their homes, gathered in general buildings, or attempted to flee on roads. Cyclone shelters therefore must be designed to be climate resilient and durable to ensure they continue to perform and safeguard people under the increasing impacts of climate change. Cyclone shelters can also be multipurpose if they are designed with these other purposes in mind, allowing the building to be used for schooling or other purposes until a cyclone is forecasted. The below sections highlight key questions that need to be addressed to deliver holistic resilience to climate change, recognizing that cyclone shelters rely on other infrastructure and wider measures in order to be resilient.



¹⁰ Ministry of Disaster Management and Relief. 2011. Cyclone Shelter Construction, Maintenance.

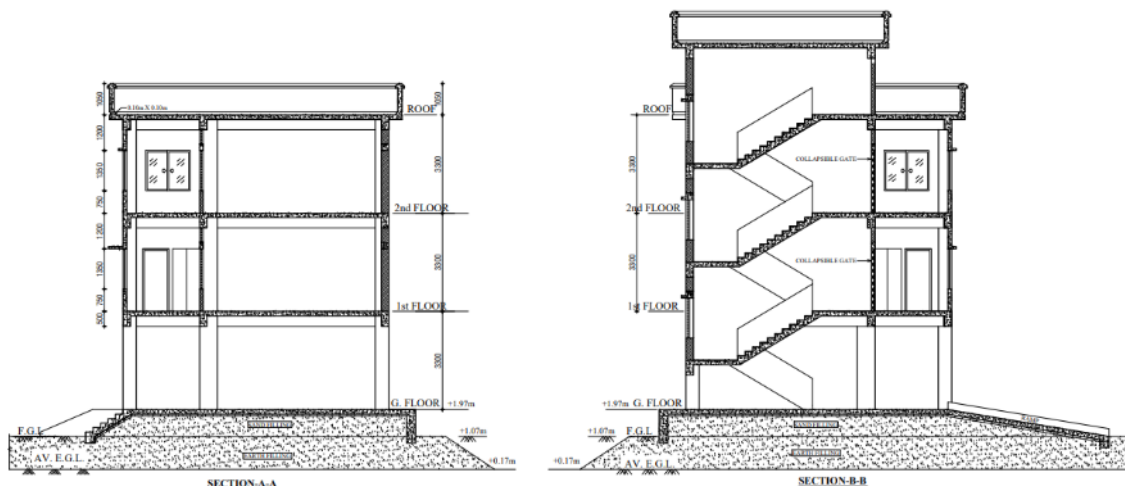


Figure 2 - Drawings of Kutbanagar cyclone shelter (2021) provided by LGED

- (ii) A number of factors need to be considered when designing cyclone shelters to be resilient to climate change. The table below presents several significant factors and questions which should be addressed in the design.

Design parameter	Considerations to be addressed in the design and rationale detailed in design reports
Design Life	<ul style="list-style-type: none"> • Indicate the asset lifetime • Given the asset lifetime, ensure that the impact of climate change is considered across this time horizon (e.g., 2050, 2080, etc.).
Climate change allowances	<ul style="list-style-type: none"> • Ensure that climate change has been considered in the design and ensure that climate risks are reduced to an acceptable level to enable climate adaptation. • Indicate how the design accounts for the risks and impacts described in Section II. In the first instance characterize the baseline environment by reviewing Section II B SD27CRAA on baseline climate exposure related to geography and an overview of the current climate for temperature, precipitation, cyclones, surface water flooding, and storm surge. For example, storm surge inundation depths simulated for cyclones with 25-year and 100-year return periods. Then consider how climate change is amplifying and changing baseline climate exposure in Section II C SD27CRAA including temperature, precipitation, sea level rise, cyclones, and storm surges. For example, rising sea levels will extend the extent of coastal flooding from cyclone storm surge. • Clearly indicate what parameters have been used in defining climate change allowances (e.g. maximum daily precipitation during monsoon season). Ensure they are appropriate to address climate risks and ensure design is climate resilient. • Ensure the design has considered appropriate climate change scenarios (e.g., aligning with the Delta Plan 2100 scenarios RCP4.5 & RCP8.5). Ensure the design has considered uncertainty in climate projections (e.g., considering 10th, 50th, 90th percentiles).

Design parameter	Considerations to be addressed in the design and rationale detailed in design reports
	<ul style="list-style-type: none"> Ensure the latest climate change data/ information is used in the design. Refer to CMIP6 climate data provided with this report. <p>Potential guidance: IPCC 2014 11, IPCC 2021 12</p>
Return period	<ul style="list-style-type: none"> Ensure that the cyclone return period selected is appropriate to enable the cyclone shelter to be designed to be resilient to cyclones into the future, e.g., heavy rainfall, wind speeds, and storm surge. Indicate the cyclone return period selected, and the wind speed which this corresponds to (km/hr). What is the basis for selecting this return period, and how has climate change been considered in selecting this return period? <p>Potential guidance: Rahman et. al 2019 13</p>
Wind load	<ul style="list-style-type: none"> Ensure that the design of buildings and their components to resist wind-induced forces shall comply with BNBC 2020. Ensure the design takes into account wind-borne debris regions: Areas within cyclone-prone regions are those that are 1.6 km of the coastal mean high water line where the wind speed is equal to or > 180 km per hour or in areas where the wind speed is equal to or > 200 km per hour 14. <p>Guidance: BNBC 2020</p>
Storm surge and flooding	<ul style="list-style-type: none"> Ensure that the design takes storm surges into consideration. For example, what are the implications on the cyclone shelter during a storm surge and flooding event, and how does the cyclone shelter manage and recover from storm surge and flood? Ensure that values of maximum flood elevation, surge height, wind speed, etc. required for the determination of flood and surge load shall be taken corresponding to the 100-year return period as stipulated by the BNBC 2020 15. In addition, this should also consider climate change as it could intensify the magnitude of extreme values. <p>Potential guidance: Rahman et. al 2019 16, BNBC 2020</p>
Plinth and raised ground level	<ul style="list-style-type: none"> Ensure that the plinth level of buildings in the surge-prone area is in line with the determined level defined by the development authority having jurisdiction¹⁷ Consider how the elevations for the cyclone shelter's plinth and raised ground level have been fixed by the local development authority, e.g., based on historical flooding levels or based on a model/simulation.

¹¹ IPCC Fifth Assessment Report 2014: <https://www.ipcc.ch/assessment-report/ar5/>

¹² IPCC Sixth Assessment Report 2021: Physical Science Basis. <https://www.ipcc.ch/report/ar6/wg1/>

¹³ Rahman et. al 2019, Projected changes of inundation of cyclonic storms in the Ganges–Brahmaputra–Meghna delta of Bangladesh due to SLR by 2100 <https://www.ias.ac.in/article/fulltext/jess/128/06/0145>

¹⁴ http://www.dpp.gov.bd/upload_file/gazettes/39201_96302.pdf

¹⁵ http://www.dpp.gov.bd/upload_file/gazettes/39201_96302.pdf

¹⁶ Rahman et. al 2019, Projected changes of inundation of cyclonic storms in the Ganges–Brahmaputra–Meghna delta of Bangladesh due to SLR by 2100 <https://www.ias.ac.in/article/fulltext/jess/128/06/0145>

¹⁷ http://www.dpp.gov.bd/upload_file/gazettes/39201_96302.pdf

Design parameter	Considerations to be addressed in the design and rationale detailed in design reports
	<ul style="list-style-type: none"> Ensure that additional climate change allowances are considered to make the design climate resilient e.g., additional allowance for sea level rise. <p>Guidance: ADB SPADE, BNBC 2020</p>
Structural design	<ul style="list-style-type: none"> Ensure that the structural design and material specification considers climate change. For example, salinity levels, and storm surge load. Ensure that in addition to designing the building for structural adequacy consideration is given to environmental factors such as “moisture, natural weathering, corrosion, and chemical action, user wear and tear, pollution, flooding, subsidence, earthquakes, cyclones etc.”¹⁸ <p>Guidance: BNBC 2020</p>
Material construction of	<ul style="list-style-type: none"> Ensure that selected materials are suitable for high/extreme exposure to climate change (cyclones, storm surge, salinity), including airborne debris during tropical cyclones. Ensure measures are in place to protect the reinforcement from corrosion in the design, for example, epoxy coated/galvanized rebar, etc. <p>Guidance: BNBC recommends M35 concrete for extreme exposure conditions</p>
Rainwater storage	<ul style="list-style-type: none"> Ensure that the design includes the capture and storage of rainwater where appropriate. Ensure that this load has been considered in the structural design. Ensure that climate change has been considered in the specification of rain load. Refer to Section II SD27CRAA and the CMIP6 precipitation climate data provided with this report. Part VIII Chapter 7 Rainwater management BNBC 2020 should be consulted. Climate change allowances should be in addition to BNBC 2020 requirements. <p>Guidance: BNBC 2020</p>
Stormwater drainage	<ul style="list-style-type: none"> Ensure that stormwater drainage is included in the design of the cyclone shelter and the surrounding site. Ensure that climate change has been considered in the stormwater drainage design. Refer to Section II and the CMIP6 climate data provided with this report. Ensure that for rainwater drainage systems there are safeguards in line with BNBC 2020 against fouling, deposition of solids, and clogging. <p>Guidance: BNBC 2020</p>
Water and sanitation	<ul style="list-style-type: none"> Ensure that water and sanitation supplies/infrastructure are included in the design.

¹⁸ http://www.dpp.gov.bd/upload_file/gazettes/39201_96302.pdf

Design parameter	Considerations to be addressed in the design and rationale detailed in design reports
	<ul style="list-style-type: none"> • Ensure that these supplies/ infrastructures are resilient to climate change. Include backup options if these were to fail i.e., during a cyclone. • If the cyclone shelter is intended to be multipurpose, ensure the design of services has taken the other purposes into consideration. <p>Guidance BNBC 2020</p>
Heat	<ul style="list-style-type: none"> • Ensure structural design and materials used consider natural climate variability and future climate change as discussed in Section C. Refer to CMIP6 data provided with this report. • Potentially deadly heatwaves are more likely to follow tropical cyclones in the future due to increasing temperatures¹⁹. Consider the inclusion of green roofs and reflective surfaces to reduce temperatures in and around buildings. • Ensure buildings are positioned and orientated to avoid overheating. Ensure adequate spacing between buildings to ensure good air circulation.
Electrical and communications	<ul style="list-style-type: none"> • Ensure electrical and communications supplies/infrastructure included in the design are resilient to climate change. Consider the need for backup options if these fail i.e., during a cyclone • If the cyclone shelter is intended to be multipurpose, ensure the design of services has taken the other purposes into consideration
Ventilation	<ul style="list-style-type: none"> • Ensure ventilation is included in the design. E.g., passive cooling features which allow airflow • Consider how safe ventilation and airflow are managed during a cyclone • If the cyclone shelter is intended to be multipurpose, ensure the ventilation design has taken the other purposes into consideration
Fire safety	<ul style="list-style-type: none"> • Ensure fire safety measures/infrastructure are included in the design • If the cyclone shelter is intended to be multipurpose, ensure the fire safety design has taken the other purposes into consideration
Inclusivity and accessibility	<ul style="list-style-type: none"> • Consider if the location is accessible to people who need to use the shelter i.e., located near vulnerable populations or within walking or transport access • Incorporate inclusive design features with the elderly, women, children, and persons with disabilities (EWCD) friendly (bathroom facilities, ramps, areas for breastfeeding, areas for prayer), green building (natural lighting and ventilation), and alternative power (solar panels) and water (rainwater harvesting facilities) sources e.g. • Consider if the location and design are fair i.e. does the shelter decrease risk for vulnerable people without imposing unreasonable burdens for others? Do some vulnerable areas not have access to the cyclone shelter?
Adaptive design	<ul style="list-style-type: none"> • Ensure allowances have been made in the design to monitor the performance of the cyclone shelter over time and to trigger

¹⁹ <https://www.lboro.ac.uk/media-centre/press-releases/2019/july/emerging-tropical-cyclone-deadly-heat-hazard/>
<https://www.nature.com/articles/s41558-019-0525-6?proof=t>

Design parameter	Considerations to be addressed in the design and rationale detailed in design reports
	<p>consideration for future upgrades and changes to ensure the cyclone shelter continues to be climate resilient.</p> <ul style="list-style-type: none"> • Consider if allowances can be made in the design to increase the capacity of the shelter over time. • Consider developing adaptation options that cover the range of climate change impacts described in Section C which will assist in identifying the full range of what may be required in the future. • Ensure flexibility is built into the design to allow for adjustments as new information becomes available or circumstances change in the future. • Consider opportunities to incorporate adaptation measures into planned upgrades and maintenance activities in the future.

- (iii) Integration and interdependencies with other infrastructure: Cyclone shelters rely on other infrastructure systems to function and enable maintenance. The table below presents several significant questions which should be addressed in the design and operation of cyclone shelters to account for interdependencies with other infrastructure systems.

Interdependent infrastructure	Questions to be addressed in the design and operation
Flood embankments	<ul style="list-style-type: none"> • Does the design and operation of the cyclone shelter rely on flood embankments/polders? • Is maintenance and enhancements required to existing flood embankments, or are new embankments/ protection required? i.e., raising the height to account for climate change
Water and sanitation	<ul style="list-style-type: none"> • Are enhancements required to existing water and sanitation systems, or are new systems required? • Are water and sanitation services resilient to climate hazards (e.g., how do these manage in a cyclone)? Are alternative/ backup options required?
Solid waste management	<ul style="list-style-type: none"> • Are enhancements required to existing solid waste management systems, or are new systems required?
Access roads and paths	<ul style="list-style-type: none"> • Can people safely access the cyclone shelter to operate and maintain the system? i.e., khals, drains, sluice gates • Are enhancements required to existing access roads and paths, or are new roads, and paths required?
Power supplies and communications	<ul style="list-style-type: none"> • Are enhancements required to existing power and communications networks, or are new networks required? • Are power and communications systems resilient to climate hazards? Are there backup options available if they fail?
Early warning systems	<ul style="list-style-type: none"> • Are early warning systems adequate and do they provide sufficient coverage and time to warn vulnerable populations about incoming climate hazards?

- (iv) Ongoing considerations for resilience: For cyclone shelters to remain resilient they must be maintained and sustainably funded, and operations personnel

must have the capacity to manage and maintain them. The table below presents some questions which should be addressed in the design and operation of cyclone shelters to ensure they remain resilient.

Considerations	Questions to be addressed in the design and operation
Governance and sustainable funding	<ul style="list-style-type: none"> • What are the arrangements for managing the cyclone shelter? Are existing institutions or groups involved in overseeing the management of the cyclone shelter? • How is funding being made to be sustainable to manage, operate, and maintain the cyclone shelter?
Operation and maintenance	<ul style="list-style-type: none"> • What are the arrangements for operating and maintaining the cyclone shelter?
Adaptive capacity	<ul style="list-style-type: none"> • What measures are being implemented to enhance the adaptive capacity of the personnel responsible for managing, operating, and maintaining the cyclone shelter?

3. Roads

- (i) The selection of roads will consider the following:
- Emergency access roads leading to existing and planned cyclone shelters, or any other establishment used as a shelter during disasters.
 - Roads used for key public safety and health care facilities for post-disaster response.
 - Roads which are critical for emergency evacuation during disaster.
 - Access roads for emergency services, and provision of post-disaster recovery and reconstruction goods (relief workers, food, medical supplies, etc.).
 - Roads that are frequently inundated due to floods.
 - Roads serving slum areas.

4. Bridges

- (i) Subprojects for bridges will include the repair, reconstruction, upgrading, or relocation of existing bridges. If justified, new bridges can also be included. Considerations should be:
- Bridges are part of the roads which are selected for stage 1 investment and critical for emergency evacuation during disasters.
 - Physical condition and type of existing bridge.
 - Number of populations that will be served by the proposed bridge.
 - Type and quantity of vehicles that will be served by the proposed bridge.
 - Economic growth will be enhanced by the bridge. 11.

5. Boat Landing Stations (BLS)

- (i) Selection criteria:
- Existing landings are deficient.
 - The embankment is generally suitable for a BLS and does not require substantial protection.
 - The BLS will not encroach into existing shipping or boat lanes.
 - The site has access to a main road.
 - For passenger BLSs, minibus access is possible.

- For cargo BLSs, truck access is possible.

6. Solid Waste Landfill Sites

Site selection criteria:

- The landfill site cannot be located in the ECA, wetlands, or reserved forest area.
- The landfill site shall be large enough to last for at least 20-25 years and shall develop 'landfill cells' in a phased manner.
- The landfill site shall be 200 meters away from the river, pond, and water body, and 250 meters away from the housing area.
- The landfill site shall be 500 meters from the national highway, and water supply wells, and 3 km away from airports or airbases.
- Locate landfills at sites where there is no risk of flooding or other hazards that might impair the functioning of the site and present a risk of damage to the site or its environs.
- Have a groundwater table at least 2 meters deep with the direction of drainage checked to ensure that leachate will not pollute the water table.
- The landfill site shall proper stormwater drainage system. Leachate water is not allowed to be mixed with the stormwater.
- Not be located in, or impact upon, environmentally sensitive areas, such as coastlines, wetlands, or forests.
- The base of landfill site must be impermeable.
- The site should have no or minimal land acquisition requirements.
- Have good quality road access to minimize vehicle wear and tear.
- Have sufficient cover material.
- No land ownership or acquisition problems.
- Minimize haulage distance.
- Have the potential for reuse.
- The buffer zone has to be provided based on the recommendation of Department of Environment for respective sites.

D. Economic Criteria

6. The subproject should have an economic internal rate of return of at least 9% or it should be the least-cost technical option of providing the particular service.

E. Social Criteria

7. The subproject will, to the extent possible, not require land acquisition or resettlement (which includes the displacement of squatters or encroachers from the rights-o- way). The subprojects which entail involuntary resettlement will be avoided, and government land will be preferred for creating new infrastructure or laying pipes or drainage channels.

8. If the land acquisition or involuntary resettlement is required for a subproject, a resettlement plan will be prepared and implemented in accordance with applicable laws and regulations of the State Government, ADB's Safeguard Policy, and the agreed resettlement framework.

9. Appendix 4 If any indigenous peoples/small ethnic communities are likely to be affected significantly by a subproject, an Indigenous People Development Plan will be prepared and implemented in accordance with the ADB's Safeguard Policy.

F. Environmental Criteria

10. **Exclusion Criteria.** No Category A projects per ADB SPS will be considered for implementation under CTCRP. Subprojects that would directly affect environmentally protected areas, and highly valued cultural property and fall under Category A shall be strictly avoided or the subproject component(s) causing potential impacts relocated or suitable alternatives derived. CTCRP will not include and/or involve any activities listed in ADB's Prohibited Investment Activities List. The following criteria will be used for excluding sites which might have significant negative environmental impacts:

- (i) Projects located in ecologically sensitive areas such as protected areas (national parks, wildlife sanctuaries), notified wetlands or wetlands of significant value, critical habitats
- (ii) Project with potentially significant impacts on mangroves, wetlands, estuaries, buffer zones of protected areas, etc.,
- (iii) Projects with the potential for disrupting the life and property of the indigenous or tribal population
- (iv) Projects that need for a significant amount of land acquisition and compensation
- (v) Projects located in world heritage sites, and/or within 1 km from the outer boundary of the world heritage area
- (vi) Projects located within monuments/sites protected by the Department of Archeology
- (vii) Projects which may potentially lead to encroachment/damage of physical cultural resources with significant value and/or places recognized by government agencies (e.g., Department of Archeology), which may include places of worship, cultural heritage sites, graves/cemeteries, historical monuments, etc.
- (viii) Projects likely to have significant adverse environmental impacts that are irreversible, diverse, or unprecedented, and may affect an area larger than the sites or facilities subject to physical works (i.e., category A projects as per ADB SPS 2009) will be excluded from CTCRP
- (ix) Activities listed in ADB's Prohibited Investment Activities List (see Appendix 5 of ADB SPS).

25. **Environmental Impact Avoidance / Minimization Guidelines.** Guidelines for project selection in Table 5 provide further guidance to avoid or minimize adverse impacts during the identification and finalization of subprojects.

Table 1: Environmental Criteria for Subproject Selection

Environmental Selection Guidelines	Remarks
1. Overall selection guidelines - applicable to all subprojects	
(i) Comply with all requirements of relevant national and local laws, rules, and guidelines.	See Section II of this EARF.
(ii) Comply with all requirements of ADB SPS 2009 and follow procedures set in this environmental assessment and review framework (EARF).	See Section II of this EARF.
(iii) Subproject design should reflect inputs from public consultation.	
(iv) Avoid locations in forests, mangrove areas, estuaries, buffer zones of protected areas.	if unavoidable: - Approval from the concerned authority. -Alternative site analysis to justify site selection.

Environmental Selection Guidelines	Remarks
	<p>-confirm via detailed baseline and impact assessment that the project will not lead to significant impacts on respective areas.</p> <p>-EMP to include measures to avoid, minimize, mitigate impacts, and monitoring actions to confirm mitigation.</p>
<p>(v) Avoid locations within 100 m of protected monuments/sites protected by the department of archeology, the government of Bangladesh.</p> <p>(vi) Avoid locations within 1.5 - 2 km of UNSECO notified protected monuments/world heritage sites.</p>	<p>If unavoidable</p> <p>- conduct heritage assessment study by engaging a competent expert, and integrate recommendations into design, construction, and operation.</p> <p>-ensure that no damage / disruption to such places/monuments.</p> <p>-obtain necessary clearance and permissions.</p> <p>-EMP to include measures to avoid destruction/disturbance of such places.</p> <p>-Provide “chance find” procedures in the EMP that include a pre-approved management and conservation approach for materials that may be discovered during project implementation.</p>
<p>(vii) Avoid tree-cutting where possible. Retain mature roadside trees which are important/valuable or historically significant. If any trees will have to be removed, plant two new trees for everyone that is lost.</p>	<p>For any tree to be cut, consider replacement of 2:1. See Appendix 5 of this EARF (Local Government Engineering Department of Bangladesh’s Tree Plantation and Conservation and Tree Resources Distribution Activities Implementation Manual dated April 2003).</p>
<p>(viii) Ensure all planning and design interventions and decisions are made in consultation with local communities and include women. Reflect inputs from public consultation and disclosure for site selection.</p>	<p>All consultations should be documented, and concerns expressed by the public addressed in IEEs.</p>
<p>(ix) Synchronize all road improvement and pipe laying works (to the extent possible) to minimize disturbance and optimize the use of resources (e.g., water pipes laid prior to road improvements).</p>	<p>Coordinate planning of works with <i>pourashava</i>.</p>
<p>(x) If the subproject includes existing facilities²⁰ to be rehabilitated or expanded and/or associated Facilities²¹, conduct environmental audit and/or environmental due diligence per ADB SPS part of IEE.</p>	<p>For non-compliances, provide corrective action for each area of concern including cost and schedule to be included in the subproject EMP.</p>
2. Water supply	
<p>(i) Utilize water sources at sustainable levels of abstraction only (i.e., without significant</p>	<p>See Section II of this EARF.</p>

²⁰ ADB SPS Appendix 4 para. 12 on Existing Facilities

²¹ ADB SPS Appendix 1 para. 6 defines associated facilities as “not funded as part of the project (funding may be provided separately by the borrower/client or by third parties), and whose viability and existence depend exclusively on the project and whose goods or services are essential for successful operation of the project”

Environmental Selection Guidelines	Remarks
reductions in the quantity or quality of the source overall).	
(ii) Avoid overpumping of groundwater in coastal aquifers leading to salinization and ground subsidence.	
(iii) Avoid using water sources that may be polluted by upstream users.	
(iv) Avoid water-use conflicts by not abstracting water that is used for other purposes (e.g., irrigation).	Obtain No Objection Certificate (NOC) from Irrigation Department and/or Bangladesh Water Development Board.
(v) Locate all new facilities/buildings at sites where there is a low risk of flooding or other hazards that might impair the functioning of or present a risk of damage to water treatment plants, tanks/reservoirs, or their environs.	Flood statistics data of the project area needs to be reviewed. Location restriction may be reviewed depending on-site availability, and flood or other hazards control planning.
(vi) Must not include the usage of pipes that are manufactured from asbestos concrete, and avoid disturbance to existing asbestos concrete pipes (left in the ground as it is untouched).	
(vii) Ensure water to be supplied to consumers will meet national drinking water standards at all times.	
(viii) Include measures to address additional sewage/domestic wastewater due to improved/new water supply system.	
(ix) Design treatment plants with adequate facilities to manage process wastewater and sludge.	
(x) Project design to address health and safety hazards to workers from handling and management of disinfection chemicals (such as chlorine), and other contaminants, and biological and physical hazards.	
3. Sanitation & septage management	
(i) Ensure toilets are provided with a water supply and power supply for hygienic, safe, and uninterrupted.	
(ii) Design the toilet as leak-proof, and connect the outlet to a community sewer (if available) or to a septic tank (water sealed).	
(iii) Design septic tanks as water sealed compartments to avoid contamination of groundwater/land.	
(iv) Locate septic tanks where there is proper access to a mobile suction hose equipment to allow removal of contents periodically for further treatment and disposal	
(v) Locate sanitation facilities (public toilets and septic tanks) preferably (a) 20 m from any source of water supply, (b) 30 m from drainage lines, and (c) 100 m to a designated waterway.	Distance restriction may be reviewed depending on the technology adopted for the sanitation facilities and treatment of septage, site plant availability, and buffer zone planning.

Environmental Selection Guidelines	Remarks
(vi) Ensure the septage collection system is fully mechanized; prohibit the manual collection.	
(vii) No multiple of handling of septage; once collected from septic tanks, shall directly transport and download contents into septage treatment plant; there shall be no intermediate transfer contents from one container/vehicle to other, either mechanically or otherwise.	
(viii) Locate septage treatment plants preferably 500 m from any inhabited areas, so that people are not affected by odor or other nuisance from the septage treatment plant.	this distance may be reviewed based on the proposed septage treatment process and the potential for odor and emissions. Provide a green buffer zone of 10-20 m wide all around the STP with trees in multi-rows.
(ix) Locate at sites septage treatment plant where there is a suitable means of disposal for the treated wastewater effluent and bio-solids.	Ensure that treated wastewater disposal into water bodies does not affect its quality and its usage. Include design measures to ensure the safe disposal of bio-solids without causing environmental hazards, and if possible, to promote its safe and beneficial use as an agricultural fertilizer. Any wastewater and bio-solids reuse shall be to improve soil properties and sustain soil fertility and avoid any contamination risks.
(x) Do not locate septage treatment plants where there is risk of hazards such as floods, landslides, etc.,	-
(xi) Ensure no immediate drinking water intakes downstream of discharge point of effluent from sanitation facilities.	Include design measures and consider relocating existing deep tube wells.
4. Solid waste management	
(i) Solid waste management facilities including collection, transportation, storage, processing, and landfill shall be designed, constructed, and operated applying pollution prevention and control technologies and practices consistent with international good practice, as reflected in internationally recognized standards such as the World Bank Group's Environment, Health, and Safety (EHS) Guidelines. The sector specific guidelines on "waste management facilities" ²² together with "General EHS Guidelines" ²³ should be used.	<ul style="list-style-type: none"> • If the Government of Bangladesh's regulations differs from these levels and measures, the more stringent of the two should be applied. • If less stringent levels or measures are appropriate in view of specific project circumstances, PMU shall provide full and detailed justification for any proposed alternatives that are consistent with the requirements presented in the SPS.

²² <https://www.ifc.org/wps/wcm/connect/456bbb17-b961-45b3-b0a7-c1bd1c7163e0/1-6%2BWaste%2BManagement.pdf?MOD=AJPERES&CVID=nPtgwEW>

²³ <https://www.ifc.org/wps/wcm/connect/29f5137d-6e17-4660-b1f9-02bf561935e5/Final%2B-%2BGeneral%2BEHS%2BGuidelines.pdf?MOD=AJPERES&CVID=nPtquVM>

Environmental Selection Guidelines	Remarks
(ii) Ensure transfer stations are not located close (more than 30 m) to residences, schools, hospitals, places of worship (such as churches, temples, or mosques), and historical and cultural places.	Appropriate design measures to be adopted if this cannot be adhered to.
(iii) Ensure that the waste collection and transportation system is designed to avoid/minimize issues related to spillage, aesthetics, manual, and multiple handling, delayed collection/transportation, etc.,	
(iv) Ensure that the solid waste system is designed to avoid/mitigate public health hazards from odor, smoke from fire, and diseases transmitted by flies, insects, birds, and rats.	
(v) Ensure all landfills are not constructed in areas where the groundwater table is less than 2 meters below ground level.	
(vi) Ensure that the site shall be large enough to last for 20-25 years and shall be developed as small “landfill cells” in a phased manner with the provision to use and close the facility as required.	
(vii) Locate solid waste management facilities where it will not lead to land use conflicts.	
(viii) Ensure the design includes a ‘no development’ buffer zone around the solid waste processing and disposal facility (for facilities exceeding 5 tons per day of installed capacity).	This buffer zone be maintained within the total area of the solid waste processing and disposal facility. The buffer zone shall be prescribed on a case-to-case basis by the local body in consultation with the Department of Environment (DOE).
(ix) Locate all new landfills at least 250 m from residential development project sites, shops, or any other premises used by people, thus establishing a buffer zone to reduce the effects of noise, dust, and visual appearance of the site.	-
(x) Locate all new landfills at least 200 m from rivers, water bodies, or ponds to avoid the possible travel of leachate into these water bodies.	This can be relaxed on a site-to-site basis based on the following: <ul style="list-style-type: none"> • PMU obtained prior Location Clearance Certificate (LCC) from DOE. • Size, nature, and use of water body are such, it is feasible to implement additional measures that can contain potential contamination/degradation of water body from landfill operations. • EMP includes additional measures.
(xi) Locate all new landfills at least 500 meters away from national highways, housing areas, public parks, and water-supplying wells.	
(xii) Locate all new landfills at least three kilometers away from airports or airbases.	

Environmental Selection Guidelines	Remarks
(xiii) Locate all new facilities/buildings at sites where there is low risk of flooding or other hazards that might impair the functioning of, or present a risk of damage to the facilities, or their environs.	Flood data of the project area needs to be reviewed. Location restriction may be reviewed depending on-site availability, and flood or other hazards control planning.
(xiv) Ensure a buffer zone is provided around the landfill within the distance agreed upon with the regulatory agencies.	
(xv) Ensure designs and operations of new landfills are done as per norms of modern sanitary facilities and to include all essential elements necessary to prevent environmental pollution and to ensure safe handling of waste during construction and operation.	Landfills to include the following: liner system to prevent leachate, leachate collection system, and control facility, gas vent system, final cover system, surface water drainage system, and environmental monitoring system for air, water, soil, odor, and gas. The operations and maintenance manual (O&M) shall include a closure and post-closure plan.
(xvi) Ensure that landfill is provided with proper impervious liner systems to avoid contamination of ground and/or surface water by leachates.	
(xvii) Ensure that active waste storage areas and compost plant is provided with impervious floor and covered; ensure that runoff/leachate from all active areas are connected to the leachate collection system to avoid contamination of ground and/or surface water by leachates.	
(xviii) A solid waste treatment and disposal facility (compost and landfill) is designed to collect and treat leachate to discharge standards.	
(xix) Ensure that biodegradable waste is decomposed on-site in controlled conditions only – (i) ensuring adequate aeration for aerobic composting or (ii) anaerobic decomposition only when produced gases can be properly captured and utilized or flared.	
(xx) Ensure that no biodegradable wastes (except rejects from compost) are disposed into landfills which can promote the generation of methane gas from the decomposition of solid wastes in the absence of air.	
(xxi) Provide landfill gas collection, and reuse / flaring system to ensure that such gases enter aquifers or escape through soil fissures; ensure that landfill gases are not accumulated which may lead to fires/explosion.	
(xxii) Standard operation procedures with appropriate equipment are ensured, and workers are provided with necessary training and personnel protection equipment to safeguard health and safety.	

Environmental Selection Guidelines	Remarks
(xxiii) Train workers in recognizing, and handling hazardous waste material, including explosives, fuel, chemicals, etc. safely.	
(xxiv) Project shall not include handling or management of hospital / biomedical waste.	
(xxv) Considering the size and capacity of towns, and scale of economies, processing and disposal facilities to be included under the project shall be limited to: (a) composting, (b) pre-processing facilities for dry recyclable wastes (shredding, baling, etc.), and (d) sanitary landfill.	The project shall not include facilities like incinerators, pyrolysis-based processing units, etc.,
5. Urban roads	
(i) Include the provision of new or improved storm water drainage to remove the increased runoff caused by increasing the road surface area.	
(ii) Shall not lead to alteration of surface water hydrology of waterways crossed by roads; ensure appropriate cross drainage structures.	
(iii) Ensure that drainage systems including cross drainage works are designed adequately considering the raised road levels that may create a barrier effect.	
(iv) Include tree planting, duly considering road safety issues, alongside roads to provide a natural barrier to noise and visual impacts and include additional physical barriers where required.	
6. Drainage and flood control improvement	
i. Outfalls should be to suitable drainage areas (<i>nallas</i> , canals, etc.) and avoid flooding to adjacent private lands.	
ii. Include measures to ensure the safe disposal of canal dredge (e.g., to dumpsite or landfill) without causing an environmental hazard.	
iii. Include provision for installation of regulator to control inflow/ outflow through drain to prevent backflow of water through the drain (e.g., due to high water level at the downstream discharge point, such as khal/ river).	
iv. Include measures to avoid pollution of a downstream water body due to disposal of polluted water from drain.	Do not allow direct connection to drain from sanitation facilities and/or wastewater with a high organic load. Strictly follow the effluent discharge standard of DOE and consider the introduction of small-scale treatment of polluted drain water before disposal (if needed).
7. Cyclone shelters	
(i) Ensure that sites selected are in areas easily accessible during the floods; design shall	

Environmental Selection Guidelines	Remarks
consider high flood levels to ensure climate resilience.	
(ii) Comply with all requirements of relevant national and local laws, rules, and guidelines.	See Section II of this EARF.
(iii) Projects shall involve improvements within the boundary of existing facilities only. Where new facilities are required, these shall be sited on vacant government land, except as otherwise accepted by ADB and subject to compliance requirements under ADB's SPS (2009).	See resettlement framework.
(iv) Ensure cyclone shelters are provided with a potable water supply and sanitation facilities combined with improvements in wastewater and drainage to deal with the increased discharge of domestic wastewater. Ensure that water and waste disposal in constructed cyclone shelters are designed to national and international standards.	
8. Market development	
(i) Ensure markets are provided with improvements in solid waste management, wastewater, and drainage to deal with increased generation of waste materials and discharge of wastewater. Ensure that waste and wastewater disposal in constructed markets are designed to national standards.	
(ii) Shall not be located in a flood-prone area.	
(iii) Ensure adequate provisions (including fire/emergency exits) for fire safety in accordance with Bangladesh National Building Code.	
(iv) Provide provision of traffic circulation/traffic management or provision of parking area for the increased traffic due to market development to avoid traffic congestion in and around the market area.	
(v) Introduce provision of solar system for part of electric supply and promote energy-efficient bulbs for contribution to carbon reduction.	
(vi) Introduce provision of rooftop rainwater harvesting system for proper stormwater management or in case of drinking water scarcity.	
9. Bus terminals	
(i) Select bus terminal site with due consideration to entry and exit, and access roads; where necessary access roads should be improved to take additional traffic and improve safety.	
(ii) Provide safe pedestrian access.	

Environmental Selection Guidelines	Remarks
(iii) Provide provision of traffic circulation/traffic management or provision of parking area for the increased traffic due to bus terminal to avoid traffic congestion in and around the market area.	
(iv) Ensure bus/truck terminals are provided with improvements in solid waste management, wastewater, and drainage to deal with increased generation of waste materials and discharge of wastewater.	
(v) Ensure adequate provisions (including fire/emergency exits) for fire safety in accordance with Bangladesh National Building Code.	
(vi) Introduce provision of solar system for part of electric supply and promote energy-efficient bulbs for contribution to carbon reduction.	
(vii) Introduce provision of rooftop rainwater harvesting system for proper stormwater management or in case of drinking water scarcity.	
10. Boat landing stations	
(i) Locate boat landing stations away from sensitive areas with mangroves, estuaries, areas notable for biodiversity, sensitive for erosion, etc.,	
(ii) Comply with all requirements of relevant national and local laws, rules, and guidelines.	See Section II of this EARF.
(iii) Projects shall involve improvements within the boundary of existing facilities only. Where new facilities are required, these shall be sited on vacant government land and ROWs, except as otherwise accepted by ADB and subject to compliance requirements under ADB's SPS (2009).	See resettlement framework.
(iv) Develop boat landing stations only where the need is clearly demonstrated.	
(v) Shall not lead to degradation of cultural properly, loss of cultural heritage or tourism revenues.	
(vi) Construction work shall not lead to siltation or contamination of coastal water from runoff from the construction area, chemical/fuel leaks and spills; avoidance and containment measures shall be put in place.	

G. Financial and Institutional Criteria

Subprojects must demonstrate financial and institutional sustainability; this will be demonstrated by a financial analysis plan. The plan must address O&M cost, sources of funds i.e., State support

and user charges, O&M staffing needs, and service level targets agreed with the *pourashavas*. Institutional Capacity and Community Development Consultant will provide support to strengthen financial and institutional sustainability.

PERFORMANCE CRITERIA

1. *Pourashavas* that participate in the project must fulfill the relevant performance criteria below to access funds for stage 1 and stage 2 investments need. ¹ Also, entry criteria must be fulfilled to initiate a livelihood resilience improvement program under output 2 and capacity strengthening support under output 3. A town must fulfill the criteria within 4 months of the signing of partnership agreement. For stage 2, a town must fulfill the criteria within 2 years of commencement of stage 1 investments. The *pourashava* performance review committee in the Local Government Division for the existing Coastal Towns Environmental Infrastructure Project will assess compliance with the criteria. Towns will receive capacity support from ongoing consultants of coastal towns environmental infrastructure project and consultants to be engaged under the proposed project. A signed partnership agreement submitted to the PMU is a pre-condition for entry to stage 1 and any other support to receive by the *pourashavas*.

Performance Criteria Matrix Entry and Stage I Criteria

Area of Activity/ Activity	Criteria	Score
A. Eligibility Requirements (Entry Criteria)		
A1. Must be a coastal town (<i>Pourashava</i>) and has no major investment project ongoing	- Category A and category B <i>pourashavas</i> of the southern coastal zone	Must meet
A2. A signed partnership agreement (PA) submitted to the Local Government Engineering Department (LGED)	- The project management unit (PMU) of LGED will share the sample PA to the <i>pourashava</i>	Must meet
Stage I		
B. Strengthening Climate Change-Disaster Resilience		
B1. Establish Standing Committee for Disaster Management as per Standing Order on Disaster (SOD) 2019. [this is also as per Article 55 of the Local Government (<i>Pourashava</i>) Act 2009].	- Submit a copy of the official notice establishing the Standing Committee for Disaster Management with TOR. - Submit a copy of the minutes prepared which were publicly disclosed.	1
B2. Establishment of the Cyclone Shelter Management Committee (CSMC) as described in the Standing Order on Disaster (SOD) 2019.	- Submit a copy of the official notice establishing CSMC with TOR. - Submit a copy of the minutes prepared which were publicly disclosed.	1
B.3 Establish SC for COVID-19 Pandemic situation as per Article 55 of the Local Government (<i>Pourashava</i>) Act, 2009.	- Submit a copy of the draft resolution with list of members and TOR.	1

¹ For those *pourashavas* for which subproject appraisal have been completed to achieve project readiness should achieve the criteria at least within in three months after signing of the partnership agreement and prior to the award of the works packages.

C. Citizen Participation, Social Accountability		
C1. Establish Town level Coordination Committee (TLCC) as per Article 115 (1) of the Local Govt. (Pourashava) Act, 2009	<ul style="list-style-type: none"> - Submit a copy of the official notice establishing TLCC with TOR - Submit a copy of the minutes prepared which were publicly disclosed 	1
C2. Submit Action Plan for preparation of poverty reduction action plan and gender action plan.	<ul style="list-style-type: none"> - Submit a copy of the time-bound action plan. 	1
C3. Establish Grievance Redress Cell (GRC)	<ul style="list-style-type: none"> - Submit a copy of the official notice establishing a grievance redress cell with membership and procedures. - Photo of complaint drop box in <i>pourashava</i> office. 	1

COVID-19 = coronavirus disease, CSMC = Cyclone Shelter Management Committee, GRC = Grievance Redress Cell, LGED = Local Government Engineering Department, SOD = Standing Order on Disaster, TLCC = Town level Coordination Committee, TOR = terms of reference.

Stage II

Area of Activity/ Activity	Criteria	Score
A. Strengthened Climate Change and Disaster Resilience		
A1. Standing Committee (SC) for Disaster Management operating as per TOR	<ul style="list-style-type: none"> - Submit a copy of the official resolution establishing the SC. - Meets at least twice a year and functioning effectively as per TOR. - Meetings publicly announced with the active participation of women and the poor. - Minutes prepared and publicly disclosed. - Submit a copy of the public announcement for meeting. - Submit a copy of the meeting minutes prepared which were publicly disclosed. 	1
A2. Cyclone Shelter Management Committee (CSMC) operating as TOR	<ul style="list-style-type: none"> - Submit a copy of the official resolution establishing the CSMC. - Meets at least twice a year and functioning effectively as per TOR. - Meetings publicly announced with the active participation of women and the poor. - Minutes prepared and publicly disclosed. 	1

	<ul style="list-style-type: none"> - Submit a copy of the public announcement for meeting - Submit a copy of the meeting minutes prepared which were publicly disclosed. 	
B. Citizen Participation, Social Accountability		
B1. Town level Coordination Committee (TLCC) operating as per TOR	<ul style="list-style-type: none"> - Submit a copy of the official notice establishing TLCC with TOR. - Submit a copy of the minutes prepared which were publicly disclosed. 	1
B2. Poverty reduction action plan and gender action plan approved.	<ul style="list-style-type: none"> - Submit a copy of officially endorsed PRAP supported with a budget and clear fund source identified. 	1
B3. Grievance Redress Cell (GRC) functioning effectively	<ul style="list-style-type: none"> - GRC receives and addresses complaints/grievances as per procedures. - Submit a report to PMU summarizing complaints received, measures to resolve, and status of complaint. 	1
C. Improved O&M		
C1. Gender-Responsive O&M Plan	<ul style="list-style-type: none"> - Submit a copy of the Gender-Responsive O&M Plan with a clear O&M budget and fund source identified. 	1
D. Strengthened Municipal Financial Management		
D1. Financial Statements	<ul style="list-style-type: none"> - Submit a copy of the audited financial statements of pourashava. 	1
D2. Computerization of financial accounts and billing	<ul style="list-style-type: none"> - Computerized accounting and billing system established. - 100% invoices issued and computer-generated tax/billing reports generated and made public. - Submit a report summarizing actions taken. 	1
D3. Property and tax assessment carried out regularly	<ul style="list-style-type: none"> - Property and tax assessments are carried out annually - Submit an official report to PMU outlining efforts and achievements made. 	

D4. Increased tax collection	<ul style="list-style-type: none"> - The collection rate of at least 80%. - Submit an official report to PMU. 	1
D5. Non-tax revenue source management	<ul style="list-style-type: none"> - All non-tax revenue sources to be identified and taken into account and increase at least equal to the official inflation rate. 	1

CSMC = Cyclone Shelter Management Committee, GRC = Grievance Redress Cell, O&M = operations and maintenance, TLCC = Town level Coordination Committee TOR = terms of reference.

POURASHAVA, PROJECT IMPLEMENTATION UNIT FUND REQUISITION FORM

Applicable Expenditure to be financed from the ADB concessional loan (loan no XXX), ADB ordinary loan (loan No XXX), and ADF grant (No XXX) (if applicable) under the advance fund disbursement procedure.

Name of Pourashava /PIU.....Advance Requisition Number.....

Balance in the Pourashava/PIU ADB concessional sub-sub advance account in Tk.....as on DD/MM/YYYY

Balance in the Pourashava/PIU ADB Ordinary loan sub-sub advance account in Tk.....as on DD/MM/YYYY

Balance in the Pourashava/PIU ADF grant sub-sub advance account (if applicable) in Tk.....as on DD/MM/YYYY

No.	Contract No.	Name of Contractor	Total Contract Value	Total Amount paid till date	% of contract value paid	Invoice No. and date**	Amount of Invoice	Amount requested as part of the present request			
								ADB Ordinary loan Share XX%***	ADB concessional loan Share XX%* **	GOB Share XX%***	ADF grant share XX%***
Total											

*To be submitted to PD, PMU along with Memorandum of Payment

** Attach the invoice (or certified copies of each Invoice)

*** the Share must be calculated using the applicable Financing/disbursement percentage as outlined in the project administration manual

Signature of the PIU head or equivalent

Date:

PRO FORMA PROJECT FINANCIAL STATEMENTS

Project financial statements (GOB Approved Model)

As of and for the years ended 30 June 2020

..... (Development partner's) Grant/Loan Resources	Notes	Opening balance as of 1 July 2019 (Cumulative prior period)	For the year ended 30 June 2020 (current period)	Closing balance as of 30 June 2020 (Cumulative current period)
Government of Bangladesh	6			
Loan from lender/donor (<i>separate line for each ADB loan/grant</i>)	7			
Other resources	8			
Cash opening balance	5			
Total resources				

Expenditure and Cash				
1. Consultancy				
2.				
3.				
4.				
Total Expenditure				

Cash closing balance				
Imprest account				
Operating Account (RPA)				
Operating Account (GOB)				
Total Expenditure and Cash	5			

The annexed notes 1 to 12 form an integral part of these special purpose financial statements.

Project Director

Chief Accountant

Statement of the Project sources and uses of funds of Project ----- funded by Grant/Loan no

As of and for the year ended 30 June 2020

<i>In (currency)</i>	Notes	Actual		Budget		Difference	
		For the year ended 30 June 2020	Cumulative as of 30 June 2020	For the year ended 30 June 2020	Cumulative as of 30 June 2020	For the year ended 30 June 2020	Cumulative as of 30 June 2020
Cash and bank balances as at 01 July 2019	5	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
<i>Add:</i> Funding from Government of Bangladesh	6	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Funding from Development Partner (loan from lender/donor)	7	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Funding from other sources	8	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Total financing		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Exchange difference		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Other income		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Total Resources (financing and other receipts)		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
<i>Less:</i> Expenses from Government of Bangladesh	9	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Expenses from Development Partner	10	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Expenses from other sources	11	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Total Project expenses		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Exchange rate differences		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Other expenses		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Total Project expenses and other expenses		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Cash and bank balances as at 30 June 2020	5	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx

The annexed notes 1 to 12 form an integral part of these special purpose financial statements.

Project Director-----
Chief Accountant

Statement of uses of funds by Project activity and comparison to budget*As of and for the years ended 30 June 2020*

.....(Development partner's) Grant/Loan				
	For the year ended 30 June 2020	Cumulative as of 30 June 2020	For the year ended 30 June 2020	Cumulative as of 30 June 2020
Category 1: Civil Works or as per DCA				
Category 2: Equipment or as per DCA				
Category 3: Instructors or as per DCA				
Category 4: Fellowships or as per DCA				
Category 5: Local Training or as per DCA				
Category 6: International Consultant or as per DCA				
Category 7: Unallocated or as per DCA				
Category 8: or as per DCA				
Total Project expenses				
Total	xx	xx		

The annexed notes 1 to 12 form an integral part of these special purpose financial statements.

Project Director

Chief Accountant

**Statement on cash flow on Cash /Imprest accounts
As of and for the year ended 30 June 2020**

Balance as of 01 July 2019		xx
Add:		
	Receipt from Government	xx
	Receipt from Development Partner	
	Exchange rate difference	xx
Total		xxx
Less:		
	Amount of eligible expenses	xx
	Exchange rate difference	xx
Total		xx
Balance as of 30 June 2020		xx

The annexed notes 1 to 12 form an integral part of these special purpose financial statements.

**Project Director
Accountant**

Chief

Note: Statement of cash flow may be prepared separately based on bank account.

Notes to the financial statements

1. General Information

The following information may be added:

- A summary of the project is to be given including Loan/Grant date agreement of between government and development partners.
- A brief of the objective of the project and its components.
- Expected closing date for the project.
- The total number of staff involved.
- The approval date and authority of these financial statements.

2. Significant accounting policies

Basis of preparation

The financial statements of the project have been prepared in accordance with IPSAS *Financial Reporting Under the Cash Basis of Accounting* and comply with the(development partners requirements) and the covenants of the(Grant). These special purpose financial statements reflect the data for the year ended 30 June 2020.

Under this basis of accounting, financing is recognized when received rather than when earned and expenses are recognized when paid rather than when incurred. Expenses are resources directed for the payment of works, goods, and services, recognized in the financial statements in the period when they are paid.

Financing

The disbursement procedures need to be described briefly.

The amounts of government financing are recognized as such and included in the special purpose financial statements when the funds are transmitted to the project current account (the "government financing account").

Expenses

Consistent with the cash basis of accounting, the project expenses are recognized and included in the special purpose financial statements when the payment is actually made to suppliers of goods, works, and/or services as opposed to when goods are received/ services are rendered.

Functional and presentation currency

Taka (Tk) is the national currency of the government of Bangladesh. The special purpose financial statements of the project are presented in Taka/Dollars (presentation currency) and rounded to the nearest integer of Taka/Dollars. Income and expenses denominated in Tk are converted into \$ applying the exchange rate set out by the Bangladesh Bank on the date of the transaction.

Account balances denominated in Tk are converted into USD applying the exchange rate set out by the Bangladesh Bank at the reporting date. As of 5 May 2022, the exchange rate is xxx.

3. Taxation

According to the Loan/Grant Agreement, the loan, and grant amounts should not be used to pay any taxes and duties.

4. Fixed Assets

Fixed assets of the project include office equipment, vehicles, and furniture procured for project implementation. Cost of fixed assets includes the cost of procurement and other related expenditures.

Due to the cash basis of accounting, the fixed assets procured under the project are measured on the basis of the cost of procurement and reflected in the special purpose financial statement as expenditures instead of capitalization in the balance sheet. The record of fixed assets is maintained in inventory sheets.

Considering the non-commercial status of the project and the cash basis of accounting, depreciation for the fixed assets is not accrued.

5. Cash and bank balances/Cash and cash equivalents

The project maintains xx number of bank accounts, an imprest bank account or revolving fund, which is kept at xxx Bank to hold funds advanced/received from Donor and an operating account at xxx Bank to hold funds advanced/received from government of Bangladesh as well as funds transferred from the imprest bank account. Year-end cash balances were as follows:

	Opening balance as of 30 June 2019 (inception to 30 June 2019)	For the year ended 30 June 2020	Closing balance as of 30 June 2020 (inception to 30 June 2020)
Imprest account	xx		xx
Operating account (RPA)	xx		xx
Operating account (GOB)	xx		xx
Total	xx		xx

6. Funding received from the Government of Bangladesh

Funds are allocated by the Government of Bangladesh to cover the Government of Bangladesh's share of eligible project expenditures, as specified in the project manual and in annual development program for each of the projects. Any allocated funds that have not been expended by the end of a fiscal year lapse and must be returned to the government of Bangladesh. The government of Bangladesh contribution to the project since inception and for the year are as follows:

	Opening balance as of 30 June 2019 (inception to 30 June 2019)	For the year ended 30 June 2020	Closing balance as of 30 June 2020 (inception to 30 June 2020)
Disbursement by GOB	xx	xx	xx
Less: Refund to GOB	xx	xx	xx
Total	xx	xx	Xx

7. Funding received from Development Partners (loans from lender/donor)

The (name of the lender/donor) has provided funds to the project to cover its share of eligible project expenditure. These funds, which must be repaid to the (name of the lender/donor) after the conclusion of the project, have been drawn by the project in accordance with the following withdrawal procedures:

	Opening balance as of 30 June 2019 (inception to 30 June 2019)	For the year ended 30 June 2020	Closing balance as of 30 June 2020 (inception to 30 June 2020)
SOE Procedures	xx	xx	xx
Direct payments	xx	xx	xx
Imprest account replenishments	xx	xx	xx
Others	xx	xx	xx
Total	xx	xx	xx

8. Funding from other resources

Other resources consist of the following:

	Opening balance as of 30 June 2019 (inception to 30 June 2019)	For the year ended 30 June 2020	Closing balance as of 30 June 2020 (inception to 30 June 2020)
Project revenues	xx	xx	xx
Exchange gain and loss	xx	xx	xx
Less: TDS on interest and other fees	xx	xx	xx
Total	xx	xx	xx

9. Expenses from Government fund

In (currency)	Actual		Budget		Difference	
	For the period ended 30 June 2019	Cumulative as of 30 June 2019	For the period ended 30 June 2019	Cumulative as of 30 June 2019	For the period ended 30 June 2019	Cumulative as of 30 June 2019
Category 1: Civil Works or as per DCA						
Category 2: Equipment or as per DCA						
Category 3: Instructors or as per DCA						
Category 4: Fellowships or as per DCA						
Category 5: Local Training or as per DCA						
Category 6: International Consultant or as per DCA						
Category 7: Unallocated or as per DCA						
Category 8: or as per DCA						
Total project expenses						

10. Expenses from Development partners

In (currency)	Actual		Budget		Difference	
	For the period ended 30 June 2019	Cumulative as of 30 June 2019	For the period ended 30 June 2019	Cumulative as of 30 June 2019	For the period ended 30 June 2019	Cumulative as of 30 June 2019
Category 1: Civil Works or as per DCA						
Category 2: Equipment or as per DCA						
Category 3: Instructors or as per DCA						
Category 4: Fellowships or as per DCA						
Category 5: Local Training or as per DCA						
Category 6: International Consultant or as per DCA						
Category 7: Unallocated or as per DCA						
Category 8: or as per DCA						
Total project expenses						

10.1 Reconciliation of expenses by funding methods

Nature of expense claim	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Amount Received	Amount Claimed	Difference
SOE											
Direct payments											
Imprest account											
Others											
Total expenses claimed											
<i>Memorandum record</i>											
Add: Expenses not claimed at year-end											
Less: Unclaimed expenses at previous year-end											
Total expenditure											

10.2 Summary of Withdrawal Applications (SOE)

SOE No	Date	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Amount Received	Amount Claimed	Difference
Total										xxxx	xxxxx	xxxx

10.3 Summary of Withdrawal Applications (Imprest Account Replenishment)

No	Date	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Amount Received	Amount Claimed	Difference
Total										xxxx	xxxxx	xxxx

10.4 Summary of Withdrawal Applications (Direct Payment)

No	Date	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Amount Received	Amount Claimed	Difference
Total										xxxx	xxxxx	xxxx

11. Expenses from other resources

In (currency)	Actual		Budget		Difference	
	For the period ended 30 June 2019	Cumulative as of 30 June 2019	For the period ended 30 June 2019	Cumulative as of 30 June 2019	For the period ended 30 June 2019	Cumulative as of 30 June 2019
Consultant fee	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Operating cost	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Others	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Total project expenses	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx

Note: According to IPSAs 1.7.8 (c) an explanation is required about the material difference between the budget and actual amount.

12. Project implementation

As of 30 June 2020, overall, xx% of Grant/Loan has been implemented in the framework of the Grant/Loan Agreement xxxxx. The project expenses by categories are presented in the tables below:

Loan/ Grant	Expenses as of 30 June 2020 in currency unit	Budget as of 30 June 2020 in currency unit	Budgeted expenses as of 30 June 2020 (in percentage)	Total project Budget in Currency unit	Project implementation as of 30 June 2020
					(in percentage)
Category 1: Civil Works or as per DCA					
Category 2: Equipment or as per DCA					
Category 3: Instructors or as per DCA					
Category 4: Fellowships or as per DCA					
Category 5: Local Training or as per DCA					
Category 6: International Consultant or as per DCA					
Category 7: Unallocated or as per DCA					
Category 8: or as per DCA					
Total Project expenses					

FINANCIAL MANAGEMENT INFORMATION TO BE INCLUDED IN THE QUARTERLY PROGRESS REPORTS

General Instructions

The progress reports (QPRs) should follow the format outlined below and are to be submitted to ADB within 45 days after each quarter. In case of delays or incomplete information, ADB will submit a reminder to the LGED/PMU. Repeated delays or incomplete information may have a negative impact on the project performance ratings and may be discussed during review missions and TPRMs.

Section A. Introduction and Basic Data

- i. ADB loan and ADF grant numbers, project title, borrower, executing agency, implementing agency(ies)
- ii. total estimated project cost and financing plan
- iii. status of project financing including the availability of counterpart funds
- iv. dates of approval, signing, and effectiveness of ADB loans and ADF grant
- v. original and revised (if applicable) ADB loan and ADF grant closing dates and elapsed loan period based on original and revised (if applicable) loan closing dates; and
- vi. date of last ADB review mission.

Section B. Utilization of Funds (ADB Loans, ADF grant, and Counterpart Funds)

- i. cumulative contract awards financed by the ADB concessional and ordinary loan, ADF grant and counterpart funds (commitment of funds to date), and comparison with time-bound projections (targets – for ADB financing compare the actual contract awards with the contract award curve included in the PAM). Include an analysis of significant variances between planned and actual contract awards
- ii. cumulative disbursements from the ADB concessional and ordinary loan, ADF grant, and counterpart funds (expenditure to date), and comparison with time-bound projections (targets – for the ADB financing compare the actual disbursement with the disbursement projections as per the S-curve included in the PAM), Include an analysis of significant variances between planned and actual disbursements; and
- iii. reestimated costs to completion, need for reallocation within ADB loans and/or ADF grant categories, and whether an overall project cost overrun is likely.
- iv. Reconciliation of project records and ADB disbursement records (LFIS/GFIS) for each ADB financing source (ADB concessional and ordinary loan and ADF grant) for the reporting period and cumulative from project inception to the end of the reporting period. Explain reasons for discrepancies and outline follow-up actions required (if any). Attach a detailed reconciliation by WA as per Annex 3.

Section C. Major Project Issues and Problems

Summarize the major problems and issues affecting or likely to affect implementation progress, compliance with covenants, and achievement of immediate development objectives. Recommend actions to overcome these problems and issues (e.g., changes in scope, changes in implementation arrangements, and reallocation of loan proceeds).

Section F. Financial Management

- i. Summarize the status of financial management in the project including a) any problems in the existing FM arrangements and /or flow of funds and b) any significant changes occurred during the reporting period (e.g. FM staff turnover, implementation of new financial systems, emerging FM-related risks, etc.);
- ii. Summarize the status of a) the FM action plan outlined in the PAM, b) recommendations and actions raised by ADB as part of the APFS review (if any), and c) FM-related recommendations agreed during ADB review missions or TPRMs (if any); and
- iii. Summarize the status of Status of past audit observations (resolved/ pending)

Annexes:

Attach the following Annexes to the QPR when submitting it to ADB:

1. Statement of Cash Receipts and Payments by Category
2. Detailed reconciliation (by Withdrawal application) of project records and ADB disbursement records (LFIS/GILFIS) for the fiscal year to date and cumulative
3. List of signed contracts
4. Status of past audit observations (resolved/ pending)
5. Status of FM action plan (complied/ongoing)
6. Status of FM-related actions agreed during ADB review missions (if any).

QPR Annexes

Annex 1: Statement of Cash Receipts and Payments by Category

	Reporting Period (Quarterly/Semi- annually)	Year to date	Cumulative	Hard commitments (contracts signed not paid)
In the currency of the financial statements				
Cash receipts				
ADB Loan (No.XX): Advance/Replenishments ADB Loan (No.XX):Direct Payments ADB Loan (No.YY): Advance/Replenishment ADB Loan (No.YY): Direct Payments ADF grant: Advance/Replenishments ADF grant: Direct Payments Etc. Government				
Total				
Payments*				
Civil works Consultancy services Project administration Etc.				
Total expenditures				
Opening cash balance				
Closing cash balance				

*the expenditure categories should be the same expenditure categories as outlined in the PAM.

Annex 3: List of Signed Contracts

Contract Information									
Description*	Contract Description	Contract Start	Contract End	Supplier/Contractor Name	Contract No.	Total Contract Value	Total Contract Amount Invoiced to date	Total Disbursed on Contract	Total Undisbursed Amount
1. Civil works									
2: Equipment/ supplies									
3. Consulting services									
Total									

*Classified a per expenditure categories outlined in the PAM.

Annex 4 A: Status of External Audit Observations – Cumulative from Inception to End of Reporting Period

Recommendation/ Audit Observation	External Audit Recommendation	Date of the Recommendation	Planned Actions to Address the Recommendation	Responsibility	Current Status of the Planned Action (pending /resolved)	Remarks

Annex 4 B): Status internal Audit Observations – Cumulative from Inception to End of Reporting Period

Recommendation/ Audit Observation	/internal Audit Recommendation	Date of the Recommendation	Planned Actions to Address the Recommendation	Responsibility	Current Status of the Planned Action (pending /resolved)	Remarks

Annex 5: Status of Financial Management Action Plan

Key Risk	Risk Mitigating Activity	Time line	Responsible Entity	Current status (implemented/Pending)	Remarks (including an action plan in case of noncompliance)

Annex 6: Status of FM-related actions agreed during ADB review missions

Date of the review mission	Agreed actions	Time line	Responsible Entity	Current status (implemented/Pending)	Remarks

PROCUREMENT PLAN

Basic Data

Project Name: Coastal Towns Climate Resilience Project	
Project Number: 55201-001	Approval Number: -----
Country: Bangladesh Loan Number: ----- BAN	Executing Agency: Local Government Engineering Department (LGED)
Project Procurement Risk Classification: High Project Procurement Risk: Medium	Implementing Agency: Project <i>Pourashavas</i>
Project Financing Amount: US\$ 310 million ADB Financing: US\$ 250 million Cofinancing (ADB Administered): Nil Non-ADB Financing (Government Source): US\$ 60 million	Project Closing Date: 30 June 2029
Date of First Procurement Plan: 1 Nov 2021	Date of this Procurement Plan: 13 September 2022
Procurement Plan Duration (in months): 18	Related to COVID-19 response efforts: No
Advance Contracting: Yes	e-GP: Yes

A. Methods, Thresholds, Review and 18-Month Procurement Plan

1. Procurement and Consulting Methods and Thresholds

Except as the Asian Development Bank (ADB) may otherwise agree, the following process thresholds shall apply to procurement of goods and works.

Procurement of Goods and Works	
Method	Comments
Open Competitive Bidding (OCB) for Goods	OCB (International), Prior review. OCB (National), Prior review
Request for Quotation for Goods	First package of each type of procurement shall be prior reviewed
Open Competitive Bidding (OCB) for Works	OCB (International), Prior review. OCB (National): Prior Review However, Works packages related to Roads, Drainage and Cyclone Shelters with estimate less than \$ 1.0 million shall be post review except first packages and packages estimated \$ 1.0 million or more which shall be subject to Prior review.
Request for Quotation for Works	First package of each type of procurement shall be prior reviewed
Consulting Services	
Method	Comments
Quality- and Cost-Based Selection for Consulting Firm	Open Competitive Bidding (QCBS 80:20)
Competitive for Individual Consultant	

2. Goods and Works Contracts Estimated to at Cost \$1 Million or More.

The following table lists goods and works contracts for which the procurement activity is either ongoing or expected to commence within the next 18 months.

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
Bakerganj Pourashava								
Works -1	e-GP/CTCRP/BAKE/RD-01	Construction/Improvement of 02 nos Road under Bakerganj Pourashava, District- Barishal	1.67	OCB	Prior	1S-1E	Q3/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works -2	e-GP/CTCRP/BAKE/RD-02	Construction/Improvement of 05 nos Road under Bakerganj Pourashava, District- Barishal	1.73	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works -3	e-GP/CTCRP/BAKE/RD-03	Construction/Improvement of 06 nos Road under Bakerganj	1.54	OCB	Prior	1S-1E	Q2/2023	Non-Consulting Services: No Advertising: National

¹ Revised the estimated value based on the updated inputs received from LGED on 10 Feb 2022; and date of Currency rate (\$1 = Tk84.82) applied is 02 August 2021 as per the Approved Concept Note

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
		<i>Pourashava, District- Barishal</i>						No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Bhedarganj Pourashava								
Works-4	e-GP/CTCRP/BHE D/ RD-01	Construction/Improvement of 05 nos road under Bhedarganj Pourashava, District- Shariatpur.	1.31	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Charfesson Pourashava								
Works-5	e-GP/CTCRP/CHAR/ RD-01	Construction/Improvement of 05 nos road under Charfesson Paurashava, District- Bhola.	1.12	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-6	e-GP/CTCRP/CHAR/RD-02	Construction/Improvement of 06 nos road under Charfesson Pourashava, District- Bhola.	1.52	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-7	e-GP/CTCRP/CHAR/RD-03	Construction/Improvement of 04 nos road under Charfesson Pourashava, District- Bhola.	1.61	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Morrelgonj Pourashava								
Works-8	e-GP/CTCRP/MORR/RD-01	Construction/Improvement of 05 nos Road under Morelganj	1.53	OCB	Prior	1S-1E	Q2/2022	Non-Consulting Services: No Advertising: National

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
		Pourashava, District-Bagerhat						No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-9	e-GP/CTCRP/MOR R/ RD-02	Construction/Improvement of 03 nos Road under Morelganj Pourashava, District-Bagerhat	1.75	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-10	e-GP/CTCRP/MOR R/ RD-03	Construction/Improvement of 04 nos Road under Morelganj Pourashava, District-Bagerhat	1.73	OCB	Prior	1S-1E	Q2/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-11	e-GP/CTCRP/MORR/ RD-04	Construction/Improvement of 04 nos Road under Morelganj Pourashava, District- Bagerhat	1.08	OCB	Prior	1S-1E	Q3/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Lalmohan Pourashava								
Works-12	e-GP/CTCRP/LALM/ RD-01	Construction/Improvement of 04 nos road under Lalmohan Pourashava, District- Bhola.	1.17	OCB	Prior	1S-1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-13	e-GP/CTCRP/LALM/ RD-02	Construction/Improvement of 06 nos road under Lalmohan Pourashava, District- Bhola.	1.18	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Jhalakathi Pourashava								
Works-14	e-GP/CTCRP/JHAL/RD-01	Construction/Improvement of 05 nos road under Jhalakathi Pourashava, District-Jhalakathi .	1.63	OCB	Prior	1S-1E	Q3/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-15	e-GP/CTCRP/JHAL/RD-02	Construction/Improvement of 02 nos road under Jhalakathi Pourashava, District-Jhalakathi .	1.85	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Covid-19 Response? No Comments: e-GP document
Works-16	e-GP/CTCRP/JHAL / RD-03	Construction/Improvement of 08 nos road under Jhalakathi Pourashava, District-Jhalakathi.	1.65	OCB	Prior	1S-1E	Q2/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Nalchiti Pourashava								
Works-17	e-GP/CTCRP/NALC/ RD-01	Construction/Improvement of 05 nos road under Nalchiti Pourashava, District-Jhalakathi.	1.32	OCB	Prior	1S-1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-18	e-GP/CTCRP/NALC/ RD-02	Construction/Improvement of 06 nos road under Nalchiti Pourashava, District-Jhalakathi.	1.40	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-19	e-GP/CTCRP/NALC/RD-03	Construction/Improvement of 03 nos road under Nalchiti Pourashava, District-Jhalakathi.	1.58	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Paikgacha Pourashava								
Works-20	e-GP/CTCRP/PAIK/RD-01	Construction/Improvement of 09 nos road under Paikgacha Pourashava, District- Khulna	1.57	OCB	Prior	1S-1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Response? No Comments: e-GP document
Pathorghata Pourashava								
Works-21	e-GP/CTCRP/PATH/RD-02	Construction/Improvement of 07 nos road under Pathorghata Pourashava, District-Barguna.	1.56	OCB	Prior	1S-1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-22	e-GP/CTCRP/PATH/RD-01	Construction of 01 no Cyclone Shelter, Ward – 01 & 07 under Pathorghata Pourashava, District-Barguna	1.55	OCB	Prior	1S-1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Patuakhali Pourashava								
Works-23	e-GP/CTCRP/PATH/RD-01	Construction/Improvement of 02 nos road under Patuakhali Pourashava, District-Patuakhali.	1.26	OCB	Prior	1S-1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-24	e-GP/CTCRP/PATU/RD-02	Construction/Improvement of 03 nos road under Patuakhali Paurashava, District-Patuakhali.	1.91	OCB	Prior	1S-1E	Q2/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-25	e-GP/CTCRP/PATU/RD-03	Construction/Improvement of xx nos road under Patuakhali Pourashava, District-Patuakhali.	1.82	OCB	Prior	1S-1E	Q2/2023	Non-Consulting Services: NoAdvertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Comments: e-GP document
Works-26	e-GP/CTCRP/PATU/DR-01	Construction of 15 nos RCC Drain under Patuakhali Pourashava, District-Patuakhali.	1.87	OCB	Prior	1S-1E	Q2/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-27	e-GP/CTCRP/PATU/DR-02	Construction of 14 nos RCC Drain under Patuakhali Pourashava, District-Patuakhali.	1.94	OCB	Prior	1S-1E	Q2/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-28	e-GP/CTCRP/PATU/DR-03	Construction of 11 nos RCC Drain under Patuakhali Pourashava, District-Patuakhali.	1.80	OCB	Prior	1S-1E	Q2/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Chalna Pourashava								
Works-29	e-GP/CTCRP/CHAL/RD-01	Construction/Improvement of xx nos road under Chalna Pourashava, District- Khulna	2.14	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-30	e-GP/CTCRP/CHAL/RD-02	Construction/Improvement of 05 nos road under Chalna Pourashava, District- Khulna	1.07	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Comments: e-GP document
Bagerhat Pourashava								
Works-31	e-GP/CTCRP/BAGE/RD-01	Construction/Improvement of 04 nos road under Bagerhat Pourashava, District-Bagerhat	1.74	OCB	Prior	1S-1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-32	e-GP/CTCRP/BAGE/RD-02	Construction/Improvement of 13 nos road under Bagerhat Pourashava, District-Bagerhat	1.11	OCB	Prior	1S-1E	Q2/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-33	e-GP/CTCRP/BAGE/DR-01	Construction of 23 nos RCC Drain road under Bagerhat Pourashava, District-Bagerhat	2.10	OCB	Prior	1S-1E	Q1/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Betagi Pourashava								
Works -34	e-GP/CTCRP/B ETA/RD-01	Construction/Improvement of 03 nos road under Betagi Pourashava, District-Barguna.	1.49	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works -35	e-GP/CTCRP/B ETA/RD-02	Construction/Improvement of xx nos road under Betagi Pourashava, District-Barguna.	1.02	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								document
Borhanuddin Pourashava								
Works - 36	e-GP/CTCRP/BORH/RD-01	Construction/Improvement of 06 nos road under Borhanuddin Pourashava, District- Bhola	1.71	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works- 37	e-GP/CTCRP/BORH/CS-01	Construction of two nos Cyclone Shelter at Borhanuddin Girls Secondary School, Ward No.02 and Darussnna Model Madrasha, Cyclone Center, Ward No.03 under Borhanuddin Pourashava, District- Bhola	1.11	OCB	Prior	1S-1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Jajira Pourashava								
Works- 38	e-GP/CTCRP/JAJI/RD-01	Construction/Improvement of 05 nos road under Zanjira Pourashava, District- Shariatpur	2.02	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-39	e-GP/CTCRP/JAJI/RD-02	Construction/Improvement of 05 nos road under Zanjira Pourashava, District-Shariatpur	1.11	OCB	Prior	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-40	e-GP/CTCRP/JAJI/RD-2	Construction/Improvement of 14 nos road under Jajira Pourashava, District-Shariatpur.	2.14	OCB		Post	1S-1E	Q1/2024
Kuakata Pourashava								
Works-41	e-GP/CTCRP/KUAK/CS-01	Construction of 01 no Cyclone Shelter under Kuakata Pourashava, District-Patuakhali	1.18	OCB	Prior	1S-1E	Q1/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk

Works / Goods	Package Number	General Description	Estimated Value (\$ million) ¹	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Goods -2	LGED/CTCRP/GD-2	Procurement of Carry boy/Double cabin pick-ups for field inspection (2500+/- c.c., dual AC, all auto, etc.) – 22 No.	1.96	OCB	Prior	1S-SE	Q3/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document

3. Consulting Services Contracts Estimated to Cost \$100,000 or More

The following table lists consulting services contracts for which the recruitment activity is either ongoing or expected to commence within the next 18 months.

Package Number	General Description	Estimated Value (\$ million) ²	Recruitment Method	Review (Prior/Prior)	Type of Proposal	Advertisement Date (quarter/year)	Comments
S-01	Institutional Capacity and Community Development Consultants (ICCDC)	3.11	QCBS	Prior	FTP	Q3/2022	Non-Consulting Services: No Advance Contracting: No Type: Firm Assignment: National Quality-Cost ratio: 90:10 Person-months: 1068

² Revised the estimated value based on the updated inputs received from LGED on 10 Feb 2022; and date of Currency rate (\$1 = Tk84.82) applied is 02 August 2021 as per the Approved Concept Note

Package Number	General Description	Estimated Value (\$ million) ²	Recruitment Method	Review (Prior/Prior)	Type of Proposal	Advertisement Date (quarter/year)	Comments
							Covid-19 Response? No
S-02	Project Management and Supervision Consultants (PMSC)	6.90	QCBS	Prior	FTP	Q1/2022	Non-Consulting Services: No Advance Contracting: Yes Type: Firm Assignment: National Quality-Cost ratio: 90:10 Person-months: 1608 Covid-19 Response? No
S-03	Detail Design Consultants (DDS) including design of Waste Management Subprojects	3.72	QCBS	Prior	FTP	Q1/2022	Non-Consulting Services: No Advance Contracting: Yes Type: Firm Assignment: National Quality-Cost ratio: 90:10 Person-months: 891 Covid-19 Response? No
S-06	Appointment of NGO for Livelihood training, Graduation program & Others. (NGO-1 & 2)	1.32	QCBS	Prior	STP	Q2/2022	Non-Consulting Services: No Advance Contracting: Yes Type: Firm Assignment: National Quality-Cost ratio: 90:10 Person-months: 370 Covid-19 Response? No
S-04	Project Internal Auditing Consultants (PIAC)	0.81	QCBS	Prior	STP	Q3/2022	Non-Consulting Services: No Advance Contracting:

Package Number	General Description	Estimated Value (\$ million) ²	Recruitment Method	Review (Prior/Prior)	Type of Proposal	Advertisement Date (quarter/year)	Comments
							No Type: Firm Assignment: National Quality-Cost ratio: 90:10 Person- months: 220 Covid-19 Response? No
S-05	Consultancy Services for Development of the Integrated Drainage Plan (IDP)	0.81/	SSS	Prior	FTP	Q3/2022	Non-Consulting Services: No Advance Contracting: Yes Type: Firm Assignment: National Quality-Cost ratio: 90:10 Person- months: 60 Covid-19 Response? No

4. Goods and Works Contracts Estimated to Cost Less than \$1 Million and Consulting Services Contracts Less than \$100,000 (Smaller Value Contracts)

The following table lists smaller value goods, works, and consulting services contracts for which the activity is either ongoing or expected to commence within the next 18 months.

Works/ Goods	Package Number	General Description	Estimated Value (\$ million) ³	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
Bakergani Pourashava								
Works-1	e-GP/CTCRP/BAK ECS-01	Construction of Cyclone Shelter at Madhya Bharpasa Madrasha, Ward No-08 under Bakerganj Pourashava, District- Barisal	0.55	OCB	Prior/Prior*	1S-1E	Q1/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes

³ Revised the estimated value based on the updated inputs received from LGED on 10 Feb 2022; and date of Currency rate (\$1 = Tk84.82) applied is 02 August 2021 as per the Approved Concept Note

Works/ Goods	Package Number	General Description	Estimated Value (\$ million) ³	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Charfashion Pourashava								
Works-2	e-GP/CTCRP/CHAR/CS-01	Construction of Cyclone Shelter at Principal Nazrul Islam Teachers Training College, Ward No.01 under Charfession <i>Pourashava</i> , District- Bhola.	0.55	OCB	Prior/Prior*	1S-1E	Q2/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Kuakata Pourashava:								
Works-3	e-GP/CTCRP/KUAK/RD-01	Construction/Improvement of 05 nos road under Kuakata <i>Pourashava</i> , District-Patuakhali	0.18	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document

Works/ Goods	Package Number	General Description	Estim- ated Value (\$ millio n) ³	Procure ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver- tisemen t Date (quarter/ year)	Comments
Works-4	e-GP/CTCRP/ KUAK/RD-02	Construction/Improvement of 05 nos road under Kuakata Pourashava, District- Patuakhali	0.59	OCB	Prior	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Lalmohan Pourashava								
Works-5	e-GP/ CTCRP/LALM/ RD-03	Construction/Improvement of 07 nos road under Lalmohan Pourashava, District- Bhola.	0.97	OCB	Prior/P ost*	1S-1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Works-6	e-GP/CTCRP/LALM/ CS-01	Construction of Cyclone Shelter at Gazi Bari Madrasha, Ward No.07 under Lalmohan Pourashava, District- Bhola.	0.55	OCB	Prior/P ost*	1S-1E	Q1/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance

Wor ks/ Goo ds	Package Number	General Description	Estim a- ted Value (\$ millio n) ³	Procure ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver tisemen t Date (quarter/ year)	Comments
								Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Jhalokathi Pourashava								
Wor ks-7	e- GP/CTCRP/JHAL /CS-01	Construction of Cyclone Shelter at Kutbanagar Azizia Alim Madrasha, Ward No- 08 under Jhalakathi Pourashava, District- Jhalakathi	0.55	OCB	Prior/P ost*	1S- 1E	Q4/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Nalchiti Pourashava								
Wor ks-8	e- GP/CTCRP/NAL C/CS-01	Construction of Cyclone Shelter at Anurag Gori Pasa Dakhil Madrasha, Ward No.08 under Nalchiti Pourashava, District- Jhalakathi.	0.55	OCB	Prior/P ost*	1S- 1E	Q1/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No

Wor ks/ Goo ds	Package Number	General Description	Estim a- ted Value (\$ millio n) ³	Procu re ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver tisemen t Date (quarter/ year)	Comments
								e-GP: Yes Covid-19 Response? No Comments: e- GP document
Paikgacha Pourashava (1+1 nos.)								
Wor ks-9	e- GP/CTCRP/PAIK/ RD-02	Construction/Improvement of 07 nos road under Paikgacha Pourashava, District- Khulna	0.96	OCB	Prior/P ost*	1S- 1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e- GP document
Chalna Pourashava								
Wor ks- 10	e- GP/CTCRP/CHA L/CS-01	Construction of Cyclone shelter in Abul Hossain Girls High School at Ward No 04 under Chalna Pourashava, District- Khulna	0.57	OCB	Prior/P ost*	1S- 1E	Q1/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e- GP document
Borhanuddin Pourashava								

Wor ks/ Goo ds	Package Number	General Description	Estim a- ted Value (\$ millio n) ³	Procure ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver tisemen t Date (quarter/ year)	Comments
Wor ks- 11	e- GP/CTCRP/BOR H/RD-02	Construction/Improvement of 03 nos road under Borhanuddin Pourashava, District- Bhola	0.64	OCB	Prior/P ost*	1S- 1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Wor ks- 12	e- GP/CTCRP/BOR H/RD-03	Construction/Improvement of 05 nos road under Borhanuddin Pourashava, District- Bhola	0.72	OCB	Prior/P ost*	1S- 1E	Q3/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Mehendiganj Pourashava								
Wor ks- 13	e- GP/CTCRP/MEH/ CS-01	Construction of 01 no Cyclone Shelter at Uttar Shabajpur Govt. Primary School, Ward no-08 under Mehendiganj	0.56	OCB	Prior/P ost*	1S- 1E	Q1/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No

Wor ks/ Goo ds	Package Number	General Description	Estim a- ted Value (\$ millio n) ³	Procure ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver tisemen t Date (quarter/ year)	Comments
		<i>Pourashava,</i> District- Barisal						Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e- GP document
Swarupkathi Pourashava								
Wor ks- 14	e- GP/CTCRP/SWA P/CS-01	Construction of Cyclone Shelter at Mojaddadia Madrasha word no- 01 under Swarupkathi <i>Pourashava,</i> District-Pirijpur	0.59	OCB	Prior/P ost*	1S- 1E	Q1/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e- GP document
Banaripara Pourashava								
Wor ks- 15	e- GP/CTCRP/BAN A/CS-01	Construction of 01 no Cyclone Shelter at Uttarpar East Side Of New Eidgha Uzibon, Ward No -01 under Banaripara <i>Pourashava,</i> District- Barishal	0.59	OCB	Prior/P ost*	1S- 1E	Q2/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding

Wor ks/ Goo ds	Package Number	General Description	Estim a- ted Value (\$ millio n) ³	Procure ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver tisemen t Date (quarter/ year)	Comments
								Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e- GP document
Muladi Pourashava								
Wor ks- 16	e- GP/CTCRP/MUL A/CS-01	Construction of 01 no Cyclone Shelter at Mohis Gudi Primary School, Ward no: 1 under Muladi <i>Pourashava</i> , District- Barishal	0.58	OCB	Prior/P ost*	1S- 1E	Q2/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e- GP document
Jajira Pourashava								
Wor ks- 17	e- GP/CTCRP/JAJI/ CS-01	Construction of Cyclone Shelter at Akkel Mahmude Munshai Kandi Govt Primary School, Ward – 04 under Zanjira <i>Pourashava</i> , District- Shariatpur	0.54	OCB	Prior/P ost*	1S- 1E	Q2/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: Yes Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19

Works/ Goods	Package Number	General Description	Estimated Value (\$ million) ³	Procurement Method	Review (Prior/Prior)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
								Response? No Comments: e-GP document
Betagi Pourashava								
Works-18	e-GP/CTCRP/BETA/CS-01	Construction of 01 no Cyclone Shelter, Ward – 03, under Betagi Pourashava, District-Barguna	0.60	OCB	Prior/Prior*	1S-1E	Q1/2023	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Goods-1	LGED/CTCRP/GD-1	Procurement of cross-country vehicles: 4WD vehicles (2500+/- c.c., dual AC, etc.) – 7 No.	0.83	OCB	Prior	1S-SE	Q3/2022	Non-Consulting Services: No Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Goods-3	LGED/CTCRP/GD-3	Procurement of vehicle for PMU(L-1:- Carry boy/Double	0.81	OCB	Prior	1S-SE	Q3/2022	Non-Consulting Services: No Advertising: National

Works/ Goods	Package Number	General Description	Estim- ated Value (\$ millio n) ³	Procure ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver- tisemen t Date (quarter/ year)	Comments
		cabin pick-ups for field inspection (2500+/- c.c., dual AC, all auto, etc, L-2: Dual AC Micro-Bus. Minimum:-3000cc) – 9 No.						No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Goods-4	LGED/CTCRP/GD-4	Procurement of four-stroke motorcycle	0.07	Shopping/ RFQ	Prior	NA	Q4/2022	Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Goods-5	LGED/CTCRP/GD-5	Procurement of office equipment (Laptop & Desktop Computer with accessories printers, scanner, video camera, Digital Still Camera & photocopier, Drone camera, multimedia projector, cc	0.38	OCB	Prior	1S-1E	Q3/2022	Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No

Works/ Goods	Package Number	General Description	Estim- ated Value (\$ millio n) ³	Procure ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver- tisemen t Date (quarter/ year)	Comments
		camera) – 153 No.						e-GP: Yes Covid-19 Response? No Comments: e- GP document
Goods-6	LGED/CTCRP/G D-6	Procurement of (AC) for PMU office – 9 No	0.05	Shoppin g/ RFQ	Prior	NA	Q3/2022	Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e- GP document
Goods-7	LGED/CTCRP/G D-7	Procurement of survey equipment(Tot al station Robotic) – 25 No	0.41	OCB	Prior	1S- 1E	Q1/2023	Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e- GP document
Goods-8	LGED/CTCRP/G D-8	Procurement of Laboratory Equipment – 1 No.	0.48	OCB	Prior	1S- 1E	Q1/2023	Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No

Wor ks/ Goo ds	Package Number	General Description	Estim a- ted Value (\$ millio n) ³	Procu re ment Method	Revie w (Prior/ Prior)	Biddi ng Proc e- dure	Adver tisemen t Date (quarter/ year)	Comments
								Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Goods-9	LGED/CTCRP/G D-9	Procurement of office furniture (L.S. one set)	0.09	Shopping/ RFQ	Prior	NA	Q3/2022	Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document
Goods-12	LGED/CTCRP/G D-12	Procurement of office furniture. L.S. one set	0.09	Shopping/ RFQ	Prior	NA	Q3/2022	Advertising: National No. Of Contracts: one/multiple Prequalification of Bidders: No Domestic Preference: No Advance Contracting: No Bidding Document: Others High-Risk Contract: No e-GP: Yes Covid-19 Response? No Comments: e-GP document

Works packages related to Roads, Drainage, and Cyclone Shelters with estimate less than \$ 1.0 million shall be post review except first packages and packages estimated \$ 1.0 million or more which shall be subject to Prior review.

B. List of Indicative Packages (Contracts) Required Under the Project

The following table lists goods, works, and consulting services contracts for which procurement activity is expected to commence beyond the procurement plan duration and over the life of the project (i.e., those expected beyond the current procurement plan duration).

Goods and Works

Works/ Goods	Package Number	General Description	Estima ted Value (\$ million) ⁴	Procure ment Method	Revi ew	Biddin g Proced ure	Tentative Advertise ment/ Comments
Patuakhali Pourashava							
Works- 19	e-GP/ CTCRP/PATU/ RD-03	Construction/Improvement of 05 nos road under Patuakhali <i>Pourashava</i> , District- Patuakhali.	1.85	OCB	Post	1S-1E	Q4/2023
Chalna Pourashava							
Works- 20	e- GP/CTCRP/CHA L/RD-01	Construction/Improvement of 06 nos road under Chalna <i>Pourashava</i> , District- Khulna	2.17	OCB	Post	1S-1E	Q4/2023
Kuakata Pourashava							
Works- 21	e- GP/CTCRP/KUA K/DR-01	Construction of 05 nos RCC Drain road under Kuakata <i>Pourashava</i> , District- Patuakhali	1.50	OCB	Post	1S-1E	Q4/2023
Patharghata Pourashava							
Works- 22	e- GP/CTCRP/PAT H/CS-01	Construction of 01 no Cyclone Shelter, Ward -01 & 07 under Patharghata <i>Pourashava</i> , District- Barguna	1.19	OCB	Post	1S-1E	Q1/2024
Bhedarganj Pourashava							
Works- 23	e- GP/CTCRP/BHE D/RD-02	Construction/Improvement of 02 nos road under Bhedarganj <i>Pourashava</i> , District- Shariatpur.	1.26	OCB	Post	1S-1E	Q1/2024
Works- 24	e- GP/CTCRP/BHE D/CS-01	Construction of 01 no Cyclone Shelter Ward -06 under Bhedarganj <i>Pourashava</i> , District- Shariatpur.	0.58	OCB	Post	1S-1E	Q1/2024

⁴ Revised the estimated value based on the updated inputs received from LGED on 10 Feb 2022; and date of Currency rate (\$1 = Tk84.82) applied is 02 August 2021 as per the Approved Concept Note

Works/ Goods	Package Number	General Description	Estima ted Value (\$ million) ⁴	Procure ment Method	Revi ew	Biddin g Proced ure	Tentative Advertise ment/ Comments
Goods-10	LGED/CTCRP/G D-10	Procurement of Solid Waste and Sanitary Equipment.(L-1: Garbage Dump Track,L-02: Truck mounted Suction machine L-03: Trl-CYCLE with bins) – 404 No.	0.88	OCB	Prior	1S-1E	Q4/2023
Goods-11	LGED/CTCRP/G D-11	Procurement of Equipment for Remote monitoring System Established under CTCRP.	0.83	OCB	Prior	1S-1E	Q4/2023
Goods-13	LGED/CTCRP/G D-13	Procurement/Devel opment of Early warning system in pourshava – 22 No.	1.30	OCB	Prior	1S-1E	Q4/2023
Goods-14	LGED/CTCRP/G D-14	Procurement of Livelihood Supporting's Equipment/tools.	1.73	OCB	Prior	1S-1E	Q4/2023
Goods-15	LGED/CTCRP/G D-15	Procurement of Livelihood Supporting's Equipment/tools.	0.99	OCB	Prior	1S-1E	Q4/2023

Consulting Services						
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Comments

TERMS OF REFERENCES OF CONSULTANTS SERVICES

A. Project Management and Supervision Consultant (PMSC)

1. The objective of PMSC, with a total 1,308 person-months inputs, is to ensure efficient project management including adequate supervision during construction, quality control, and certification of works completed. A consulting firm will be engaged under the PMU and will be responsible for supporting the PMU and PIUs in procurement management, and safeguard monitoring including ensuring safeguard compliance requirements. The consultant will work at the local level in each coastal town in close coordination with the project implementation units (PIUs) in each *pourashava*. The services will provide support to the LGED (as executing agency and Project Proponent) for project management and administration, construction supervision, and quality control, municipal services operation and maintenance, monitoring and evaluations, and other activities as appropriate. The Consultant should liaise closely with the detailed design service consultants (DDSC), the ICCDC, and two nongovernment of organizations (NGOs) teams to be engaged under the project.

2. The key scope of works include:

3. **Related to Project management and administration.** The Consultant's tasks include, but are not limited to:

- (i) Establishment of Project Management System:
 - (a) Assist PMU to set up project management, implementation, and monitoring systems and procedures;
 - (b) Assist PMU and PIUs in preparing annual work plans, detailed implementation schedules and budgets using computer-based project management tools;
 - (c) Support PMU in developing mechanism for fixing the yearly targets for contract award and disbursement assessment; and
 - (d) Support PIUs in setting up the efficient contract administration system and procedures based on the good practices adopted in other ADB projects.
- (ii) Project Performance Monitoring and Reporting:
 - (a) Establish a Project Performance Monitoring System (PPMS) based on the design monitoring framework (DMF) of the Project and planned implementation schedule in the PAM, safeguards and site clearance implementation plan, work program of project consultants, contractors, PIUs, and PMU;
 - (b) Collect secondary data and if required, generate primary data for baseline information and monthly update of PPMS;
 - (c) Monitor the progress of the project based on PPMS output and provide advance notices to the PMU and PIUs and in case of anticipated problems and suggest corrective actions;
 - (d) Compile and prepare on behalf of PMU and PIUs all the reports (as per ADB and Government of Bangladesh -requirement) including progress report in the formats acceptable to ADB and Government of Bangladesh; and
 - (e) Monitor *pourashava* progress in meeting performance criteria, and liaising with ICCDC and NGO where additional support to *pourashavas* is required to meet targets particularly under output 2 and output 3.

4. The Consultant will assist the PMU with the design and implementation of a PPMS based on the DMF. These indicators and associated targets will be disseminated to the participating implementing units of the *pourashavas* and used to guide the preparation of implementation action plans, community awareness programs, and financial improvement plans. The plans will include the development and operation of an information system to collect and analyze the information required for inclusion in the PPMS. Baseline data should be available at the end of the first full year of project implementation and a complete set of indicator results for each subproject by the end of the second year:

- (i) Project Accounting
 - (a) Determine project accounting needs and prepare necessary specifications;
 - (b) Ensure accounts staff of PMU and PIUs staff are trained adequately on ADB and Government of Bangladesh financial management and accounting requirements;
 - (c) Assist PMU and PIUs in maintaining the project accounts with all ledgers and control systems;
 - (d) Help PMU in preparation of annual budgets, accounting, and consolidated audit reports;
 - (e) Generate necessary accounts' reports and financial statements;
 - (f) Assist PMU in ensuring smooth funds flow from ADB and Government of Bangladesh to PIUs;
 - (g) Assist PMU and PIUs to prepare requisite audit reports for each sub-account; and a consolidated audit for all sub-accounts; and
 - (h) Assist PMU in the timely submission of audited project financial statements to ADB.
- (ii) Financial and Economic Due Diligence.
 - (a) Undertake financial and economic due diligence of all subprojects with climate resilience measures in *pourashavas*, including:
 - (b) Financial governance assessment of the *pourashavas*;
 - (c) Preparation of a financial model to simulate cash flows with incremental revenue and costs associated with the project;
 - (d) Suggest any financial reforms, including tariff structures based on the modeling; and
 - (e) Calculate FIRRs and EIRRs by undertaking the financial and economic viability of the proposed subprojects following the methodology outlined in ADB Guidelines for financial and economic analysis.
- (iii) Procurement.
 - (a) In close coordination with the detailed design service consultants (DDSC), provide guidance to PMU and PIUs in procurement-related matters;
 - (b) Assist PMU and PIUs in review of bidding and contract documents;
 - (c) Provide capacity support in implementing e-procurement;
 - (d) Assist PMU and PIUs in evaluation procedures and reporting formats;
 - (e) Assist the executing agency to organize a road show or business fair to promote the business opportunities offered by the project; and
 - (f) Develop and disseminate all information-based knowledge products on LGED website.
- (iv) Safeguards Monitoring and Reporting.
 - (a) Ensure safeguards reports prepared by the DDSCs are reviewed and approved by ADB and PMU and disclosed prior to contract award;

- (b) Provide training in safeguards implementation to PMU and PIUs staff on specific capacity development programs which will include but not be limited to: (i) ADB's policies and guidelines on safeguards including meaningful consultation, Grievance Redressal Mechanism, and accountability mechanism; (ii) best practices in safeguards documents with required details; (iii) effective communication and meaningful consultation with stakeholders and its documentation; (iv) consultation; and (v) monitoring and reporting requirements;
 - (c) Supervise/assist PMU/PIUs in implementation of heritage assessment study recommendations, chance find procedures, and training to workers and supervisors in chance finds the protocol
 - (d) Help PMU prepare semiannual safeguard monitoring reports for submission to ADB;
 - (e) Assist PMU and PIUs with safeguards implementation and compliance to both resettlement and environment safeguards;
 - (f) Supervise and closely monitor the implementation of safeguard documents;
 - (g) Monitor and ensure compliance prior to and during construction activities; review, monitor, and evaluate the effectiveness of the implemented Contractor's environmental management plans (CEMP), and recommend necessary corrective actions; and
 - (h) Assist PMU in establishing the GRM, and handling any grievance, and redress process and solution for safeguard complaints.
- (v) **Livelihood resilience.**
Livelihood resilience tasks related to planning, implementation and monitoring of the Graduation program to achieve output 2 include but are not limited to:
- (a) Assist in PIU staffing and ensuring adequate training and capacity building to support the Graduation program for resilient livelihoods in selected *pourashavas*;
 - (b) Support PMU and PIU to oversee the assessment of training needs of vulnerable persons by the Graduation program and those outside the Graduation program, coordinate training activities and convergence with the livelihood programs of the government;
 - (c) Support PMU and PIU to provide inputs and finalize key Graduation design considerations, including participant selection criteria, Graduation criteria, segmentation pathways, livelihood assistance, and training partners;
 - (d) Assist PMU and PIU to review and finalize the Graduation programs, such as operations guide, implementation schedule, landscaping and resource planning, and training curriculum;
 - (e) Assist PIU to oversee the timely procurement and distribution of livelihood assistance and effective partnerships with technical training providers;
 - (f) Assist PMU to review, monitor, and evaluate and effectiveness with which the Graduation program is implemented and recommend corrective actions as necessary;
 - (g) Provide overall support to the NGO partners, including facilitating any permissions and approvals required;
 - (h) Assist PMU in the redressal of any grievances brought about on the Graduation implementation through the GRM;
 - (i) Support PMU and PIU to monitor and report on the overall progress of the Graduation program along with the NGO partners;

- (j) Support PMU and PIU to review and report on Graduation program outcomes, internally and for project DMF;
- (k) Assist PMU for Graduation related communication with all stakeholders.

(vi) Training

- (a) Develop targeted and comprehensive training program based on human resource audit of *Pourashavas* related to project management and operation & maintenance aspects of project facilities; and
- (b) Coordinate with different training institutes, individual trainers, agencies of the government of Bangladesh and facilitate in arranging of training programs including in the logistics.

(vii) Project Completion Report

- (a) Prepare the Project Completion Report for the project in the ADB format.

- (viii) Coordination.** Coordinate activities with other consultants working for the PMU to ensure optimal and effective utilization of resources.

5. Related to Construction supervision and quality control:

- (a) conduct overall quality control of works constructed under the project;
- (b) improve capacity on supervision, monitoring, quality control, maintenance, etc., of municipal infrastructure;
- (c) assess payment requests from contractors, and advise on measures to be taken to achieve quality work in conformity to the contract specifications;
- (d) examine and make recommendations on the contractor's facilities, to ensure that these facilities conform to the agreed contract documents;
- (e) examine and make recommendations on the contractor's proposed work methods including but not limited to examining and approving occupational health and safety procedures;
- (f) assess the adequacy of materials, equipment, and labor provided by the contractors, the contractor's methods of work, and rate of progress, and (where required) recommend appropriate action to the *pourashava* authorities to expedite progress;
- (g) .examine and make recommendations on the contractor's plans defining the location of the crushing and aggregate processing plants and the like;
- (h) examine and make recommendations on all implementation plans and working drawings prepared by the contractor;
- (i) issue all necessary instructions to the contractor, and examine and control the work to ensure that these are carried out according to the contract documents;
- (j) provide general guidance to the contractor as may be necessary to ensure that the works are carried out according to schedule and within the terms of contract;
- (k) ensure that the contractors have prepared the CEMP prior to actual construction; supervise the implementation of environmental mitigating measures required for the construction activities;
- (l) inspect all working areas and installations during the execution of the works;
- (m) compute quantities of works and materials, which have been accepted and approved, and examine and certify contractor's payment requests;

- (n) report monthly on the progress of the works, the contractors' performance, quality of works, and the subproject's financial status and projections;
- (o) examine the contractor's claims for the time extension, costs compensation, etc., and prepare a recommendation for approval by PIUs;
- (p) Prepare quarterly and semiannual environmental monitoring reports; semiannual environmental monitoring report to be submitted to ADB by the executing agency;
- (q) ascertain and agree with the contractor all work measurements and review, and recommend payment claims and certify these to the *pourashava* authorities as being correct and within the terms of the contract;
- (r) record the results of measurements carried out for quantities to be paid for the provisional and final accounting, on forms normally used in Bangladesh;
- (s) advise the client on any environmental recommendations to overcome possible problems encountered;
- (t) review, monitor and evaluate the effectiveness of the implemented CEMPs, and recommend necessary corrective actions; assist the *pourashava* authorities in the establishment and implementation of the GRM during construction;
- (u) review the following contractor's documents and recommend appropriate action to the *pourashava* authorities, as necessary: periodic progress reports, requests for variation, contractor's claims, and contractor's invoices;
- (v) regular quality control test, verify quality testing results made by the contractor, and recommend appropriate action;
- (w) alert the *pourashava* authorities to any problems that arise in connection with the contractor and make recommendations for solving them;
- (x) assist the *pourashava* authorities in any dispute that may arise with the contractor and give a firm opinion on any claim the contractor may put forward, by drawing up a report which includes all the elements on which the judgment is based;
- (y) carry out an inspection and trial run upon completion of works and recommend on maintenance during defect liability period; and
- (z) prepare 'as-built' drawings and follow for all works as construction progresses.
- (aa) training to relevant project staff in the following topics:
 - practices as well as supervision, monitoring, quality control, maintenance of municipal infrastructure.
 - ICT and its application and basic computer operation.
 - procurement management.

6. **Commissioning and O&M support:** O&M of stormwater drainage, solid waste management, cyclone shelters, and roads: The focus is more on the commissioning of infrastructure and O&M best practices for these facilities. The Consultant will provide classroom training and on-the-job training to relevant *pourashava* staff on important O&M topics to these facilities at the time of commissioning and will coordinate closely with ICCDC. Review and study the existing O&M capability of individual Pourashavas.

7. Team composition and qualification requirements for key experts

The breakdown of consultant inputs is as follows:

Sl. No.	Name of Positions	Person-Months	
		International	National
Project Management and Supervision Consultants: Key Experts			
Key Experts- International			
1	Project Management Specialist/ Team Leader – 01 Person	12	
	Subtotal	12	
Key Experts- National			
1	Municipal Infrastructure Engineer/ Deputy Team Leader –01 Person		60
2	Quality Control Specialist –01 Person		48
3	Financial Management Expert (Accounting, Financial Reporting, and Audit) –01 Person		48
4	Financial Management Expert (Disbursement/ Claims Management) –01 Person		36
5	Internal Audit & Governance Expert- 01 Person		36
6	Municipal Finance Expert – 02 Persons		68
7	Senior Information Technology / MIS Specialist – 01 Person		12
8	Environmental Expert- 01 Person		36
9	Social Safeguard Expert- 01 Person		36
10	Gender Expert- 01 Person		36
11	Field Resident Engineer – 02 Persons		96
12	Construction Supervision and Safeguards Engineers – 12 Persons		720
13	Livelihoods Expert (Graduation program)		36
14	Procurement Expert		24
15	Archeology/Heritage expert		4
	Subtotal	12	1296

B. Institutional Capacity and Community Development Consultant (ICCDC)

8. The objective of ICCDC with a total 813 person-months inputs, is to support the project management unit of the Local Government Engineering Department in respect of strengthening *pourashavas'* institutional capacity and governance, revenue enhancement, climate awareness through knowledge management and community development. A consulting firm will be engaged under the PMU and will be responsible for supporting the PMU and PIUs. The consultant will work at the local level in each coastal town in close coordination with the PIUs in each *pourashava*. The services will provide support to the LGED (as executing agency and Project Proponent) for institutional capacity and governance strengthening, revenue enhancement, climate awareness, and community development as appropriate. The Consultant should liaise closely with the DDSC, the PMSC, and two NGOs teams to be engaged under the project.

9. The consultant will work closely with the Urban Management Support Unit (UMSU) or urban wing of LGED to support the capacity development of *pourashavas* with regards to public service delivery improvements in an infrastructure project, project implementation, and good governance.

10. The following are the details:

support to undertake climate and disaster risk assessment to inform the formulation and update urban development plans

- (a) practice and enforcement of development control regulations that factor in natural hazards considerations to minimize destruction of infrastructure;
- (b) assist *Pourashavas* for the enforcement of the Building Construction Act and rules;
- (c) assist to establish a revenue management system and prepare a road map on revenue enhancement;
- (d) Support to carry out property and tax and document efforts and achievements made;
- (e) Support in the identification of non-tax revenue sources to be identified and facilitate to increase at least equal to the official inflation rate;
- (f) support *pourashavas* in meeting performance criteria to access project resources including support in operationalizing Standing Committee for Disaster Management, Cyclone Shelter Management Committee, Standing Committee for COVID-19 Pandemic;
- (g) Support in enhancing citizen participation and social accountability of each *pourashavas* thorough preparation;
- (h) conduct assessment on training needs for capacity building of the low-income communities for diversifying livelihoods for increasing their resilience to climate change and disasters;
- (i) conduct livelihood training programs for diversifying the skills of poor households including women; and
- (j) take measures for raise public awareness, behavior change, and community mobilization enhanced in light of coronavirus disease (COVID-19) and cyclone Amphan in 2020.

11. The ICCDC consultants will be engaged under the project management unit (PMU) for a total period of five years. The consulting team will comprise of a team of 12 person-months of international and 828 person-months of domestic consultants. The team will be headed by an international Team Leader supported by a national Deputy Team Leader and other experts. The home office space for the consultants will be located in the LGED headquarters building in Dhaka for the project consultants and counterpart officials from LGED.

12. **Expected Deliverables/Outputs of ICCDC are:**

- (i) Risk-informed urban master plans for the 22 *Pourashavas* embodying factors of climate change and disaster risk management;
- (ii) Revenue enhancement measures for *pourashavas* for enhancing local resource mobilization to create stronger financial base for *pourashavas*;
- (iii) Gender-responsive - operation and maintenance plan prepared and support implementation of the O&M plan by spending allocated budget;
- (iv) Guidelines on enforcement of development control regulations considering impacts of climate change natural hazards and support in enforcement;

- (v) Poverty Reduction Action Plan prepared for the 16 Pourashavas (for six *pourashavas* NGO will prepare;
- (vi) Design training manuals on diversifying livelihoods for the low-income communities so as to increase their resilience to climate change and disasters;
- (vii) Design and impart livelihood training programs for diversifying the skills of poor households including women; and
- (viii) Undertraining public awareness, behavior change, and community mobilization enhancement activities through preparing plans and programs including documentation based on project objectives and outcomes.

13. Team composition and qualification requirements for key experts

Sl No	Positions	Person-Months	
		International	National
National Key Experts			
N1	Urban Governance and Development Specialist /Deputy Team Leader		24
N2	Urban Planning and Development Specialist /Team Leader		33
N3	Climate Change Adaptation & Disaster Risk Management Specialist		12
N4	Public Awareness, Communication & Documentation Expert		24
N5	Internal Audit Expert		12
N5	Urban Planner		24
N6	Community Mobilizer –22 persons @30 person-months		660
N7	Training Specialist		24
	Total		813

C. Detail Design Service Consultant (DDSC)

14. The objective of the DDSC with 327 (12 international and 315 national) person-months inputs is to provide detailed design service to support the PMU in the LGED for the implementation of the proposed ADB-funded CTCRP.

15. The DDSC shall liaise closely with the PMSC, the ICCDC, and IDPC teams to be engaged under CTCRP, and two NGOs to be engaged under CTCRP.

1. Scope of Services

16. The Detailed Design Service Consultant firm is to provide the following services:
- (i) undertaking feasibility studies, including preliminary engineering design; cost estimates of subprojects;
 - (ii) conducting physical surveys;
 - (iii) identifying and prioritizing subprojects;
 - (iv) conducting technical assessments of subprojects;
 - (v) undertaking detailed engineering designs, including specifications, drawings, and detailed cost estimates;
 - (vi) preparation of bidding documents; and
 - (vii) undertaking social and environmental safeguards analysis based on detailed designs and preparation of necessary safeguard documentation, including the conduct of heritage assessment studies
 - (viii) undertaking Development Project Proforma (DPP) update for an investment

project and assisting in the approval process.

17. The DDS consultants will be engaged under the PMU for a total period of 5 years. The consulting team will comprise a team of 60 person-months of international and 2,736 person-months of domestic consultants. The team will be headed by an international Team Leader supported by a national Deputy Team Leader and other experts. The office space for the consultants will be located in the LGED headquarters building in Dhaka for the project consultants and counterpart officials from LGED.

18. Expected Deliverables and Outputs of Detailed Design Service Consultant Team

- (i) Report on feasibility study including preliminary engineering design cost estimate of each nonsample subproject;
- (ii) List of prioritized subproject;
- (iii) Physical survey of each subproject;
- (iv) Technical assessment of each subproject;
- (v) Detailed engineering design including specification, drawing, and detailed cost estimate of each subproject;
- (vi) Modified detailed design including specification, drawing, and detailed cost estimate of required subproject if situation demand;
- (vii) Bidding document of all subproject;
- (viii) Financial, social, and environmental safeguard reports including heritage assessment study reports; and
- (ix) Approved Development Project Proposal (DPP) for investment Project.

19. Team composition and qualification requirements for key experts

Summary of Detailed Design Consultant Firm Inputs

SI No	Positions	Person-Months		Number	Remarks
		International	National		
International Key Experts:					
1	Municipal Infrastructure Specialist/ Team Leader	12		1	Key Expert
	Subtotal	7		1	
National Key Experts:					
N1	Senior Municipal Infrastructure Design Engr (DTL)		28	1	Key Expert
N2	Structural and Design Engineers –2		72	2	Key Expert
N3	Drainage/Flood Control Design Engineer		48	1	Key Expert
N4	Architect		18	1	Key Expert
N5	GIS Specialist		24	1	Key Expert
N6	Quantity Surveyor/Survey Experts –2		48	2	Key Expert
N7	Environmental Expert		12	1	Key Expert
N8	Social Safeguard Expert		12	1	Key Expert

SI No	Positions	Person-Months		Number	Remarks
		International	National		
N9	Electrical Engineer		24	1	Key Expert
N10	Design Engineers –2		72	2	Key Expert
N11	Procurement Specialist		18.0	1	Key Expert
	Subtotal	7	376	12	

D. Project Internal Auditing Consultant (PIAC)

20. The government of Bangladesh intends to procure the services of a reputable A-listed Chartered Accounting consultant firm (“the Consultant/PIAC”) to provide independent and objective internal auditing and post-procurement review services carried out to international standards on an annual basis throughout the project period. The Consultant will support the PMU in the LGED (as executing agency and Project Proponent) in accomplishing its project objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the project’s governance, risk management, and internal control for the implementation of the ADB-supported CTCRP. The PMU manages, coordinates, and monitors project activities. Twenty-two *pourashavas* (coastal towns) are the implementing agencies with separate PIUs. LGED already has an in-house Internal Audit unit. Only the internal audit of the project activities will be outsourced to the consulting firm. The selected firm will collaborate with the Head of Internal Audit of LGED and report at least annually to LGED’s Internal Audit Cell (AC) who reports to the head of agency, the Chief Engineer. The firm will also submit the Internal Audit Plan to the AC. Copies of internal audit reports in English shall be provided to the ADB.

21. **Internal audits.** The purpose of the annual internal audit is to supplement any internal auditing functions of the government and provide additional assurance to the financial statements and budget management reports presented, to analyze areas of fiduciary concerns, and focus on reviewing selected risk areas each year including areas identified by annual reports of the Office of the Foreign Aided Projects Audit Directorate and the Comptroller and Auditor General (CAG) and annual post-procurement reviews (a subset of the internal audit), and to strengthen the PMU’s financial management and procurement systems and processes by implementing concrete recommendations of internal audit. Any other areas related to project management, if found necessary, can be taken up in the internal audit as agreed in the audit plan. The internal audit is a continuous process in the form of third party monitoring and validation. The internal audit will provide concrete recommendations for improvement and value addition in the proposed risk areas subject for review. The internal audit activity will govern itself by adherence to The Institute of Internal Auditors’ mandatory guidance including the Definition of Internal Auditing, the Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing (Standards)*.¹ This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity’s performance.

22. **Post-procurement reviews.** The purpose of the post-procurement review is to provide additional assurance that the procurement process has been implemented in accordance with agreed Government of Bangladesh and ADB approved procedures in a transparent manner.

¹ As published by the International Internal Audit Standards Board (IIASB).

These will be carried out as part of the annual internal audits. Procurement under the program is carried out in accordance with ADB procedures for international competitive bidding and consultant recruitment and the national competitive bidding procedures according to the Public Procurement Act, 2006, and Public Procurement Rules (PPR), 2008 subject to the NCB Annex to the ADB Procurement Plan and subsequent amendments. Specifically, the purpose of the post-procurement review is to examine the procurement process that ensures:

- (i) The procurement procedures outlined in the Public Procurement Rules/ADB's Guidelines and PAM are followed;
- (ii) Economy and efficiency have been achieved in the procurement process consistent with transparency;
- (iii) No inappropriate departures from agreed procedures and no fraud/corruption/collusion/coercion have been evident;
- (iv) Assets specified in procurement records provided by the relevant implementing agencies exist on-site at their office locations; and
- (v) Broadly validate that the assets are used for the purpose for which they were acquired.

23. **Scope of services, tasks, and expected deliverables.** The services will provide support to the LGED to conduct professional internal auditing services and post-procurement audit checks over the CTIIP project period. Two stages of fiduciary oversight are described in Table 1.

Table 1: Internal Audit Arrangement

Stages	Activities and Responsible Agencies
I. Annual internal audit	<ol style="list-style-type: none"> (i) LGED and ADB agree on the internal auditor's plan; the plan may include a review of follow-up of annual audits of the previous year, as required. (ii) The consultant will conduct an internal audit in consultation with LGED. (ii) LGED shares the annual internal audit report with ADB. (iii) LGED and ADB discuss the audit report recommendations. (iv) LGED and ADB agree on the action plan and timeframe for addressing each recommendation which will be recorded in an Aide-Mémoire to ADB mission or official communication.
II. Post-procurement audit check	<ol style="list-style-type: none"> (i) The consultant conducts a post-procurement audit check of awarded contracts as a subset of the annual internal audit. (ii) Findings of the post-procurement audit check are included as a standalone section of the annual internal audit report (iii) Agreed audit report recommendations and action plans are recorded in an Aide-Mémoire to ADB mission or official communication.

ADB = Asian Development Bank, LGED = Local Government Engineering Department.

24. **Scope of Internal Audits.** The annual internal project audits of the PMU and PIUs will be conducted each year during the project period with a focus on selected areas that will be decided by the agreed internal auditor's plan.² This plan is agreed between LGED and ADB in the form of an ADB mission Aide-Mémoire or official communication. The plan should be submitted to LGED and ADB, and agreed by end of the fourth quarter of the preceding year. The internal audit should include, but not necessarily be limited to an assessment of the financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any needs for revision; level of compliance

² The auditor will be provided with full access to all the books and records, as well as physical access to the project facilities.

with established policies, plans, and procedures; reliability of accounting systems, data, and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and liabilities; and integrity, controls, security, and effectiveness of the operation of the computerized system. The internal audit should review relevant reports from Foreign Aided Projects Audit Directorate and CAG annual audit reports, Quarterly Project Reviews, ADB Aide Memoires, and findings of Post-Procurement Reviews, and in particular, concerns in recurring observations from these audits, which are both general and specific to the LGED/PMU and Pourashava/PIUs. Some important areas of focus for the internal audit for the duration of CTEIP:

- (i) Review of financial management and payment processing using project funds (donor funds and GOB funds);
- (ii) PMU and PIU level expenditure reviews including the completeness of the supporting documentation and the application of the correct financing percentage from each financing source as outlined in the project administration manual and legal agreements;
- (iii) Review of cashbooks, ledgers, and PMU's/PIU's financial management;
- (iv) Review of Internal controls in place in the LGED/PMU and the Pourashava/PIUs including but not limited to segregation of duties, periodic reconciliations of the sub and sub-sub advance accounts, use of accounting software, payroll processing, HR management, and project planning processes;
- (v) Other issues arising from CAG annual audit reports;
- (vi) Post review of large procurements (anything over \$1 million or subject to International Competitive Bidding);
- (vii) Monitoring and evaluating the effectiveness of governance processes;
- (viii) Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed, or requested by LGED, ADB, or other donors associated with the project; and
- (ix) Evaluating specific operations at the request of these parties, as appropriate.

25. **Scope of Post-Procurement Reviews.** For each awarded contract package, the key elements of the post-procurement review will be to:

- (i) Verify compliance with the outlined procurement procedures as indicated in the latest version of the Public Procurement Rules, subject to the modifications in the NCB Annex. When the judgment was exercised, the consultants must comment on whether it was exercised reasonably. The consultants will also identify contracts with deviations that warrant consideration for declaring misprocurement;
- (ii) Establish whether the documentation and record keeping systems which are in place are adequate for ensuring the post-procurement review requirements; for example, whether records are systematically maintained and are acceptable. At locations, where a complete record of contracts is not being maintained, assist them in starting a system to meet this important requirement. Also, identify general issues related to the procurement process and systems and provide recommendations for improvement; and
- (iii) Verify whether goods and works exist at intended locations and are being used for the purposes for which they were acquired.

26. The post review in the field on a representative sample basis should cover a review of the following related documentation:

- (i) Goods / Works

- (a) Invitation of bids, advertising procedures, and bidding period
- (b) Bidding documents and addendum
- (c) Sale of bidding documents, pre-bid meeting
- (d) Receipt and opening of bids
- (e) Bid evaluation and recommendations for award of the contract
- (f) Conclusion of contract
- (g) Time taken for processing of the various procurement actions
- (h) Material modifications to the contract during execution and the increase in the value of the contract
- (i) Letter of Credit
- (j) Supplier's invoice and certificate of origin
- (k) Shipping or import documents and inspection certificates
- (l) Evidence of receipt of goods
- (m) Recurrent costs record
- (n) Authorization for payment
- (o) Evidence of payment/bank statements, acknowledgment of payee
- (p) Accounting records of approval, disbursement, and balance available
- (q) ADB and GOB procurement plans in effect at the time of bidding
- (r) Where goods have been returned, evidence that refunds have been made by suppliers and corresponding adjustments made in subsequent applications

(ii) Consulting Services

- (a) Invitations for Expressions of Interest, advertising procedures, the submission period
- (b) Evaluation criteria and shortlisting
- (c) Budget
- (d) Issuance of RFP and TOR, evaluation criteria, addenda
- (e) Pre-submission meetings
- (f) Receipt and opening of technical proposals, evaluation
- (g) Opening of financial proposals and evaluation
- (h) Contract negotiations and award
- (i) Time taken for each activity
- (j) Billing and payments
- (k) Submission of reports

27. The documents shall be examined to ensure that each payment in the selected sample (including authorization for payment) is properly supported. Assets acquired under the contracts are to be inspected. This selection of assets for inspection shall be influenced by the following factors:

- (ii) Level of comfort obtained during the review of contract [s];
- (iii) Nature of asset [s];
- (iv) Value of asset [s]; and
Professional judgment.

28. Based on the findings, the consultants will verify with the PMU and PIUs to obtain their views and concurrence with respect to the areas that need improvements and agree on the approach and strategies to implement measures to improve the existing system. Consequently, the consultants will prepare a proposal for system improvement for each executing and

implementing agency.

29. The consultants will conduct comprehensive needs assessments of concerned staff in the PMU and PIUs and prepare a comprehensive proposal for capacity development including training requirements for each staff or group of staff -- especially on-the-job training -- with clear guidelines and directives and organize an Inception Workshop. Distortions in the procurement process are frequently manifested in one or more of the situations listed below. If patterns are identified in a series of contracts which reflect any of the distortions, one or more of the contracts in the series should be selected for more detailed review in the review:

- (i) low participation of bidders and reduced competition;
- (ii) one or more bidders winning a disproportionate amount of contracts in a program over time;
- (iii) bid prices consistently over cost estimates and/or current market prices;
- (iv) a significant number of changes from bid to contract award and final completion; and
- (v) significant and recurring increases in the final contract price over the original bid price and/or the original contract price.

30. Team composition and qualification requirements for key experts

Name of Positions	Person-months*
	National
1. Financial Audit Specialist/Team Leader	60
2. Financial Audit Expert (X2)	110
3. Procurement Specialist	50
Total	220

*Note: inputs are intermittent

E. Integrated Drainage Plan and Detail Design Service Consultant (IDP and DDSC)

31. LGED engaged the Department of Water Resources Engineering (DWRE) through the Bureau of Research, Testing, and Consultation (BRTC), BUET in 2019 to develop an Integrated Drainage Plan and Detail Design (IDPDD) for the two *Pourashavas*, Bagerhat, and Patuakhli. The integrated drainage planning includes and recommends for improvement of storage capacity of the natural water bodies, creating/developing multifunctional green infrastructure for water storage, improving the functionality of the existing town protection embankments in addition to the construction of drains and rehabilitations of canals. In continuation of the previous two IDPDD studies, IDPDD for five *Pourashavas* (i.e., Jhalakathi, Paikgacha, Kolaroa, Gournadi, and Charfesson) will be done in this package. Accordingly, this document presents the TOR for engaging consultants for the development of IDPDDs for the Five towns, located in the coastal areas of Bangladesh.

(i) Outputs:

32. The Integrated Drainage Plan and Detail Design (IDPDD) of different drainage infrastructures will be considered with climate resilient drainage plans and structures. This IDPDD will address the present drainage system of towns in the context of surrounding rivers and khals, issues in connection with drainage difficulties, and recommend appropriate measures for sustainable drainage management. It will include, in addition to a drainage plan and detailed design of drainage infrastructures, an identification and improvement plan and design for water storage with green infrastructures, and system rehabilitation of existing town protection works.

(ii) Tasks:

33. The IDP will include and recommend for the improvement of storage capacity of the natural water bodies, creating/developing multifunctional green infrastructure for water storage, improve the functionality of the existing town protection embankments in addition to the construction of drains and rehabilitations of canals. Therefore, as part of climate resilient urban planning, LGED plans to recruit consultants to develop comprehensive drainage and water management plans including improved drainage networks and detailed design for the five towns. Tasks include:

- Task 1. Review the existing drainage plans included in the master plans of the five towns.
- Task 2. Collect the existing data, maps, and information coordinating with the agencies (i.e. municipal authority, BWDB, DPHE, etc.). Conduct necessary surveys and assessments (cross-section of drainage canals, hydraulic, topography, demographic, environmental, hydrology, etc.) as required.
- Task 3. Assess flood risk, and identify the sustainability of the existing urban area and recommend suitable land/area for further urban expansion.
- Task 4. Classify the land area according to watershed and flood flow characteristics.
- Task 5. Assess the condition and effectiveness of the existing flood protection embankments and associated infrastructure.
- Task 6. Conduct drainage assessment considering the current and projected data (for the project design purpose, 2040 was taken as the cut-off projected year) if required as a tool to plan and recommend the integrated drainage improvement.
- Task 7. Determine the most effective and optimum drainage system for the towns with a specific focus on green infrastructure practices and ecosystem-based flood attenuation which can be implemented considering the current situation of the two towns and resources.
- Task 8. Develop integrated drainage plans for the five towns. These will also include priority interventions and phase-wise development plans.
- Task 9. Recommend the priority interventions that need to be undertaken in the next five years.
- Task 10. Conduct engineering survey and prepare design of drainage infrastructures following the integrated drainage plan coordinating the project’s detailed design support (DDS) consultants.

(iii) Time Frame

34. The consultants shall complete the study in 24 (Twenty-Four) months effective from the date of signing of the contract agreement.

(v) Reporting Requirements

35. The scope of work described earlier and the outputs described below shall be completed within a period of 24 (Twenty-Four) months. Key reporting requirements are as follows :

Report	Target Date	No. of Copies
Inception Report	Within two months after signing of the contract	2 copies
Interim Report	6 months after signing of the contract	2 copies
Draft Final IDPDD Report	10 months after signing of the contract	2 copies
Final Report on IDPDD	15 months after signing of the contract	4 copies
Draft Detail Design Report	21 months after signing of the contract	2 copies
Final Report on IDPDD	24 months after signing of the contract	2 copies

(v) Payment Schedule

36. The payment shall be made according to the following schedule:

6.1	Ten percent (10%) of the lump-sum contract price after submission of the inception report.
6.2	Twenty percent (20%) of the lump-sum contract price after submission of an interim report.
6.3	Twenty percent (20%) of the lump-sum contract price after submission of the Draft Final IDPDD Report.
6.4	Twenty percent (20%) of the lump-sum contract price shall be paid upon submission of the Final IDP Report.
6.4	Twenty percent (20%) of the lump-sum contract price shall be paid upon submission of the Draft Detail Design report.
6.5	Ten percent (10%) of the lump-sum contract price shall be paid upon submission of the Final Design Report.

(vi) Responsibilities of LGED

37. LGED will provide support and facilities as described below.

- (a) Providing all available data and access to the project information that may be necessary for the consultants to carry out the assignment, and facilitate field visits, and access to beneficiaries, contractors, consultants, and government line agencies;
- (b) Facilitate in the collection of all associated data and information in possession with various government of Bangladesh offices both in the field, respective municipal authorities, BWDB, DPHE, and ADB;
- (c) Providing all support in connection with field activities such as field survey, primary data collection, setting up field offices, etc., to the consultants;
- (d) Deputing LGED personnel including identifying a focal person from PMU and DDS consultants team who would work in collaboration with the consultant team so as to own the project on completion of the project;
- (e) Providing all support to the consultants to hold interaction meetings with the stakeholders in the field so that the project could be a participatory one;
- (f) For collection of secondary hydrometric, hydrological, hydro-meteorological, or other data from different department or agencies, LGED will provide assistance in seeking permission or requesting through application. Will provide necessary for conducting the survey work including showing the 'right-o- way.'

(vii) Responsibilities of the Consultants

38. In addition to the activities mentioned in the tasks of the consultant shall be responsible for the followings:

- (a) The consultants shall have regular meetings with the LGED staff to discuss technical and project management issues. Any unresolved technical issues or otherwise should be taken up with project director for his intervention and support.
- (b) The consultants shall carry out the services in detail as per the tasks in the best interest of LGED for the successful realization of the project with reasonable care, skill, and diligence with sound technical, administrative, and financial practices, and shall be responsible to the LGED for discharging of responsibilities.
- (c) The Consultants shall deliver soft copies (electronics copies) of all data, design, and drawings related to this study to LGED.

(viii) Consultant's Key Professional

39. This TOR provides an indicative staffing list for the Consultant. The Consultant may propose alternative staffing and skill mix in order to carry out its roles and responsibilities efficiently. Key members of the indicative staffing and person-months for the consultant's team are as follows.

Sl. No.	Key Personnel	Nos.	Person-months
1	Water Resources and Drainage Specialist/ Team Leader	1	16
2	Sr. Design Engineer	1	14
3	Sr. Drainage Specialist	1	12
4	Sr. IWRM and Planning Specialist	1	10
5	Sr. Hydraulic Modeler	1	10
6	Sr. Climate Change Specialist	1	7
7	Sr. Survey / GIS Specialist	1	7
8	Hydrologic Modeler	1	10
Total		7	86

(ix) Qualification and Responsibilities of Key Professional

40. **Team Leader/ Water Resources and Drainage Specialist:** Minimum of Masters' Degree in Civil/Water Resources Engineering. He/ She should have at least 15 years' experience in integrated water resources planning and assessment. Previous experience in urban water and environmental studies for similar vulnerable coastal towns will be preferred vulnerable coastal. He/She should have minimum of 3 years of experience in a similar leadership position (Team Leader/Deputy Team leader/Project Director). He/ She shall be responsible for the management of all activities of the consulting team for the following but not limited to the following:

Responsibilities:

- Guide and supervise the study team in carrying out the program;
- Provide advice and direction to the technical groups and lead the study team;
- Responsible for supervision of the project, guide the development of conceptual master plan for an integrated drainage system in Patuakhali and Bagerhat towns;
- Review and study the existing project and identify problems;
- Prepare project plan, schedules, and time frame of works for the study;
- Responsible for quality control of the output of the study;
- Contribute and review the reports and give suggestions for improvement;
- Make an inventory of the present environmental situation;
- Carry out Environmental Impact Assessment and prepare monitoring and management plan;
- Coordinate with the existing consultant team of the project for necessary information and finalization of the subproject design according to the drainage plan; and
- Finalize all the reports mentioned in para. 10 coordinating with relevant consultants and the PMU.

41. **Senior Design Engineer:** Minimum Master's in Civil Engineering/Water Resources

Engineering. He/ She should have at least 15 years' of experience in planning and detailed design of hydraulic structures for the management of storm drainage and flood control systems.

Responsibilities:

- Review of the existing drainage system, identification of problems;
- Assessment of the effectiveness of existing drainage infrastructures in the project area which includes but not limited to embankment, regulators, sluice gate, drainage channels, etc., and water structure/body;
- Review all previous studies and relevant hydraulic structure design;
- Plan and conduct a geotechnical investigation for hydraulic structures as necessary;
- Detailed design of hydraulic structures and ancillary structures;
- Participate in meetings/ workshops when and where required; and
- Contributing in the report writing.

42. **Senior Drainage Specialist:** Minimum of Master's degree in Civil Engineering/ Water Resources Engineering. He/ She should have at least 15 years' experience in storm drainage management and planning of drainage & flood control systems. He/ She shall be responsible for the following activities.

Responsibilities:

- Review of the existing drainage system, identification of problems bottlenecks;
- Review of regional river and canal systems for the towns;
- Zoning the towns for their drainage in consideration of topography and infrastructures;
- Layout planning of drains, cross drainage, outfalls, and sizing of drains;
- Guide in carrying out necessary hydrological data analysis needed for design of drainage system; and
- Participate in meetings/ workshops when and where required.

43. **Senior IWRM and Planning Specialist:** Minimum of Master's Degree in Civil Engineering/Environmental Engineering., with minimum of 12 years of working experience in urban planning for sustainable infrastructure management. Contribution in the development of water and environmental management master plans in large cities and townships in Bangladesh is preferred. He/ She shall be responsible for the overall activities of the consulting team for the following but not limited to the following:

Responsibilities:

- Review various policies and master plans relevant to Patuakhali and Bagerhat towns, and the institutional capacity assessment of stakeholder agencies;
- Prepare a framework for the management of drainage infrastructures of the towns; and
- Contribute in the development and analysis of various scenarios.

44. Review the current master plan of the two towns, provide recommendations for updating the plans as required, and include those issues in preparing IDPs for the two towns. **Senior Hydraulic Modeler:** Minimum of Masters Degree in Civil Engineering/ Water Resources Engineering. He/ She should have at least 12 years' experience in storm drainage network analysis using numerical model. He/ She will assess storm runoff for the towns, river hydrology, and adequacy of drainage system. He/ She shall be responsible for the following activities.

Responsibilities:

- Carry out necessary hydrological and hydrogeological data analysis for drainage system which includes rainfall, evaporation, river water level and discharge, variation of seawater level effecting the drainage for the towns, effect of high tide and low tide on the drainage;
- Select suitable model to best interpret the available data, check how the model results correlate with the actual condition;

- Analyze and interpret the model results; and
- Contribute to prepare any report in connection with the project.

45. **Senior Climate Change Specialist:** Minimum of Masters degree in Civil Engineering/ Water Resources Engineering. He/ She should have at least 15 years' experience in storm drainage management and planning of drainage & flood control systems with at least 3 years experience on Climate change related to drainage. He/ She shall be responsible for the following activities.

Responsibilities:

- Assess the effect of Climate change(CC) and its adaptation measures in the study area;
- Review of the existing drainage system, identification of problems bottlenecks based on CC;
- Review of regional river and khal systems for the drainage of towns;
- Layout planning of drains, cross drainage, outfalls and sizing of drains and Nature-based Solutions based on the data of analyzed from Climate change effect;
- Guide in carrying out necessary hydrological data analysis needed for design of drainage system considering the effect of CC;
- Attend meetings as and when required; and
- Report preparation and contribute in all phases of reporting.

46. **Senior Survey/ GIS Specialist:** Minimum of Bachelor's Degree in Civil Engineering/ Water Resources Engineering. He/ She should have at least 12 years' working experience in field survey with advanced survey equipment. He/ She should have proven experience of at least 15 years in the production of survey maps in GIS using data acquired through the modern satellite based survey equipment like RTK-GPS, DGPS, Total Station, and data logger. He/ She shall be responsible for the following activities.

Responsibilities:

- Supervision and quality control of the field survey and data collection activities;
- Guide and monitor the preparation / production of survey reports;
- Use GIS to produce topographic maps, proposed drainage system maps, location maps of various proposed infrastructures using survey data and planned infrastructures according to the proposed IDP;
- Interaction with the client officials in the matters of survey and data collection specification and quality control; and
- Contribute in reporting.

47. **Hydrologic Modeler:** Minimum of Masters Degree in Civil Engineering/ Water Resources Engineering. He/ She should have at least 10 years' experience in storm drainage network analysis using numerical model. He/ She will assess storm runoff for the towns, river hydrology, and adequacy of drainage system. He/ She shall be responsible for the following activities.

Responsibilities:

- Carry out necessary hydrological and hydrogeological data analysis for drainage system which includes rainfall, evaporation, river water level, and discharge, variation of seawater level effecting the drainage for the towns, effect of high tide and low tide on the drainage;
- Select suitable model to best interpret the available data, check how the model results correlate with the actual condition;
- Analyze and interpret the model results; and
- Contribute to prepare any report in connection with the project.

GRIEVANCE REGISTRATION FORMAT
(to be available in the local language)

The _____ Project welcomes complaints, suggestions, queries, and comments regarding project implementation.

Aggravated persons may provide grievances with their name and contact information to enable us to get in touch for clarification and feedback.

In case, someone chooses not to include personal details and wants that the information provided to remain confidential, please indicate by writing/typing *(CONFIDENTIAL)* above Grievance Format.

Thank you.

Date		Place of registration			
Contact Information/Personal Details					
Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	
Home Address					
Place					
Phone no.					
E-mail					
Complaint/Suggestion/Comment/Question Please provide the details (who, what, where, and how) of your grievance below:					
If included as attachment/note/letter, please tick here:					
How do you want us to reach you for feedback or update on your comment/grievance?					

FOR OFFICIAL USE ONLY

Registered by: (Name of Official registering grievance)	
Mode of communication: Note/Letter E-mail Verbal/Telephonic	
Reviewed by: (Names/Positions of Official(s) reviewing grievance)	
Action Taken:	
Whether Action Taken Disclosed:	Yes No
Means of Disclosure:	

Suggested Format for Record Keeping of Grievances

S. No.	Date of receipt of grievance	Name and contact details of complainant	Description of complaint	Nature of complaint	Decisions taken	Response given to complainant and date	Whether closed

OUTLINE OF SEMIANNUAL ENVIRONMENTAL MONITORING REPORT

SAMPLE Semiannual Environmental Monitoring Report Template

1. INTRODUCTION

- Overall project description and objectives
- Environmental category as per ADB Safeguard Policy Statement, 2009

2. PROJECT SAFEGUARDS TEAM

- Identify the role/s of Safeguards Team including schedule of on-site verification of reports submitted by consultants and contractors.

Name	Designation/Office	E-mail Address	Contact Number
1. PMU			
2. PIUs			
3. Consultants			

3. OVERALL PROJECT AND SUBPROJECT/PACKAGE PROGRESS AND STATUS

- Indicate (i) status of design – preliminary design or final design, (ii) status of implementation - under bidding, contract awarded but no works yet, contract awarded with works, civil works completed, or O&M

Package Number	Components/List of Works	Type of Contract (specify if DBO, DB or civil works)	Status of Implementation (specify if Preliminary Design, Detailed Design, Ongoing Construction, Completed Works, or O&M phase) ¹	Contract Status (specify if under bidding or contract awarded)	If Ongoing Construction	
					%Physical Progress	Expected Completion Date

- For package with awarded contract, provide name/s and contact details of contractor/s' nodal person/s for environmental safeguards.

¹ If ongoing construction, include %physical progress and expected date of completion

Package-wise Contractor/s' Nodal Persons for Environmental Safeguards

Package Name	IEE Cleared by ADB (provide date)	Contractor	HSE Nodal Person	E-mail Address	Contact Number

4. STATUS OF IEE PER SUBPROJECT/PACKAGE

- Provide status of updated/final IEE² per package.

Package-wise Implementation Status

Package Number	Final IEE based on Detailed Design				Site-specific EMP (or Construction EMP) approved by project director? ³ (Yes/No)	Remarks
	Not yet due (detailed design not yet completed)	Submitted to ADB (provide date of submission)	Disclosed on project website (provide link)	Final IEE provided to Contractor/s (Yes/No)		

5. COMPLIANCE STATUS WITH NATIONAL/STATE/LOCAL STATUTORY ENVIRONMENTAL REQUIREMENTS⁴

Package No.	Statutory Environmental Requirements ⁵	Status of Compliance (Specify if obtained, submitted and awaiting approval, application not yet submitted)	Validity Date(s) (if already obtained)	Action Required	Specific Conditions that will require environmental monitoring ⁶

6. COMPLIANCE STATUS WITH ENVIRONMENTAL LOAN COVENANTS

Schedule No. and Item (see Project Loan Agreement and list provisions relevant to environmental safeguards, core labor standards, and	Covenant	Status of Compliance	Action Required

² IEE prepared based on preliminary design and cleared by ADB with condition that updated/Final IEE based on detailed design will be submitted.

³ Works will not be allowed until SEMP/CEMP is approved by project implementation unit or project management unit.

⁴ All statutory clearance/s, no objection certificates, permit/s, etc. should be obtained prior to award of contract/s. Attach as appendix all clearance obtained during the reporting period. If already reported, specify in the "remarks" column.

⁵ Specify statutory requirements: environmental clearance? Permit/consent to establish? Forest clearance? Workers/Labor permit, etc.

⁶ Example: Environmental Clearance requires ambient air quality monitoring, Forest Clearance/Tree-cutting Permit requires two trees for every tree, etc.

<i>occupational health and safety)</i>			

7. COMPLIANCE STATUS WITH THE ENVIRONMENTAL MANAGEMENT PLAN (refer to EMP tables in approved IEE/s)

- Confirm in IEE/s if contractors are required to submit site-specific EMP (SEMP)/construction EMPs (CEMP). If not, describe the methodology of monitoring each package under implementation.
- Provide overall compliance of the contractors with SEMP/CEMP. This should be supported by contractors' monthly monitoring reports to PIU(s) and/or verification reports of PIU(s) or project consultants. Include as appendix supporting documents such as **signed** monthly environmental site inspection reports prepared by consultants and/or contractors.

Overall Compliance with SEMP/CEMP

Package No.	Status of SEMP/CEMP Implementation <i>(Excellent/ Satisfactory/ Partially Satisfactory/ Below Satisfactory)</i>	Action Proposed and Additional Measures Required

- Provide description based on-site observations and records:
 - Confirm if any dust was noted to escape the site boundaries and identify dust suppression techniques followed for site/s.
 - Identify muddy water was escaping site boundaries or muddy tracks were seen on adjacent roads.
 - Identify type of erosion and sediment control measures installed on-site/s, condition of erosion and sediment control measures including if these were intact following heavy rain.
 - Identify designated areas for concrete works, chemical storage, construction materials, and refueling. Attach photographs of each area.
 - Confirm spill kits on-site and site procedure for handling emergencies.
 - Identify any chemical stored on-site and provide information on storage condition. Attach photograph.
 - Describe management of stockpiles in each work site (construction materials, excavated soils, spoils, etc.). Provide photographs.
 - Describe management of solid and liquid wastes on-site (quantity generated, transport, storage, and disposal). Provide photographs.
 - Provide information on barricades, signages, and on-site boards. Provide photographs.
 - Provide information on workers labor camp(s). Provide photographs.
 - Provide information on work-related accidents and incidents. Describe actions implemented.

- Provide information on if there are any activities being under taken out of working hours and how that is being managed.
- Provide list of trainings on environmental safeguards, core labor standards, and OSH conducted during the reporting period. Include ADB-organized workshop, trainings, seminars, etc.)

Trainings, Workshops, and Seminars Conducted

Date	Topic	Conducted by	No. of Participants (Total)	No. of Participants (Female)	Remarks

- Provide the monitoring results as per the parameters outlined in the approved EMP (or site-specific EMP/construction EMP when applicable).

Summary of Environmental Monitoring Activities (for the Reporting Period)⁷

Impacts (List from SEMP/CEMP)	Mitigation Measures (List from SEMP/CEMP)	Parameters Monitored (As identified in the SEMP/CEMP)	Method of Monitoring (Visual, Actual Sampling, etc.)	Location of Monitoring (Provide GPS Coordinates) ⁸	Date of Monitoring Conducted	Person Who Conducted the Monitoring
Design Phase						
Pre-Construction Phase						
Construction Phase						
Operational Phase						

8. MONITORING OF ENVIRONMENTAL IMPACTS ON PROJECT SURROUNDINGS

- Confirm records of pre-work condition of roads, agricultural land, or other infrastructure prior to starting to transport materials and construction.

Package No.	Status of Pre-Work Conditions (Recorded / Not Recorded)	Baseline Environmental Conditions (air, water, noise) Documented (Yes / No)	Action Proposed and Additional Measures Required

⁷ Attach Laboratory Results and Sampling Map/Locations

⁸ If GPS coordinate is not available, provide landmark(s) and/or chainage.

- Provide information on monitoring activities conducted during reporting period. If not conducted, provide justification. Compare results with baseline and internationally recognized standards.⁹

Air Quality Monitoring Results

Site No.	Date of Testing	Site Location (Provide GPS Coordinates) ¹⁰	Parameters (as required by statutory clearances or as mentioned in the IEE)			Remarks
			PM10 µg/m3	SO2 µg/m3	NO2 µg/m3	

Water Quality Monitoring Results

Site No.	Date of Sampling	Site Location	Parameters (as required by statutory clearances or as mentioned in the IEE)						Remarks
			pH	Conductivity µS/cm	BOD mg/L	TSS mg/L	TN mg/L	TP mg/L	

Noise Quality Monitoring Results

Site No.	Date of Testing	Site Location	LA _{eq} (dBA) (as required by statutory clearances or as mentioned in the IEE)		Remarks
			Day Time	Night Time	

9. INFORMATION DISCLOSURE AND CONSULTATIONS

- Confirm PMU/PIU/contractors provide project-related information to stakeholders, communities, and/or affected people before and during construction works.¹¹
- Provide information on consultations conducted during reporting period such dates, topics discussed, type of consultation, issues/concerns raised, safeguards team member present. Attach minutes of meetings (ensure English translation is provided), attendance sheet, and photos.

Date of Consultation	Location	Number of Participants (specify total, male and female)	Issues/Concerns Raised	Response to issues/concerns

⁹ ADB Safeguard Policy Statement (SPS) Appendix 1, para. 33: During the design, construction, and operation of the project the borrower/client will apply pollution prevention and control technologies and practices consistent with international good practice, as reflected in internationally recognized standards such as the World Bank Group's Environment, Health, and Safety Guidelines. These standards contain performance levels and measures that are normally acceptable and applicable to projects. When host country regulations differ from these levels and measures, the borrower/client will achieve whichever is more stringent. If less stringent levels or measures are appropriate in view of specific project circumstances, the borrower/client will provide full and detailed justification for any proposed alternatives that are consistent with the requirements presented in the SPS.

¹⁰ If GPS coordinate is not available, provide landmark(s) and/or chainage.

¹¹ Check EMP requirement on information disclosure. At a minimum, PIU thru the contractor should notify communities/affected persons/sensitive receptors 7 days and again 1 day before start of works.

10. GRIEVANCE REDRESS MECHANISM

- **Grievance Redress Mechanism (GRM).** Provide information on establishment of GRM and capacity of grievance redress committee to address project-related issues/complaints. Include as appendix Notification of the GRM (package-wise if applicable).
- **Complaints Received during the Reporting Period.** Provide information on number, nature, and resolution of complaints received during reporting period. Attach records as per GRM in the approved IEE. Identify safeguards team member/s involved in the GRM process. Attach minutes of meetings (ensure English translation is provided).

11. SUMMARY OF KEY ISSUES/CONCERNS IDENTIFIED DURING THE REPORTING PERIOD AND REMEDIAL ACTIONS

- Provide corrective action plan which should include all issues/concerns, actions required to be implemented, responsible entities, and target dates.

12. STATUS OF CORRECTIVE ACTIONS FROM PREVIOUS SEMR(S)

- Provide information on corrective actions to be implemented as reported in the previous SEMR(s). Include status of implementation of feedbacks/comments/suggestions as provided by ADB, if any.

Corrective Action Plan Status

Issues/Concerns	Corrective Action	Status	Remarks

13. APPENDIXES

- Photos
- Records of consultations
- Copies of environmental clearances and permits (if not provided in the previous SEMR)
- Environmental site inspection report (if not provided in the previous SEMR)
- Other

OUTLINE OF SEMIANNUAL SOCIAL SAFEGUARDS MONITORING REPORT

1. Following requirements of the ADB Safeguard Policy Statement (2009) and the *Operations Manual* section on safeguard policy (OM F1), borrowers/clients are required to establish and maintain procedures to monitor the status of implementation of safeguard plans and ensure progress is made toward the desired outcomes. For projects categorized as A or B in Involuntary Resettlement and/or Indigenous People, the borrowers/clients are required to submit quarterly or biannual monitoring reports for ADB review. The level of detail and comprehensiveness of a monitoring report is commensurate with the complexity and significance of social safeguards impacts (involuntary resettlement and indigenous peoples). A safeguard monitoring report may include the following elements:

2. This outline can be used for periodic monitoring reports (semiannual) and resettlement plan/resettlement and small ethnic community plan (RSECP) to start the civil works in the impacted areas. A safeguard monitoring report may include the following elements:

A. Executive Summary

3. This section provides a concise statement of project scope and impacts, key findings, and recommended actions.

B. Background of the Report and Project Description

4. This section provides a general description of the project, including:

- (i) Background/ context of the monitoring report which includes the information on the project, project components, safeguards categorizations, and institutional requirements
- (ii) Information on physical progress of project activities, the scope of monitoring report and requirements, reporting period, including frequency of submission, and changes in project scope and adjusted safeguard measures, if applicable
- (iii) Summary table of identified impacts and the mitigation actions.

C. Scope of Impacts

5. This section outlines the detailed scale and scopes of the project's safeguards impacts, vulnerability status of the affected people/communities, entitlements matrix, and other rehabilitation measures, as applicable, as described in the approved final DDRs/RPs/RSECP.

D. Compensation and Rehabilitation

6. This section describes the process and progress of the implementation of the safeguards plan and other required activities as determined in the plan. This includes payment of the affected assets compensation, allowances, loss of incomes, etc. to the entitled persons; provisions of other types of entitlement as described in the matrix and implementation of livelihood rehabilitation activities as determined in the plan; and specific provisions or beneficial and mitigation measures identified for indigenous peoples. Quantitative as well as qualitative results of the monitoring parameters, as agreed in the plan, should be provided.

E. Project disclosure, public participation, and consultation

7. This section describes the project disclosure mechanism, public participation, and consultations activities during the project implementation as agreed in the plan. This includes consultations with the affected people/indigenous peoples during DDRs/RPs/RSECP finalization after the completion of detailed design, the number of activities conducted, issues raised during consultations, and responses provided by the project team, nongovernment organizations, project supervision consultants, and/or contractors.

F. Grievance Redress Mechanism (GRM)

8. This section described the implementation of project GRM as designed in the approved resettlement plan/RSECP. This includes evaluations of its effectiveness, procedures, complaints received, timeliness to resolve issues/ complaints, and resources provided to solve the complaints. Special attention should be given if there are complaints received from the affected people or communities.

G. Institutional Arrangement

9. This section describes the actual implementation or any adjustment made to the institutional arrangement for managing the social safeguards issues in the projects. This includes the establishment of a safeguards unit/ team and appointment of staff in the executing or implementing agencies; implementation of the GRM and its committee; supervision and coordination between institutions involved in the management and monitoring of safeguards issues, including indigenous peoples organizations, and women's groups in the monitoring and implementation of the plan, if any.

H. Monitoring Results-Findings

10. This section describes the summary and key findings of the monitoring activities. The results are compared against previously established benchmarks and compliance status (e.g., adequacy of involuntary resettlement compensation rates and timeliness of payments, adequacy, and timeliness of involuntary resettlement rehabilitation measures including livelihood support measures, and training; budget for implementing EMP, DDRs/RPs/RSECP, timeliness, and adequacy of capacity building, etc.). This section also compares the findings against the objectives of safeguards or desired outcomes documented (e.g. involuntary resettlement impacts avoided or minimized; livelihood restored or enhanced; indigenous peoples' identity, human rights, livelihood systems, and cultural uniqueness fully respected; indigenous people not facing adverse impacts, environmental impacts avoided, or minimized). If noncompliance or any major gaps identified, include the recommendation of corrective action plan.

I. Compliance Status

11. This section will summarize the compliance status of the project activities with the loan covenants, ADB SPS (2009) on SR 2 and SR 3, and the approved final DDRs/RPs/RSECP.

J. Follow-up Actions, Recommendation, and Disclosure

12. This section describes recommendations and further actions or items to focus on for the remaining monitoring period. It also includes lesson learned for improvement for future safeguards monitoring activities. Disclosure dates of the monitoring report to the affected communities should

also be included. A time-bound summary table for required actions should be included, with the following attachments.

- (i) List of Affected Persons and Entitlements
- (ii) Summary of resettlement plan/ RSECP with entitlement matrix
- (iii) Copies of AP's certification of payment (signed by the APs)
- (iv) Summary of minutes of meetings, copies of attendance sheets, and photographs during public consultations
- (v) Summary of complaints received and solution status

OUTLINE QUARTERLY PROGRESS REPORT FORMAT

A. Introduction

- (i) ADB loan number, project title, borrower, executing agency, implementing agency(ies);
- (ii) total estimated project cost and financing plan;
- (iii) status of project financing including the availability of counterpart funds;
- (iv) dates of approval, signing, and effectiveness of ADB loans;
- (v) original and revised (if applicable) ADB loan closing date and elapsed loan period based on original and revised (if applicable) loan closing dates; and
- (vi) date of last ADB review mission.

B. Utilization of Funds (ADB Loan and Counterpart Funds)

- (i) cumulative contract awards financed by the ADB loan, and counterpart funds (commitment of funds to date), and comparison with time-bound projections (targets);
- (ii) cumulative disbursements from the ADB loan, and counterpart funds (expenditure to date), and comparison with time-bound projections (targets); and
- (iii) reestimated costs to completion, the need for reallocation within ADB loan categories, and whether an overall project cost overrun is likely.

C. Project Purpose

- (i) status of project scope/implementation arrangements compared with those in the report and recommendation of the President (RRP), and whether major changes have occurred or will need to be made;
- (ii) an assessment of the likelihood that the immediate development objectives (project purpose) will be met in part or in full, and whether remedial measures are required based on the current project scope and implementation arrangements;
- (iii) an assessment of changes to the key assumptions and risks that affect the attainment of the development objectives.

D. Implementation Progress

- (i) provide a brief summary assessment of progress or achievements in implementation since the last progress report;
- (ii) assessment of the progress of each project component, such as,
 - recruitment of consultants and their performance;
 - procurement of goods and works (from the preparation of detailed designs and bidding documents to contract awards); and
 - the performance of suppliers, manufacturers, and contractors for goods and works contracts;
- (iii) assessment of progress in implementing the overall project to date in comparison with the original implementation schedule—quantifiable and monitorable target, (include simple charts such as bar or milestone to illustrate progress, a chart showing actual versus planned expenditure, an S-curve graph showing the relationship between physical and financial performance, and actual progress in comparison with the original schedules; and
- (iv) an assessment of outcome/output achievements versus targets – based on a project performance monitoring system (PPMS) developed from the design and monitoring framework of the project.

E. Major Project Issues and Problems

Summarize the major problems and issues affecting or likely to affect implementation progress, compliance with covenants, and achievement of immediate development objectives. Recommend actions to overcome these problems and issues (e.g., changes in scope, changes in implementation arrangements, and reallocation of loan proceeds).

F. Compliance with Safeguards and Covenants

Review the borrower's compliance with policy loan covenants, and, where relevant, provide any reasons for any noncompliance or delay in compliance; provide a summary assessment of compliance with environmental and social safeguards.

ANNEXES

1. Latest monthly summary procurement and progress report
2. Summary Loan Covenant Review
3. Summary Gender Action Plan Progress
4. Environment Safeguards Quarterly Progress Report Checklist
5. Social Safeguards Quarterly Progress Report Checklist (format provided below)

QUARTERLY PROGRESS REPORT CHECKLIST FOR SOCIAL SAFEGUARDS ¹

Activity	Yes / No	Remarks (If Answer Is No)
A. For subproject packages under bidding		
1. Resettlement plans/DDR/RSECPs cleared by ADB?		
2. Resettlement plans/DDR/RSECPs included in the bidding documents?		
3. Resettlement plan/RSECP includes a cut-off-date?		
4. Are there changes in the scope of work of the cleared resettlement plans/DDR/RSECPs?		
5. ID cards prepared for APs and distributed?		
6. Are specific actions identified in resettlement plan/RSECP, if any, that are required of the contractor for impact avoidance or mitigation, incorporated in bid documents?		
7. BOQ line item includes any requirements specified in resettlement plan/DDR/RSECP?		
8. Resettlement plan/RSECP disclosed in form and language understood by stakeholders and affected persons (APs)?		
9. Consultations with stakeholders and affected persons/indigenous people held?		
10. Is the GRM in place and GRC constituted?		
For subproject packages with contracts awarded (no works yet)		
1. All NOCs/land transfers obtained?		
2. Agreement of sale/transfer and third party certificate obtained for negotiated settlement/voluntary donation?		
3. All compensation paid in full?		
4. Detailed measurement survey conducted jointly by contractor, project consultant, and PMU/PIU?		
5. All community concerns and grievances related to specific sites mitigated through consultations or agreed actions?		
6. All common property resources (CPR, including small shrines, trees of worship, etc.) identified and plan for continued access prepared?		
7. Each contractor designated social safeguards and grievance registration officer?		
8. For DBO packages, detailed design completed and updated resettlement plan/DDR/RSECP submitted to ADB?		
9. For DBO packages, serial no. 1-7 accomplished?		
For subproject packages with contracts awarded and works ongoing		
1. Contractors have appointed social safeguards and grievance registration officer per subproject package?		
2. Site-specific signages with date of start and end of construction and contact number for		

¹ This checklist should provide the Project's **general** compliance to social safeguards during the reporting period. The indicators are aligned with project loan agreement, PAM, resettlement plans/RSECP and ADB's Sustainable Development Safeguards Division Safeguards project performance rating. The detailed social safeguards compliance status should be provided in the semiannual social monitoring report.

Activity	Yes / No	Remarks (If Answer Is No)
grievances and safety instructions for the general public posted on-site?		
3. Grievance registration register available at each work site?		
4. Site fencing/protection works etc. undertaken before the start of physical construction work?		
5. Contractors provided PMU/PIU with a notification/incident report of any grievance or unanticipated impact within 24 hours?		
6. Reports of complaints/grievances reported monthly to PMU?		
7. Records of information disclosure/consultations submitted by PIUs to PMU monthly?		
8. Records of site inspection by PIU and DSC submitted to PMU monthly?		
9. Records of site inspection by PMC submitted to PMU monthly?		

Environment Safeguards QPR checklist²

Activity	Yes / No	Remarks (If Answer Is No)
<i>A. For subproject packages under bidding</i>		
1. IEEs cleared by ADB?		
2. IEEs/EMPs included in the bidding documents?		
3. Are there changes in the scope of work of the cleared IEEs?		
4. Core labor standards and environment, health, and safety (EHS) incorporated in section 8 of the bid documents?		
5. BOQ line item includes EMP requirements?		
6. IEE disclosed in form and language understood by stakeholders and affected persons (APs)?		
<i>For subproject packages with contracts awarded (no works yet)</i>		
1. All statutory clearances/permits obtained?		
2. Each contractor appointed EHS and/or safety officer?		
3. Baseline regarding the condition of roads, agricultural land, and other infrastructure prior to the start of transportation of materials and construction has been recorded?		
4. Contractor has established tie-ups with local hospitals/clinics for emergencies on-site?		
5. For DBO packages, detailed design completed, and updated IEE submitted to ADB?		
6. For civil works packages, site-specific EMP submitted to ADB?		
<i>For subproject packages with contracts awarded and works ongoing</i>		
1. Contractors have appointed EHS and/or safety officer on-site per subproject package?		
2. Site-specific EMP posted on-site?		
3. Contractors' records of accidents/incidents submitted to PMU on a monthly basis?		
4. Contractors provided PMU with a notification/incident report of any accident(s) within 24 hours of its occurrence?		
5. Reports of complaints/grievances reported monthly to PMU?		
6. Records of information disclosure/consultations submitted by PIUs to PMU monthly?		
7. Records of site inspection by PIU submitted to PMU monthly?		

² This checklist should provide the Project's **general** compliance to environment safeguards during the reporting period. The indicators are aligned with project loan agreement, PAM, IEEs, and ADB's Sustainable Development Safeguards Division Safeguards project performance rating. The detailed environmental safeguards compliance status should be provided in the semiannual environmental monitoring report.

GENDER ACTION PLAN MONITORING AND REPORTING FORMAT

Quarterly Progress Report of Gender Action Plan

Project Title:

Date of Updates:

Date of Submission:

Agency:

Gender Category:

Program Impact:

Program Outcome:

Whether there is a Gender Action Plan:

Is there a gender specialist: Yes/No

If not, how Gender Mainstream is supported:

Features of Gender Action Plan

Activities, Indicators, and Targets	Progress of reporting Quarter (.....-...)	Cumulative Progress	Qualitative aspects of accomplishing activities and comments/Explanation

Issues/ Challenges from the last report and proposed measures to address them:

Comments/remarks