



The Asia Foundation

LETTER OF GRANT

Project Task No: 32100.500.002
DUNS No. of Partner: 731569468

LOG-2018/1729
August 7, 2018

Hasibur Rahman
Executive Director
Management and Resources Development Initiative (MRDI)
8/19 Sir Syed Road (3rd Floor), Block-A, Mohammadpur
Dhaka-1207, Bangladesh

Dear Mr. Hasibur Rahman,

The Asia Foundation (the Foundation) is pleased to provide a grant of up to **BDT 10,715,215.00** to Management and Resources Development Initiative (the Grantee) for "Capable Media for Strong Democracy". The period of this grant is from **August 01, 2018 to April 30, 2019**.

This grant is made possible through the generous support of Department for International Development (DFID).

Program Description

It is the Foundation's understanding that the Grantee will undertake the activities described in the attached Program Description (Attachment VI). Any change in program activities requires prior discussion with the Foundation and its written approval.

Financial Terms & Budget

The Foundation's financial support will be in accordance with the budget attached to this agreement, which represents the maximum amount of the Foundation's financial commitment unless amended in writing. The Grantee is expected to administer the funds responsibly, using procedures that will provide for: a) effective control over all funds, property, and other assets received or purchased in connection with this grant; and b) maintenance of accurate, current and complete accounting records properly supported by source documents.

The cost breakdowns in the attached budget are considered to be estimates only. Funds provided under this grant are to be utilized on an actual expense basis and funds not used for approved expenditures made during the grant period must be returned. In order to provide flexibility in the implementation of this grant, funds may be transferred between summary budget line items in an amount not to exceed a ten percent (10%) increase or decrease in any one budget line item, without prior written approval from the Foundation. All other changes require the Foundation's written approval.

This grant is made subject to the availability of funds, meaning that if funds from the Foundation's funder are not available to the Foundation, this grant may be amended or

Handwritten signature and date:
07/08/2018

canceled. Upon written notice from the Foundation, the Grantee will immediately cease all activities under the grant and will return all unspent funds received to the Foundation, unless the Foundation agrees in writing to an alternative arrangement.

Reporting & Audit Requirements

The Grantee will submit narrative and financial reports to the Foundation and British High Commission as follows:

Reporting Period:

August 1-September 30, 2018

October 1- December 31, 2018

January 1-March 31, 2019

Due Date:

October 15, 2018

January 15, 2019

April 15, 2019

FINAL REPORT: April 1-30, 2019

May 15, 2019

Narrative reports should be frank, descriptive and presented in a manner that will be useful to the Foundation's current program evaluation and future program planning. These reports should include a candid assessment of the nature and quality of the activities funded under this grant, address any problems or constraints that affected the development or conduct of the program, and if appropriate, provide recommendations for future actions (BHC Reporting Format-Attachment VIII).

Financial Reports should be prepared on the Foundation's TAF-209 form (Attachment VII). Any additional supporting documents required, as noted on the TAF-209, must be provided.

Audits: All expenditures are subject to audit by the Foundation and its funder, and the Grantee agrees to make prompt repayment of any amount which was not spent according to the terms and conditions of this agreement as determined by the Foundation or its funder, or their auditors. Financial records must be maintained until the audit period end date, which for this agreement is seven (7) years from the end date in this Letter of Grant.

Payment

Program advances up to 95% of the approved budget can be provided in installments to cover the grantee's disbursement needs. The remaining 5% will be paid after completion of all program activities and receipt and approval of the final financial and narrative reports.

The first installment in the amount of **BDT 2,400,000.00** will be paid following the signature of this Letter of Grant by both the Foundation and the Grantee. Subsequent installments will be made on a quarterly basis, as required, based on assessment of expenditures for the previous quarter, estimated expenditures for the upcoming quarter, and cash in hand.

A final installment of up to 5% of the total grant amount **BDT 535,761.00** will be paid after completion of all program activities and receipt and approval of the final financial and narrative reports.

Grant Documents

The following documents constitute the complete understanding between the Grantee and the Foundation for this grant, and take precedence in the following order:

- A. This letter
- B. Special Terms & Conditions, Attachment I

- C. General Terms & Conditions, Attachment II
- D. The Asia Foundation Child Protection Code of Conduct, Attachment III
- E. The Asia Foundation Child Protection Code of Conduct Certification, Attachment IV
- F. Budget, Attachment V
- G. Program Description (Project Proposal), Attachment VI
- H. TAF-209 Form (Financial Reporting), Attachment VII
- I. BHC Reporting Format, Attachment VIII

All reporting and correspondence related to this Letter of Grant must be sent to all of the following individuals:

The Asia Foundation:

- Mr. Nazrul Islam, Senior Director (nazrul.islam@asiafoundation.org)
- Ms. Jakia Khanam, Grants Officer (jakia.khanam@asiafoundation.org)

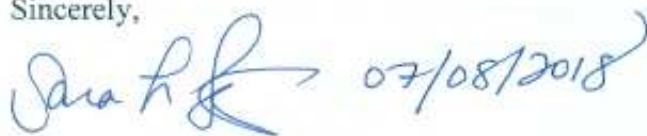
The British High Commission:

- Ms. Shamaila Mahbub; Program Manager-Political Section
(shamaila.mahbub@fco.gov.uk)

It is customary for the Foundation to set down the terms of its assistance in a Letter of Grant. If this letter meets with your understanding and approval, please sign, date the enclosed two copies of this letter. Return one copy to us and keep the other for your own files.


On behalf of The Asia Foundation, I would like to extend our best wishes to Management and Resources Development Initiative (MRDI) for the successful implementation of this program. We look forward to working with you.

Sincerely,



Sara L. Taylor
Country Representative

Certification & Agreement: I certify that I am a legally-authorized representative of Management and Resources Development Initiative (MRDI) with authority to sign on its behalf. I have read and understand the contents of this Letter of Grant and agree to comply with its terms.

Agreed: 
Hasibur Rahman, Executive Director
Management and Resources Development (MRDI)

Date: 14/08/2018

ATTACHMENT I -- Special Terms & Conditions

Non-Partisan Conduct

All local partner organizations that receive funding from The Asia Foundation are expected to maintain strict standards of non-partisan conduct in their work. This requirement applies to **Management and Resources Development Initiative** in its institutional capacity and to all individuals involved in the implementation of project activities, whether on the basis of professional compensation or in a voluntary capacity. Should any credible allegations of partisan conduct be raised in connection with **Management and Resources Development Initiative's** role in implementing the project, the Foundation will undertake an inquiry and reserves the right to suspend or cancel this letter of grant if the inquiry concludes that a breach of non-partisan standards has occurred.

Child Protection Code of Conduct

Employees and trustees of **Management and Resources Development Initiative**, as well as individual consultants and subgrantees working with The Asia Foundation's funded activity should comply with the Code of Conduct related to child protection, The Asia Foundation Child Protection Code of Conduct, Attachment III.

The Recipient must keep a register of individuals who have signed the commitment to abide by the Code of Conduct and must ensure they comply with the relevant child protection standards.

If the Recipient has existing Code of Conduct in their child protection policy, it should provide a certification that they have an existing Code of Conduct with the same standards of the Foundation's (The Asia Foundation Child Protection Code of Conduct Certification, Attachment IV).

Attachment II- The Asia Foundation- General Terms & Conditions

The following capitalized terms are used in the General Terms & Conditions (GTCs) as defined below:

Agreement: the funding agreement between the Foundation and the Grantee to which these GTCs are attached.

Foundation: The Asia Foundation

Funder: The Asia Foundation's funder and ultimate source of the money being provided to the Grantee.

Grantee or Subrecipient: the organization receiving the subgrant from The Asia Foundation.

The GTCs are attached to and are an integral part of the Agreement with the Grantee. Furthermore, the Grantee must include the GTCs requirements in all subawards that it makes under the Agreement.

ALLOWABLE COSTS

The Grantee will be reimbursed for all actual costs incurred in carrying out the Agreement which are determined by the Foundation to be reasonable, allocable, and allowable, but limited to the total amount specified in the Agreement and the terms of the approved budget. Brief definitions of reasonable, allocable, and allowable costs are provided below.

Reasonable costs mean those costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business.

Allocable costs mean those costs which are incurred specifically for, or are directly attributable, to the Agreement.

Allowable costs mean those costs which conform to the terms of the Agreement.

Certain costs will never be allowed; these include the cost of alcoholic beverages, entertainment, and gifts. Before incurring a questionable or unusual cost, the Grantee should obtain the Foundation's written

decision whether the cost will be allowable. The Grantee may obtain the Foundation's written determination on whether specific costs not clearly addressed in this provision are allowable or allocable. The Foundation reserves the right to make a final determination on the allowability of costs.

No funds will be paid for profit or fee to the Grantee under this award.

ACCOUNTING, AUDIT, & RECORDS

To verify charges to the Agreement, the Grantee must keep all financial records and supporting documentation related to the Agreement in accordance with generally accepted accounting principles prescribed by Bangladesh, or the International Accounting Standards Board (a subsidiary of the International Financial Reporting Standards Foundation). Accounting records and supporting documentation must, at a minimum, show all costs incurred and receipt and use of goods and services acquired in carrying out the Agreement. Grantee's records about the Agreement may be audited by the Foundation, or its funder, and/or their agents at any time up until the audit period end date noted in the Agreement.

Grantees who subgrant Foundation funds to other organizations or individuals to carry out Foundation programs and activities are responsible for monitoring their sub-Grantee's programs and activities, as well as their financial records and supporting documentation and their sub-Grantees are subject to the same audit requirements to which the Grantee is subjected.

Organizations that meet the funder's audit threshold must have the required audit in accordance to the audit guidelines provided by the funder and must give the audit report to the Foundation within 30 days of its completion.

PAYMENTS, ADVANCES, & REFUNDS

Payments will be disbursed to the Grantee per the schedule stated in the Agreement. The Foundation reserves the right to modify the payment schedule should the Grantee financial reports show that there are delays or under-spending of advanced funds.

The Grantee is not required to maintain separate bank accounts for Foundation funds, unless otherwise required. However, when advances are authorized by this award, the Grantee must deposit such funds in a reputable bank and be able to account for the receipt and expenditure of funds and interest earned on the advances provided.

The Grantee must deposit all cash advances received from the Foundation in a separate interest-bearing bank account, and make all payments for goods and services from this account, unless:

- a) the best reasonably available interest-bearing account would not be expected to earn more than US\$250 per year in interest on advanced funds; or
- b) the deposit would require an average or minimum balance so high that it would not be practical to maintain the advance in an interest-bearing account.

Interest earned on advances must be returned to the Foundation unless stated otherwise in the Agreement document.

Expenditures of advanced funds must be reported to the Foundation on the form TAF-209 (Grantee Financial Report and Certification) per the report schedule stated in the Agreement document. Following the initial payment, subsequent advances are contingent on the satisfactory submission of required financial reports and acceptable supporting documentation. Payment transfers will be delayed if the submission of financial reports and supporting documents is late.

At the time the Agreement expires or is terminated, any funds the Foundation has advanced to the Grantee that the Grantee has not spent or obligated in legally binding transactions under the Agreement must immediately be returned to the Foundation.

The Foundation reserves the right to require refunds by the Grantee of any amount which the Grantee did not spend according to the terms and conditions of the Agreement

document. If a final financial review or audit has not been performed before the Agreement closes, the Foundation still retains the right to any refund which may result from its financial review or audit or that of its funder.

AWARD AMENDMENT AND REVISION OF AGREEMENT BUDGET

The Agreement document may be amended only by a written amending agreement document prepared by the Foundation and signed by an official of the Grantee.

The approved budget in the Agreement document is the financial expression of the Grantee's program as approved during the negotiation process.

The Grantee is required to report deviations from budget and program plans, and request prior written approvals from the Foundation for any of the following reasons:

- a) to change the scope or the objectives of the project and/or revise the funding allocated among project objectives or budget line items;
- b) to request an extension or change the expected date of completion;
- c) when additional funding is needed;
- d) Transfer funds from the indirect cost line item to absorb increases in direct costs, or vice versa;
- e) when the Grantee intends to subaward any of the work under the Agreement, and such subawards were not included in the approved Agreement budget.
- f) To transfer funds among direct cost categories listed in the award budget that exceeds 10% increase or decrease in any budget line item.

Failure by the Grantee to obtain the approvals required above, or elsewhere in this award, may result in disallowing such costs. The Foundation is under no obligation to reimburse the Grantee for costs incurred in excess of

approved budgetary line items.

PROCUREMENT OF GOODS & SERVICES

The Grantee may use its own procurement policies and practices for the procurement of goods and services under the Agreement, provided they conform to the requirements listed below:

- a) Procurement Policies and Procedures. The Grantee must maintain and conduct all of its procurements according to written policies and procedures for the administration of awards and ensure that the price is fair and reasonable for all procurements. The Grantee may designate a reasonable micro-purchase threshold (e.g., \$2,500) under which more simplified acquisition procedures may apply. The Grantee's procurement procedures must provide, at a minimum:

- (1) Procurements above the Grantee's micro-purchase threshold must be conducted in a manner to provide fair and unbiased competition, including the following:
 - (i) All responsible sources are permitted to compete in an equal manner.
 - (ii) Purchase requests must clearly establish all requirements that the bidder or offeror must fulfill in order to be evaluated by the Grantee.
 - (iii) Contracts must be made to the offeror whose offer is responsive to the purchase request and has the most advantageous price, quality, and other factors.
- (2) Where appropriate, the Grantee must determine the most economical and practical means by which to accomplish program objectives, including the necessity of the commodities or

services, lease or purchase options, and reasonableness of costs.

- (3) The Grantee must maintain a system for contract administration to ensure that goods and services are provided in accordance with the terms, conditions, and specifications of the contract, including full and timely delivery and performance.
- (4) Conflicts of Interest. The Grantee must avoid conflicts of interest, including bias and unfair competitive advantage. The Grantee's standards of conduct must provide for disciplinary actions for violations of such standards by officers, employees, or agents of the Grantee.
 - (i) Bias. The Grantee must ensure that competitions are not biased in favor of one offeror over another. For instance, the Grantee, an employee, officer or agent of the Grantee, or any member of an employee's immediate family must not receive an award or have a financial or other interest in the individual or firm selected for an award. The officers, employees, and agents of the Grantee must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subagreements. In addition, a contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals must be excluded from competing for such procurements.
 - (ii) Unfair Competitive Advantage. The Grantee must

ensure that no potential contractor has unequal access to information that may provide that contractor an unfair competitive advantage. For instance, a potential contractor who has received procurement sensitive information, such as others' offered prices that are not available to all competitors must be excluded from the competition.

- (5) The Grantee must retain all procurement records related to this award in accordance with the provisions on "Accounting, Audit and Records," and make such records available to the Foundation upon request. In addition, for awards above the Grantee's micro-purchase threshold, the Grantee must also retain the following written documentation:
 - (i) Basis for contractor selection;
 - (ii) Justification for lack of competition when competitive bids or offers are not obtained; and
 - (iii) Basis for award cost or price.
- (6) The type of procurement instruments used (for example, fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts) must be appropriate for the particular procurement and for promoting the best interest of the program or project. The Grantee must not use a "cost-plus-a-percentage-of-cost," "percentage of construction cost," or any other method that provides for a fee payable as a percentage of costs incurred, because such arrangements

encourage the contractor to increase costs to increase its fee.

- b) For contracts under this award, the Grantee must include all provisions required by this award to be included in contracts, any other provisions necessary to define a sound and complete contract, and the provision that allow for administrative, contractual, or legal remedies if a contractor violates the contract terms.

TITLE TO & USE OF EQUIPMENT

- a) Title to all Property financed under this award vests in the Grantee upon acquisition unless otherwise specified in this award.
- b) Property means equipment, supplies, real property, and intangible property, each defined individually below, financed under this award or furnished by the Foundation:
 - (1) Equipment means tangible nonexpendable personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit. However, consistent with the Grantee's own policy or donor requirements, lower limits may be established.
 - (2) Supplies means tangible personal property excluding equipment.
 - (3) Real Property means land, including land improvements, structures and appurtenances, including permanent fixtures.
 - (4) Intangible Property includes, but is not limited to, intellectual property, such as trademarks, copyrights, patents and patent applications, and debt instruments, such as bonds, mortgages, leases or other agreements between a lender and a borrower.

- c) With respect to equipment, the Grantee agrees to report such items to the Foundation as they are acquired and to maintain a control system which will permit their ready identification and location.
- d) The Grantee agrees to use and maintain all property for the purposes of the Agreement according to the following procedures:
- (1) The Grantee must use the Property for the program for which it was acquired during the period of this award, and must not provide any third party a legal or financial interest in the property (e.g., through a mortgage, lien, or lease) without approval of the Foundation.
 - (2) When the property is no longer needed for the original program for which it was acquired, the Grantee must use the equipment for its other activities, in the following order of priority:
 - i) Activities sponsored by the Funder, then
 - ii) Activities sponsored by the Funder's government, then
 - iii) Activities sponsored by the Foundation.
- e) The Grantee must maintain the Property in good condition, have management procedures to protect the Property, and maintain an accurate inventory of all Property. The Grantee's management standards for equipment must include the following:
- (1) Records must include accurately description of the Property, including serial number, model number or other identification number, acquisition date and cost, location and condition, and ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value if the Grantee compensated the Foundation for the equipment.
 - (2) A physical inventory of equipment must be taken least once every two years (or as required by agreement from funder) to verify the current use and condition of the equipment.
 - (3) A control system must be in place to insure adequate safeguards to prevent loss, damage, or theft of the equipment. The Grantee must, at a minimum, provide the same insurance coverage that it provides for equipment purchased with its own funds. The Grantee may be liable where insurance is not sufficient to cover losses or damage. Any loss, damage, or theft must be investigated and fully documented, and the Grantee must promptly notify the Foundation.
- f) Where the Grantee is authorized or required to sell the equipment, proper sales procedures must be established. Procedures must be competitive and result in the highest possible selling price
- g) When replacing the equipment, the Grantee may use the equipment being replaced as trade-in, or, with the approval of the Foundation, the Grantee may sell the equipment and use the proceeds to offset the costs of the replacement equipment.
- h) Within 30 calendar days after the end of the Agreement, the Grantee will provide a list to the Foundation of each item that has current fair market value of US\$5,000¹ or more with a detailed proposal of what the Grantee intends to do with that equipment. If the Foundation does not respond within 60 calendar days, the Grantee may dispose of the equipment. However, if the Grantee uses the equipment for purposes other than those of the Agreement or sells or leases the equipment, the Foundation must be reimbursed for its share of the equipment.

¹ Or lower as established in the Grantee own policy or donor requirements.

This share is based upon the percentage of the Foundation's contribution to the Grantee's program. If the Foundation paid 100% of the Grantee's costs, then the Foundation would receive 100% of the selling cost less a nominal selling fee of US\$100 or 10%, whichever is less.

NOTICES

Any notices given by the Foundation or by the Grantee must be given in writing and either delivered in person or mailed to the Foundation or to the Grantee address used in the Agreement document.

AWARD TERMINATION & SUSPENSION

a) Either party could initiate termination in whole or in part at any time by giving proper notice to another party.

b) If Grantee should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if Grantee should fail to make prompt payment to for material or labor, or otherwise is guilty of a violation on any provision of this Agreement, then TAF, without prejudice to any of the other rights or remedies expressly provided by law, may cancel this Agreement, or any part hereof, by written notice to Grantee and shall have the right thereafter to take possession of all materials, equipment and the like, the cost of which has been reimbursed by TAF to Grantee, in such cases of termination, TAF shall be relieved of all further obligations hereunder. In the event that TAF incurs any additional costs as a result of the default by Grantee, TAF shall have the right to hold Grantee accountable for any such additional costs or damages incurred by TAF.

c) If either party shall be adjudged bankrupt, or become insolvent or file for voluntary bankruptcy or be subjected to involuntary bankruptcy proceedings, or enter receivership proceedings, or make an assignment for the benefit of creditors, then the other party, without prejudice to any of the other rights or remedies expressly

provided by law, may cancel this Agreement, or any part hereof, by written notice to the bankrupt party and shall have the right there to retain possession of all materials, equipment and the like, the cost of which has not been reimbursed by the bankrupt party to the other party. In such cases of termination, the other party shall be relieved of all further obligations hereunder.

d) TAF reserves the right, at any time, in its own best interest or at the direction of any client, DONOR or ultimate customer, and without liability may, upon written notice to Grantee, terminate this Agreement in whole or in part, at any time, whether or not Grantee is in default of any of its obligations hereunder. Upon such termination, Grantee agrees to waive any claim for damages, including loss of anticipated profits on account hereof. However, TAF agrees that Grantee shall be paid an amount which when added to all installments previously paid will equal the sum of all costs properly incurred up to the date of cancellation, and any reasonable cost incurred as a result of such termination as agreed to between TAF and Grantee. In no event shall such payments be greater than the original Agreement price or authorized funding, whichever is less.

e) If the termination is based on non-compliance, note
that the termination decision may be considered in selection for future awards.

PREVENTING TERRORIST FINANCING & ILLEGAL ACTIVITIES

The Grantee certifies that it does not transact with or provide resources or support to, individuals or organizations associated with terrorism, and that it does not engage in or support illegal activities, including drug trafficking.

MARKING AND PUBLIC COMMUNICATIONS

The Grantee agrees to cooperate with the Foundation in the application of any trademarks and other brand markings required by the Foundation and the Funder.

The Foundation and the Funder must be prominently acknowledged in all publications, videos, or other information/media products funded through the Agreement, and the product must state that the views expressed by the author(s) do not necessarily reflect those of the Foundation or the Funder. The content and the placement of all acknowledgements must be coordinated with and approved by the Foundation in advance.

NON-LIABILITY

Neither the Foundation nor the Funder assumes any liability for any claims for damages arising from the Agreement.

DISPUTES AND APPEALS

Any dispute under the Agreement will be decided by the Foundation Program Officer; the Program Officer will give the Grantee a written copy of the decision. Decisions of the Program Officer will be final unless the Grantee appeals the decision to the Foundation's Representative within 30 days. The appeal must be in writing and a copy must be sent to the Program Officer at the same time. To facilitate review by the Representative, the Grantee will be given an opportunity to submit written evidence in support of the appeal, but no hearing will be held. The decision of the Representative will be final.

Notwithstanding any other term of this award, the Grantee has no right to submit claims against the Foundation and the Foundation assumes no liability for any third party claims against the Grantee.

NONDISCRIMINATION

The Grantee commits that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, disability, or sex under any program or activity funded by this award including in their workplaces.

DISABILITY POLICY - ASSISTANCE

The Grantee agrees not to discriminate against people with physical or mental disabilities in the implementation of this project; and further agrees, to the extent practical and consistent

with purposes of the Agreement, to include them as direct or indirect beneficiaries of the project.

CHILD SAFEGUARDING

a) Because the activities to be funded under this award may involve children, or personnel engaged in the implementation of the award may come into contact with children, these activities could raise the risk of child abuse, exploitation, or neglect within TAF-funded programs. The organization agrees to abide by the following child safeguarding core principles:

- (1) Ensure compliance with host country and local child welfare and protection legislation or international standards; whichever gives greater protection, and with U.S. law where applicable;
- (2) Prohibit all personnel from engaging in child abuse, exploitation, or neglect;
- (3) Consider child safeguarding in project planning and implementation to determine potential risks to children that are associated with project activities and operations;
- (4) Apply measures to reduce the risk of child abuse, exploitation, or neglect, including, but not limited to, limiting unsupervised interactions with children; prohibiting exposure to pornography; and complying with applicable laws, regulations, or customs regarding the photographing, filming, or other image-generating activities of children;
- (5) Promote child-safe screening procedures for personnel, particularly personnel whose work brings them in direct contact with children; and
- (6) Have a procedure for ensuring that personnel and others recognize child abuse, exploitation, or neglect; mandating that personnel and others report allegations; investigating and managing allegations; and taking appropriate action in response to such allegations, including, but not limited to, dismissal of personnel.

b) The organization must also include in their code of conduct for all personnel implementing TAF-funded activities the child safeguarding principles in this section.

c) The recipient must insert the above provisions in its sub-awards under this grant.

TRAFFICKING IN PERSONS

a) The recipient or its employees, labor recruiters, brokers or other agents, shall not:

- (1) Destroy, conceal, confiscate, or otherwise deny access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
- (2) Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work;
- (3) Use recruiters that do not comply with local labor laws of the country in which the recruiting takes place;
- (4) Charge employees recruitment fees;
- (5) Fail to provide return transportation or pay for the cost of return transportation upon the end of employment, where employees are recruited from another country;
- (6) Provide or arrange housing that fails to meet the host country housing and safety standards;
- (7) If required by law, fail to provide an employment contract, recruitment agreement, or other required work document in writing.

b) In the event of a violation of the above provision, the Foundation is authorized to terminate this award, without penalty, and is also authorized to pursue any other remedial actions as appropriate.

c) This provision must be inserted in all subawards under this agreement.

PROGRAM INCOME

The Grantee must account for program income earned under the Agreement. Unless notified to the contrary by the Foundation, program income earned during the Agreement period will be retained by the Grantee and used for the project.

Program income earned but not expended during the project period will be reported to the Foundation at the end of the period, and the Grantee agrees to use it, or return it, as directed by the Foundation.

The Grantee has no obligation to the Foundation regarding program income earned after the end of the project period.

SUBAWARDS

All subawards must be approved in advance by the Foundation.

- a) Subaward means an award provided by the grantee to a subrecipient for the subrecipient to carry out part of a program activities awarded to the grantee. It does not include payments to a vendor/contractor or payments to an individual that is a beneficiary of the program. A subaward may be provided through any form of legal agreement, including an agreement that the grantee may considers a contract.
- b) The grantee remains responsible for the work that is subawarded, and therefore, the grantee must comply with the following:
- c) Subawards must be given only to responsible organizations who have the ability to perform successfully under the terms of the proposed agreement. Consideration must be given to such matters as integrity, past performance, financial and

technical experience.

- d) Subaward agreements must, at a minimum, contain provisions which define a sound and complete agreement, as well as all provisions that are required by the Agreement and the attached terms and conditions.

INDIRECT COSTS – CHARGED AS A FIXED AMOUNT

- a) The Grantee will be paid a fixed amount to cover indirect costs, as provided below. Indirect costs are common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses. In determining the fixed amount, these costs must be prorated equitably and consistently across all programs and activities of the Grantee using a base that measures the benefits of that particular cost to each program or activity to which the cost applies. The bases must be established in accordance with reasonable criteria, and be supported by current data. Indirect costs must then be charged to the programs they benefit.
- b) The fixed amount for indirect costs and a schedule for payments must be incorporated into the award budget. This award must specify the categories of costs, as described in paragraph a., that are covered by the fixed amount, and the Grantee must not charge such costs separately as direct costs. Any deviations must be approved, in advance and in writing by the Foundation.
- c) The Grantee will not be reimbursed in excess of the negotiated fixed amount for indirect costs, as authorized in this award. Similarly, where the actual costs are less than the agreed fixed amount for indirect costs included in the award budget, the Grantee will not be liable to return the

difference to the Foundation. However, if the total costs, including direct costs and the indirect costs described in a., supported through this award change significantly (that is, by 20 percent or more in the aggregate), the Foundation reserves the right to adjust the fixed amount for indirect costs to equitably charge the indirect costs that benefit this award.

Attachment-III-The Asia Foundation' Child Protection Code of Conduct

I, Hasibur Rahman, Executive Director, Management and Resources Development Initiative (MRDI), acknowledge that I have read, understood, and will comply with The Asia Foundation Code of Conduct, and agree that in the course of my work or association with The Asia Foundation (TAF) program, I must:

TAF funded partners undertaking business on behalf of TAF that involves working or contact with children are expected to adhere to the following behaviors while they are performing those duties:

- treat all children with respect
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services
- wherever possible, ensure that another adult is present when working near children
- not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labor: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- comply with all relevant American and local legislation, including labor laws in relation to child labor
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with TAF
- be aware of behavior and avoid actions or behaviors that could be perceived by others as child exploitation and abuse.

These behaviors are not intended to interfere with normal family interactions.

When photographing, or filming a child or using children's images for work-related purposes, I will:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

Signed:



Hasibur Rahman, Executive Director

Management and Resources Development Initiative (MRDI)

Date: 14/08/2018

Attachment IV -The Asia Foundation Child Protection Code of Conduct Certification

CERTIFICATION

This is to certify that **Management and Resources Development Initiative (MRDI)** has its own Child Protection Code of Conduct with the same standards as that of the Foundation's.

This certification satisfies the requirements for all individuals working for, or on behalf of the Foundation to sign a statement that they will adhere to the Foundation's Child Protection Code of Conduct.

Given this 14th day of August 2018

Signed:



Hasibur Rahman, Executive Director

Management and Resources Development Initiative (MRDI)

Date: 14/08/2018

List of individual personnel working for and on behalf of TAF:

Name	Position	Contract Information
1. Hasibur Rahman	Team leader (partial)	01819 200 500
2. Md. Rahmatul Alam	Programme Coordinator	01819 095 001
3. Hamidul Islam	Head of Media Monitoring	01718 670 604
4. To be Appointed	Programme officer	

Attachment V- Budget

MRDI PROPOSED BUDGET
Capable Media for Strong Democracy

Activity 1- Content Development

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Content Development team leader (1 person x 5 days)	Per day	66	5	£329	£329	£0	£0	£329
Venue, Scone & equipment (MRDI Conference Room)(1 meeting)	Per meeting	70	1	£70	£70	£0	£0	£70
Expert honorarium at national level (4 Persons)	Per person	44	4	£175	£175	£0	£0	£175
Expert honorarium at local level (2 Persons)	Per person	44	2	£88	£88	£0	£0	£88
Travel, accommodation & per diem for local expert (lumpsum) (2 Persons)	Per person	61	2	£123	£123	£0	£0	£123
Food & refreshment for Meeting (10 Persons)	Per person	3	10	£26	£26	£0	£0	£26
Information Kit (10 Sets)	Per set	1	10	£9	£9	£0	£0	£9
Sub-Total				£820	£820	£0	£0	£820

Activity 2- In-house Training on Election Reporting**Activity 2.1- In-house Training on Election Reporting at National Level (9 Trainings)**

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Fee for Course Facilitator (1 persons x 2 days X 9 Trainings)	Per day	88	18	£1,579	£702	£877	£0	£1,579
Fee for Resource persons (6 sessions X 9 Trainings)	Per session	44	54	£2,368	£1,053	£1,315	£0	£2,368
Venue & Sound (2 days X 9 Trainings)(Average)	Per day	66	18	£1,188	£526	£662	£0	£1,188
Information kit (Jute bag, writing pad, pen, The representation of the people order (RPO), & information material)(25 Set X 9 Trainings)	Per sets	7	225	£1,579	£702	£877	£0	£1,579
Food for participants (Tea & lunch for participant, expert and MRDI and media house team)(30 persons x 2 daysX 9 Trainings)	Per person	8	540	£4,263	£1,895	£2,368	£0	£4,263
Conveyance & incidental expense for national level participants (8 persons x 2 days X 9 Trainings)	Per person	13	144	£1,895	£842	£1,053	£0	£1,895
Travel, accommodation & per diem for the correspondent (lumpsum)(12 persons x 3 daysX 9 Trainings)	Per person	26	324	£8,526	£3,789	£4,737	£0	£8,526
Digital Banner (1 Banner X 9 Trainings)	Per unit	22	9	£197	£88	£110	£0	£197
Certificate for participants (9 Trainings)	Per Package	48	9	£434	£193	£241	£0	£434
Equipment rental (Laptop & multimedia) (2 days x 9 Trainings)	Per person	53	18	£947	£421	£526	£0	£947
Sub-Total				£22,974	£10,211	£12,763	£0	£22,974

Activity 2.2- In-house Training on Election Reporting at local level (1 Trainings)

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Fee for Course Facilitator (1 persons x 2 days)	Per day	132	2	£263	£0	£263	£0	£263
Fee for Resource persons (3 sessions x 2 days)	Per session	66	6	£395	£0	£395	£0	£395
Venue & Sound (2 days)	Per day	132	2	£263	£0	£263	£0	£263
Information kit (Jute bag, writing pad, pen, The representation of the people order (RPO), & information material)	Per sets	7	25	£175	£0	£175	£0	£175
Food for participants (Tea & lunch for participants and media house team) (30 persons x 2days)	Per person	7	60	£421	£0	£421	£0	£421
Conveyance & incidental expenses for participants from venue town (5 persons x 2days)	Per person	9	10	£88	£0	£88	£0	£88
Travel, accommodation & per diem for the correspondent (lumpsum)(15 persons x 3days)	Per day	18	45	£789	£0	£789	£0	£789

Digital Banner	Per unit	22	1	£22	£0	£22	£0	£22
Certificate for participants	Per Package	48	1	£48	£0	£48	£0	£48
Transportation for Programme team & resource persons (Vehicle Rent+Fuel+driver allowance+oil) (2 vehicles x 3 days)	Per day	70	6	£421	£0	£421	£0	£421
Accommodation for Programme team, resource persons & course facilitator (7 persons x 2 nights)	Per night	18	14	£246	£0	£246	£0	£246
Daily allowance for Programme team & resource persons (7 persons x 3 days)	Per day	13	21	£276	£0	£276	£0	£276
Equipment rental (Laptop & multimedia) (2 days)	Per day	53	2	£106	£0	£106	£0	£106
Sub-Total				£3,513	£0	£3,513	£0	£3,513

Activity 3- Divisional Level Journalist Training and CSO-Media Interaction Meetings (6 Programme)

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Fee for Course Facilitator (1 persons x 2 days x 6 Trainings)	Per day	132	12	£1,579	£789	£789	£0	£1,579
Fee for Resource persons & Moderator (3 sessions x 2 days x 6 Trainings)	Per session	66	36	£2,368	£1,184	£1,184	£0	£2,368
Venue & Sound (2days x 6 Trainings)	Per day	132	12	£1,579	£789	£789	£0	£1,579
Information kit (Jute bag, writing pad, pen, The representation of the people order (RPO), & information material) for journalists and CSOs (40 sets X 6 Trainings)	Per sets	7	240	£1,684	£842	£842	£0	£1,684
Food for participants and MRDI coordinator and local team (Tea & lunch)(30 persons x 2 days +10 persons x 1 day x 6 Trainings)	Per person	7	420	£2,947	£1,474	£1,474	£0	£2,947
Conveyance & incidental expenses for 10 Journalists + 5 CSO participants from venue town (10 persons x 2 day + 5 persons x 1 day x 6 Trainings)	Per person	9	150	£1,316	£658	£658	£0	£1,316
Travel, accommodation & per diem for 15 Journalists + 5 CSO participants (lumpsum)(15 persons x 3 days +5 persons x 2 daysx 6 Trainings)	Per person	18	330	£5,789	£2,895	£2,895	£0	£5,789
Digital Banner (6 Trainings)	Per unit	22	6	£132	£66	£66	£0	£132
Certificate for participants (6 Trainings)	Per Package	48	6	£288	£145	£145	£0	£289
Fee for Local Coordinator (1 person x 10 daysx 6 Trainings)	Per day	9	60	£526	£263	£263	£0	£526
Conveyance and communication for local coordinator (6 Trainings)	Per training	26	6	£156	£79	£79	£0	£156
Transportation for Programme team & resource persons and course facilitator (Vehicle Rent+Fuel+driver allowance+oil) (2 vehicles x 3 days x 6 Trainings)	Per day	70	36	£2,526	£1,263	£1,263	£0	£2,526
Accommodation for Programme team, resource persons & course facilitator (7 persons x 2 nights x 6 Trainings)	Per night	18	84	£1,474	£737	£737	£0	£1,474
Daily allowance for Programme team & resource persons(7 persons x 3 days x 6 Trainings)	Per day	13	126	£1,658	£829	£829	£0	£1,658
Sub-Total				£24,026	£12,013	£12,013	£0	£24,026

Activity 4- Residential Training of Election Commission Beat Reporters**Activity 4.1- 3 Days Residential Training of Election Commission Beat Reporters**

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Fee for Course Facilitator (1 persons x 3 days)	Per day	132	3	£396	£0	£396	£0	£396
Fee for Resource persons (4 sessions x 3 days)	Per session	66	12	£789	£0	£789	£0	£789
Venue & Sound (Hope foundation Training Centre) (3days)	Per day	175	3	£526	£0	£526	£0	£526
Information kit (Jute bag, writing pad, pen, The representation of the people order (RPO), & information material)	Per sets	7	26	£175	£0	£175	£0	£175
Food for participants and MRDI team and expert (Tea & lunch) (30 persons x 3 days)	Per person	14	90	£1,263	£0	£1,263	£0	£1,263
Accommodation for participants, experts and MRDI team (27 room persons x 3 days)	Per room	18	81	£1,439	£0	£1,439	£0	£1,439
Conveyance and incidental expenses for participants (20 persons x 3 days)	Per person	13	60	£789	£0	£789	£0	£789
Digital Banner	Per unit	26	1	£26	£0	£26	£0	£26
Certificate for participants	Per Package	48	1	£48	£0	£48	£0	£48

Transportation for Programme team, resource persons & course facilitators (Vehicle Rent+Fuel+driver allowance+tol) (2 vehicle x 3 days)	Per day	53	6	£318	£0	£318	£0	£318
Transportation for participants (Vehicle Rent+Fuel+driver allowance+tol) 4 vehicles x 2 times for pick & drop	Per day	53	8	£421	£0	£421	£0	£421
Laptop for participants in class room (Use 5 laptops x 3 days)	Per day	14	15	£207	£0	£207	£0	£207
Stationery in Programme venue	Per Training	44	1	£44	£0	£44	£0	£44
Miscellaneous Expenses in Programme venue	Per Training	44	1	£44	£0	£44	£0	£44
Sub-Total				£6,484	£0	£6,484	£0	£6,484

Activity 4.2- Study Circle for Election Commission Best Reporters (2 study circles)

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Fee for Resource persons (1 session x 1 person x 2 Study Circle)	Per event	44	2	£88	£0	£0	£88	£88
Conveyance for participants (20 person x 2 Study Circle)	Per person	9	40	£361	£0	£0	£361	£361
Information kit (writing pad, pen & information material) (22 sets x 2 Study Circle)	Per Set	1	44	£39	£0	£0	£39	£39
Venue, Sound & equipment (MRDI Conference Room) (2 Meetings)	Per event	70	2	£140	£0	£0	£140	£140
Food & refreshment for Meeting (25 persons X 2 meetings)	Per person	3	50	£132	£0	£0	£132	£132
Sub-Total				£749	£0	£0	£749	£749

Activity 5- A Hand Book with Code of Ethics on Election Reporting**Activity 5.1- Media Content analysis**

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Honorarium for Lead Expert (1 person x 30 days)	Per day	88	30	£2,632	£2,632	£0	£0	£2,632
Media Monitoring officer TV & print (2 persons x 3 months)	Per month	219	6	£1,316	£1,316	£0	£0	£1,316
Data Analyst (2 persons x 2 months)	Per month	219	4	£877	£877	£0	£0	£877
Print Media Archive Charges (90 days x 6 print media)	Per day	0.3	540	£166	£166	£0	£0	£166
TV Media Archive Charges (4 TV Media x 90 days)	Per day	1	360	£316	£316	£0	£0	£316
Monitoring accessories for monitoring setup	Per Activity	219	1	£219	£219	£0	£0	£219
Sub-Total				£5,525	£5,525	£0	£0	£5,525

Activity 5.2- Draft Sharing Meeting

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Honorarium for Moderator (1 person X 1 day)	Per person	132	1	£132	£0	£132	£0	£132
Venue & Sound	Per day	303	1	£303	£0	£303	£0	£303
Information kit (Jute bag, writing pad, pen & information material) (15 sets)	Per set	4	15	£66	£0	£66	£0	£66
Food for participants & MRDI staffs (Tea & lunch)	Per person	9	15	£132	£0	£132	£0	£132
Time cost for media gatekeepers & election experts (10 persons X 1days)	Per person	44	10	£439	£0	£439	£0	£439
Digital Banner	Per unit	26	1	£26	£0	£26	£0	£26
Equipment rental (Laptop & multimedia)	Per day	53	1	£53	£0	£53	£0	£53
Sub-Total				£1,149	£0	£1,149	£0	£1,149

Activity 5.3-Publication

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Publication of the hand Book with code of ethics (300 Copies)	Per publication	4	300	£1,053	£0	£1,053	£0	£1,053
Distribution of Publication (200 Copies)	Per unit	0.44	200	£88	£0	£88	£0	£88
Sub-Total				£1,140	£0	£1,140	£0	£1,140

Activity 6- Depict picture of Election in media's perspective**Activity 6.1- Media Monitoring**

Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL
Honorarium for Lead Expert (1 person x 15 days x 6 months)	Per day	44	90	£2,632	£877	£877	£877	£2,632
Media Monitoring officer TV & Print (2 persons x 6 months)	Per month	219	12	£2,632	£877	£877	£877	£2,632
Data Analyst (1 person x 6 months)	Per month	219	6	£1,316	£439	£439	£439	£1,316
Newspaper subscription (30 days x 6 newspapers x 6 months)	Per day	0.1	1,080	£114	£38	£38	£38	£114
TV news clip charge (30 days x 4 televisions x 6 months)	Per day	1	720	£632	£211	£211	£211	£632
Monitoring accessories for monitoring setup	Per Activity	219	1	£219	£73	£73	£73	£219
Sub-Total				£7,544	£2,515	£2,515	£2,515	£7,544

Activity 6.2 - Publication									
Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL	
Honorarium for Editor/ Reviewer	Per publication	351	1	£351	£0	£0	£351	£351	
Honorarium Graphics Designer	Per publication	263	1	£263	£0	£0	£263	£263	
DTP printing (200 copies)	Copy	3	200	£526	£0	£0	£526	£526	
Distribution of Report (150 Copies)	Copy	0.3	150	£39	£0	£0	£39	£39	
Sub-Total				£1,180	£0	£0	£1,180	£1,180	

Programme Personnel									
Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL	
Team leader (partial)	Per month	588	9	£5,289	£1,763	£1,763	£1,763	£5,289	
Programme Coordinator (Full time)	Per month	570	9	£5,130	£1,710	£1,710	£1,710	£5,130	
Head of Media Monitoring (partial)	Per month	254	9	£2,289	£763	£763	£763	£2,289	
Programme Officer (Full time)	Per month	333	9	£2,999	£1,000	£1,000	£1,000	£2,999	
Sub-Total				£15,706	£5,235	£5,235	£5,235	£15,706	

Administrative Cost									
Item	Unit	Cost per unit	No. of Units	Total	Quarter-1	Quarter-2	Quarter-3	TOTAL	
Office Rent (Partial-15% of total)	Per month	304	9	£2,737	£912	£912	£912	£2,737	
Financial Management Service	Per month	281	9	£2,528	£842	£842	£842	£2,528	
Telephone, Mobilephone, Internet, Postage etc. (Partial)	Per month	44	9	£395	£132	£132	£132	£396	
Local Conveyance	Per month	35	9	£318	£105	£105	£105	£316	
Stationeries & office supplies	Per month	26	9	£237	£79	£79	£79	£237	
Utilities (Electricity, Gas, Water, office maintenance, Assistance etc.)	Per month	86	9	£592	£197	£197	£197	£592	
Audit of accounts	Per Audit	1,009	1	£1,009	£0	£0	£1,009	£1,009	
Sub-Total				£7,812	£2,268	£2,268	£3,276	£7,812	

Total				£96,622	£38,567	£47,080	£12,955	£96,622	
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Note:

Conversion rate (£1 = \$1.31298)

Conversion rate (\$1 = BDT 82.75)

\$129,489

BDT 10,715,215

Attachment VI- Program Description (Project Proposal)

Part A: To be completed by the Project Implementer

Project Title	Capable Media for Strong Democracy
Purpose <i>This must be NO MORE than one sentence, clearly setting out the "change" to be delivered</i>	To build capacity of media houses on ethical and objective election reporting, develop a media-CSO synergy and analyse election trend through media monitoring that will contribute to strengthening democracy in Bangladesh
Context and Need for the Project <i>In no more than 200 words, provide the background to the issue this project will change, what the expected final Outcome will be, and (where applicable) why the UK should fund this project</i>	<p>Election in Bangladesh have been suffering from a wide spectrum of evils including confrontational political culture, fraud, rigging and violence. The scenario took a new dimension when the general election was held in 2014 without participation of a major political party and allies.</p> <p>It has been a new experience for the journalists who have joined the profession in recent past and seen some reforms in the democratic process after the election in 1991.</p> <p>Meanwhile, flow of new outlets particularly in the television and online media, use of technology in news gathering and dominance of social media has changed the shape of media industry, a lot.</p> <p>In a changing media and political landscape journalists who will be reporting on election need proper skills to perform their roles as a watchdog ahead of a critical general election in late 2018. The generation of journalists need to learn how election should be covered and followed up.</p> <p>This project will provide them necessary skills of election reporting, a set of ethical standards and an opportunity to collaborate with CSOs.</p> <p>Editors' buy-in is a crucial issue that Bangladesh media needs in developing its capability in the sense that editors have to be directly involved in the process of selecting the areas of knowledge and skills to knowledge providers and participants. Close involvement of editors will ensure continuation and sustainability of capacity building and advocacy efforts for overall development of media. This project will engage the editors in all the steps of implementation.</p> <p>UK government promotes and supports democratic rights and good governance. This project aiming at contributing to strengthening democracy is aligned with UK government's support.</p>
Short Project Summary <i>In no more than 200 words explain what the project plans to achieve and how (setting out how the Outputs will deliver the Purpose/Objective, and how</i>	The project will build media's capacity on election reporting to strengthen democracy creating capable newsrooms and new generation of journalists skilled to perform vigilant reporting.

the activities will deliver each relevant Output), and what difference will it make on the ground over the next few years?

This question will be looked at again during any Evaluation of this project, and when an Impact Report is done. The success of the project will largely be judged on what is said here

370 journalists of national and local media will be trained improving quality election reporting. Enhanced skills of journalists will positively impact media's overall capacity. It can be achieved through a three-tier training approach catering to the need of journalists with different roles. Editor's will be requested to nominate their reporters/sub-editors to participate in the programmes.

In-house training for managers, reporters and photographers/camera crew will be organized who have separate but coordinated roles covering election.

Parallel trainings for district level journalists playing the most important role in election news gathering but are generally deprived of skills development initiatives.

EC beat reporters will be trained and followed up through study circles to help them plan reporting and share security risks.

CSO-media linkage will facilitate objective election reporting.

Handbook with code of ethics will serve as a guideline for setting a standard for reporting in the coming elections.

Election related reports, stories and articles published in media will be monitored and analysed to depict a picture of election in media's perspective.

The initiative will enable media investigate candidates' quality, campaign finance, violence, irregularities and follow-up whether the promises are kept by the elected.

Cost What is the TOTAL cost of the Project	FY 17/18	£ 22,561		
Please detail the cost to the FCO and, if relevant the cost to co-funders If relevant, please provide costs for future Financial years. Please note, the cannot guarantee funding for future years Project funds are paid quarterly in arrears.	Cost to FCO	£ 22,561	Cost to Co-funders	£0
	FY 18/19	£ 76,060		
	Cost to FCO	£ 76,060	Cost to Co-funders	£ 0
Co-Funding Has funding for this project been sought from other donors (EU, DfID, other countries), Private institutions or the host government? If Yes, please provide details including source and amount. If No, why not, and were options for doing so explored?	No			
Timing	Planned start date:	15 May 2018	Planned completion date:	30 April 2019
PLEASE ATTACH A FULL ACTIVITY BASED BUDGET (in Excel). Proposals without an activity based budget will not be considered The Activity Based Budget must match the activities and timings set out below				
Will the Implementing Partner be sub-contracting any other agencies to carry out	No			

elements of the project activities? If Yes,
please provide details

*Good procurement procedures must be followed –
please refer to Annex C of the FCO Grant Contract*

Implementing Agency Name; Address; Telephone Numbers; Email; Website	Management and Resources Development Initiative (MRDI) 8/19, Sir Syed Road (3rd Floor), Block-A, Mohammadpur, Dhaka-1207 Tel: +880 2 9134717; +880 2 9137147 Email: hasibur.rahman@mrdivd.org, info@mrdivd.org Website: www.mrdivd.org
Country or countries covered	Bangladesh
Have you bid for funding from the FCO in the past three years? <i>Please provide details of any bids made and/or projects implemented</i>	<p>In 2014-15, MRDI bid and won a project ' Local Government Budget Oversight' under FCO Strategic Programme Fund and Bilateral Programme Fund with a purpose to enhance the capacity of district correspondents to carry out investigative reporting on financial transparency and accountability in utilization of Upazila budget with the aim of enlightening public disclosure and serve as effective public watchdog against corruption.</p> <p>Under the project 100 district correspondents of national print, online and TV media from five divisions enhanced capacity on investigative reporting on financial transparency and accountability through two day training. One handbook on Public Fund Management was developed, printed and distributed among the correspondents to use as a reference material in future reporting.</p> <p>In 2015-16, MRDI bid for a project 'Better Public Fund Management for Mainstreaming Open Governance' under FCO Strategic Programme Fund and Bilateral Programme Fund with a purpose to make public fund management (PFM) more accountable and transparent through establishing linkage between media and public watchdog bodies to improve responsiveness of authorities for effective and efficient service delivery. The proposal was not awarded.</p> <p>In 2016-17, MRDI bid for a project 'A study to assess evidence base on the extent of political commitment to Right to Information' under FCO Strategic Programme Fund and Bilateral Programme Fund with a purpose to identify the level of political commitment for ensuring people's right to information (RTI) in order to strengthen democracy and governance. The proposal was not awarded.</p>

Project Plan

Based on the information provided in the Summary, use the table below to set out the Purpose, Outputs and Activities to be delivered. Give the Indicator(s) for the Purpose and each Output, along with the Baseline information, what the target to be reached is, and when it will be delivered by, along with milestones (checkpoints) at which progress will be measured.

This will allow you to monitor and measure progress throughout the Project, and provide clear evidence of the Project's success

Indicator = what will be measured (eg the number of people who will be trained; the increase in positive perceptions of an issue)

Baseline = the current status (eg no training exists; current perceptions are x% positive)

Sources = where will the information on the baseline data and targets come from (eg data from research carried out by the implementer; open source data)

Milestones = the key points at which progress will be tracked (can be specific dates/events or the regular quarterly reports – but provide indicative dates for the latter)

Target = what the project will deliver (eg 100 people trained; 50% increase in positive perceptions)

Date = the date by which it will be delivered

Purpose/Objective: To build capacity of media houses on ethical and objective election reporting, develop a media-CSO synergy and analyse election trend through media monitoring that will contribute to strengthening democracy in Bangladesh

Indicator(s)	Baseline	Sources	Milestones	Target & Date
1. Changes in quality of election reporting in media 2. Level of media-CSO coordination in election monitoring and reporting	1. No journalist training on election reporting with methodically developed content has been organized before. 2. No media-CSO interaction on election reporting and monitoring took place at the local level.	In addition to google search we talked to leading media houses and CSOs working in election observation.	1. 370 journalists developed capacity in election reporting, one handbook with code of ethics on election reporting developed and publication on analysis of election reports to reflect election in media's eyes by the end of project. 2. 60 CSO representatives linked with media by the third quarter of project	1. 370 journalists developed capacity in election reporting, one handbook with code of ethics on election reporting developed and publication on analysis of election reports to reflect election in media's eyes by the end of project. 2. 60 CSO representatives linked with media by the third quarter of project

Output 1: Three sets of contents developed for training of the media reporters on election reporting

Indicator(s)	Baseline	Sources	Milestones	Target & Date
Three sets of training contents developed	0 No such training has taken place previously. So no training contents have been developed.	NA In addition to google search we talked to experienced media houses.	- Draft training contents developed by 1 st half of Quarter 1. - Draft shared with experts in a review meeting and finalized by quarter 1.	Three sets of training contents developed, reviewed and finalized by quarter 1.

Activities linked to Output 1	<p>1. Training contents development</p> <p>1.1 Drafting training content: MRDI team with the support of an expert having ample knowledge on the issue and experience in journalism will draft contents for trainings. Three sets of draft contents for in-house, divisional level and Election Commission (EC) beat reporter trainings will be developed.</p> <p>1.2 Draft content sharing meeting: Draft training contents will be shared through a meeting with academics, election experts, media editors and newsroom managers nominated by the editors from national and local levels. A total of 9experts will discussand give feedback on three drafts.</p> <p>1.3 Final Training Content: Incorporating feedbacks and suggestions from the content development meeting, training contents will be finalized by the MRDI team. Final content will also be shared with the respective media editors.</p>			
Output 2: Two day in-house training on election reporting organized in 4print and5TV media houses at the national level and 1newspaper at local level. A total of 200 (10x20) reporters developed their skills on election reporting				
Indicator(s)	Baseline	Sources	Milestones	Target & Date
1200 Journalists from 10media houses at national and local levels trained on election reporting and enhanced their knowledge and reporting skills	0 No such training has taken place previously.	NA In addition to google search we talked to experienced media houses.	Training of 4 media houses at national level organized by Quarter1 Training of 5 national and 1local level media houses organized by Quarter 2	200Journalists from 10 media houses at national and local levels trained by Quarter 2.
Activities linked to Output 2	<p>3. In-house training on election reporting</p> <p>In-house training will be organized in 10 leading print and TV media houses at national and local levels. The two day training will cover election process, relevant laws and regulations, nomination trading by parties, tracking campaign expenditure, patterns of election fraud and follow up of promises made. It will include tools like social media for research and mobile journalism which can be very important in following the election nationwide. Safety and security of journalists including risk assessment, handling pressures and hostile environment management will be discussed as well. Twenty journalists nominated by the editors from each house including gatekeepers, reporters, sub editors and photographers/camera crew will participate in the training. Resource persons for the training sessions like election expert and media expert will be selected in consultation with the editorial team of the media houses.</p> <p>One in-house expert of the respective media house will facilitate the training course at the national level. For the local newspaper, one national level expert will facilitate the training.</p> <p>A total 200journalists will enhance their knowledge by participating in the training sessions.</p>			
Output 3: 150 media reporters and correspondents of 6 divisions of the country developed capacity on election reporting through a two day training programme. CSO-media collaboration enhanced to produce better election reports through interactive meetings in 6 divisions of the country. 60 CSO representatives participated in interactions				

Indicator(s)	Baseline	Sources	Milestones	Target & Date
150 reporters of local newspapers and correspondents of national media developed capacity on election reporting at divisional level. 60 CSO representative attended interaction meetings to enhance collaboration with media	0 No such journalist training and CSO interactions have taken place previously.	NA In addition to google search we talked to experienced media houses and CSOs working in election observation.	Divisional level journalist training and CSO-Media interaction organized at divisional level- 3 in quarter 1, 3 in quarter 2.	Training for 150 reporters along with interaction session with 60 CSO representatives organized by quarter 2

Activities linked to Output 3	<p>4. Divisional level journalist training and CSO-Media interaction meetings</p> <p>Two day training on election reporting will be organized at 6 divisions of the country outside Dhaka. Reporters of local newspapers and correspondents of national media of the districts under the divisions will be selected as participants. MRDI will request editors formally to nominate their correspondents and reporters for the training. 20 reporters will participate in each training. On the second day of the training representatives from CSOs engaged in election observation will take part in an interactive session. Election experts and media experts will be present as resource persons for the training sessions. One facilitator will be present in these trainings and interaction sessions with CSO.</p> <p>150 reporters and correspondents will develop their capacity on election reporting. 60 CSO representatives will exchange ideas and views in the interaction session to enhance collaboration with media which is expected to create substantial impact on producing better election reports in media.</p>			
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Output 4: Twenty reporters from 20 media houses dedicated to cover Election Commission beat developed their skills further on election reporting and leading the team of reporters. Three study circles organized for the trained beat reporters.

Indicator(s)	Baseline	Sources	Milestones	Target & Date
20 beat reporters from 20 media houses developed their skills on election reporting	One orientation for the EC beat reporters was organized before the last general election. But the program covered only representation of the people order (RPO) and did not follow methodically developed specific contents. In addition to RPO and election issues,	Our networking with EC beat reporters	Residential training for beat reporters organized by Quarter 2 Two study circles organized by Quarter 3	Training for 20 beat reporters from 20 media houses conducted by quarter 2. Two study circle organized in quarter 3

	the proposed training will also cover the skills required for leading a team of election reporters.			
Activities linked to Output 4	<p>4.1 Residential training of EC beat reporters A three day residential training will be organized for the beat reporters who exclusively cover the Election Commission. Twenty reporters from 20 media houses will participate in the training to be organized in a suitable venue around Dhaka. The training will be organized in collaboration with the Election Commission. The training will cover election process, relevant laws and regulations, election coverage planning, election results gathering and dissemination, using social media for research, networking with the election observers etc. Safety and security of journalists including risk assessment, handling pressures and hostile environment management will be discussed as well. Officials of Election Commission, former Election Commissioners and media experts will be invited as resource persons.</p> <p>4.2. Study circles for EC beat reporters Three study circles will be organized at MRDI conference room for the trained beat reporters as follow-up of knowledge sharing. Twenty beat reporters will attend each of the study circles. Reporters will interact with an expert to get their queries satisfied. Topics for discussion and resource persons will be selected according to requirement of reporters.</p>			
Output 5: A handbook with a template for code of ethics for election reporting developed to help media houses develop their own code of ethics				
Indicator(s)	Baseline	Sources	Milestones	Target & Date
A handbook with a code of ethics for election reporting developed for media houses	0 No such handbook with code of ethics for election reporting with updated modifications in RPO through an approach of methodical exercise identifying needs and limitations and then consulting with experts has been developed before.	Talking to the media houses we confirmed that they do not have reference of any such code of ethics. Our network with media confirms such handbooks with updated information analysis is not available.	90 days' media monitoring before and after election of the 10 th Parliament conducted and media content analysed by Quarter 1 Draft of the handbook with code of ethics placed in a sharing meeting by Quarter 2 Publication of the handbook done and distributed by Quarter 2	Handbook with code of ethics on election reporting published and distributed by quarter 2.
Activities linked to Output 5	<p>5. A handbook with code of ethics on election reporting 5.1 Media content analysis: Prior to developing handbook with code of ethics for media in election reporting, MRDI will conduct a 90 days' media content analysis of election reports by 6 print and 4 TV media during three months before and two months after the 10th parliament election. Authenticity, clarity and ethical standards of the reports will be analysed using a scientific code sheet (using SPSS software) to develop the handbook.</p>			

5.2. Draft sharing meeting:Introducing such an important handbook requires approval and ownership of the stakeholders to ensure its utilization in a sustained manner. In broad terms, three categories of stakeholders are therthat include the media itself, election actors including election obsrevers and the Election Commission (EC) and the organizations involved in media research. So before finalizing the contents of the handbook, results of the analysis will be presented before 15 media editors, newsroom managers, EC representative and election experts through a sharing meeting. They will develop a set of ethical practices keeping the analysis into account. Contents of the handbook will also be shared in the meeting for comments and feedback. Draft template of code of ethics will also be sent to the editors and election reporting experts of all media houses for their opinion and acknowledgement.

5.3 Publication:Incorporating their feedback a *handbook with code of ethics on election reporting* will be printed and distributed among media houses and journalists throughout the country. A PDF version of the Handbook will be available in MRDI website and shared in social media for greater reach among stakeholders.

This will, however, be a kind of template for code of ethics which the media houses will follow in developing their own code and the handbook will help reporters and media houses producing quality reports before, during and after elections and also in upcoming elections. Once the media starts complying with the ethics in election reporting, it will contribute to good practices in politics and political governance.

Output 6: Election related reports published before and after the upcoming Parliament election in 6 print and 4 TV media monitored, analysed and documented for 6 months. Monthly reports compiled and a final report prepared/ published

Indicator(s)	Baseline	Sources	Milestones	Target & Date
<p>Depict a picture of election in media's perspective by monitoring and analyzing election reports published in media in 6 months before and after the forthcoming parliament election in a structured format.</p> <p>Monthly reports compiled and forwarded to the British High Commission</p> <p>200 copies of the publication compiled, printed and distributed</p>	<p>0</p> <p>No such analysis of media reports was done before. No such publication has been found.</p>	<p>Internet search does not show existence of any such publication and our network with media and CSO confirms it.</p>	<p>Election reports published in media during 3 months before election documented by part of Quarter 2 and 3</p> <p>Election reports published in media during 3 months after election documented by part of Quarter 3 and 4</p> <p>Monthly trend analysis of election reports in media prepared and forwarded during October 2018 to March 2019</p> <p>Reports analysed and published in a single volume and distributed by Quarter 4</p>	<p>Analysis and publication of election related media reports done by Quarter 4</p>

Activities linked to Output 6	<p>6. Depict a picture of election in media's perspective</p> <p>6.1 Media monitoring: Election related reports, stories and articles published in media will be monitored and analysed to depict a picture of election in media's perspective. This analysis will be segregated in terms of election pledges, violence in campaign, violence against minority communities, peaceful rally and other categories. A group of experts will design the structure and methodology/input format of the media monitoring. A scientific code sheet (using SPSS software) will be developed for analysing the trend. The media monitoring will continue for 6 months – 3 months before and 3 months after the national elections, assuming the election will take place in end of December 2018. Monthly trend analysis report will be forwarded to BHC.</p> <p>6.2 Publication: The analysed reports will be compiled as a publication. Two hundred copies of publication will be printed and one hundred and fifty copies will be distributed among the journalists of national and local level. Fifty copies will be retained for future use and reference. The publication will be widely circulated through e-mails among the MRDI network including journalist, CSO and GoB officials. It will also be available in the MRDI website and promoted in social media for a greater reach among journalists around the country.</p>
<p>Sustainability How will the project ensure benefits are sustained once the project funding ends?</p>	<p>The proposed project will enhance knowledge of the reporters and correspondents on election issues and develop their skills on election reporting. Trained journalists working at the national and local levels will use their skills to produce quality reports on election maintaining ethical standards and thus earn credibility among people. This expertise and its impact will sustain beyond the project period. CSO-media collaboration will open new opportunities and the code of ethics and the handbook will serve as a guideline for future election reporting.</p>
<p>Monitoring Please note that the Grant Contract specifies the need for (at least) quarterly reporting on progress and finances</p>	<p>How will the monitoring be carried out and by whom? <i>eg site visits, regular meetings etc</i></p> <ul style="list-style-type: none"> • Progress of activities and budget expenditure will be monitored against the activity plan in monthly project meeting. • Quarterly progress report will be prepared and submitted during the project period. • Editors, gatekeepers and reporters will be randomly interviewed after the election to evaluate whether the trainings helped • One project completion report will be prepared at the end of the project to brief on performed activities and achievement.

Risks <i>What are the key risks in implementing this project and how are you going to manage them</i> <i>Add more lines as required</i> <i>Larger/higher value projects will require a full Risk Management Strategy. You should consider whether one is needed for this project.</i> <i>You should also think here about when risks should be escalated</i>	Risk	Impact Low/ Medium/ High	Like- lihood L/M/H	Management <i>How will the risk be managed and monitored, what are the mitigating actions, and who is the risk owner</i>	Escalation Point <i>At what stage will the management of this risk need to be escalated</i>
	Media houses may be reluctant to nominate their reporters for training due to busy schedule in the election time	High	L	Training programmes will be organized well ahead of election to avert the risk	This will be addressed at the stage of media house selection
	Election Commission beat reporters may find it difficult to spare time for attending residential training	High	L	Timing of the residential training will be fixed to match with convenience of media houses. MRDI will use its good relations with media in minimizing the risk	This will be addressed at the stage of participants selection
	CSO and media may find it difficult to align their purpose and perspective of election monitoring with each other	Medium	L	Purposes of election monitoring by CSO and media are not the same. But through structured discussions and interactions the common areas can complement each other	This will be addressed during the interaction session
	Pressure, threat and physical attacks on the journalists covering different phases of election	High	M	Training provided in this project will emphasize on safety and security of journalists that includes risk assessment, hostile environment management and accurate ethical reporting, that will help media houses to mitigate those risks. The guideline will also help.	At the stage of occurrence
	Selection of media houses irrespective of political allegiance	High	L	Audience reach will be the only consideration for selecting media. So no political bias will be there.	This will be addressed at the stage of media house selection

Stakeholders <i>Who are the people or groups with an interest in this project and who will be affected by it and/or can influence its success either positively or negatively? How will you manage your engagement with them Add more lines as required</i> <i>Larger/higher value projects will require a full Stakeholder Engagement & Communications Strategy. You should consider whether one is needed for this project.</i>	Stakeholders	Interest L/M/H	Influence L/M/H	Engagement / Communications plan (How to engage, how often and who by/who to)	Owner
	Election Commission Bangladesh	H	H	Officials of election commission will be engaged in different phases of the project. They will be invited in training content development meeting for journalists training. Officials will also be requested to facilitate training sessions as resource persons. Their contribution in the development of the code of ethics template will be ensured so that EC also recognizes it as a guiding document for election reporting. MRDI will use its previous working relation with Election Commission to pursue them to be engaged, all through the initiative.	Project team leaders
	Media editors	H	H	Media editors Editors will be actively engaged from the very beginning of the process. They will contribute in training content development along with other experts. They will nominate participants for the training and review the draft code of ethics. MRDI will also encourage the Editors to develop their own code using the template, through active communications. It will ensure their ownership on the handbook and its sustainability as well. Organizational goodwill and excellent relation with media will help MRDI to ensure their active engagement in the process.	Project team leaders

	Reporters	H	H	Reporters and correspondents of national and local media are the direct beneficiaries of the capacity building component of the project. The handbook with code of ethics on election reporting will also facilitate their knowledge which will be ultimately reflected in trend.	Project team
	CSOs	H	H	Civil Society Organizations will take part in the interaction sessions on how they can work with the media on election issues for a better and fair election. MRDI will use its previous working relation with CSOs to ensure their participation	Project team leader

<p>Beneficiary Groups</p> <p><i>Describe the level of participation of beneficiary group(s) in planning the project</i></p> <p><i>Does the plan reflect the wishes/needs of the beneficiaries</i></p> <p><i>[Beneficiaries are those organisations, groups or individuals who are benefitting from the change that the project will deliver]</i></p>	<p>A free and fair general election is an essential precondition to a strong democracy, transparency and good governance. During the election period, news on political parties, election campaigning, pledges and commitments of the parties attract highest attention of the media audience. So neutral and objective news reporting is vital.</p> <p>Journalists including editors, gatekeepers, reporters, sub-editors and photographer/camera crew of national media, district correspondents, journalists of local newspapers and the media as a whole are the beneficiaries of the project. This project will improve the capacity of the media and the journalists to produce more quality report on election to bring positive impact in the society.</p> <p>The stakeholder group CSOs and their executives will also benefit from the project. Collaboration and interaction with media will facilitate their election observation programs produce better results.</p> <p>MRDI team discussed with media editors and gatekeepers at the planning phase of the project. Media editors, newsroom managers and reporters gave their input on the initiative. They admitted that election reporting requires special skills which the media reporters need to acquire.</p>
<p>Signature of Implementing Agency Lead Contact</p>	<p>Hasibur Rahman, Executive Director, MRDI</p>
<p>Date</p>	<p>24 March 2018</p>

Part B: To be completed by Post

What Programme Objectives does this project help meet	Programme	
	Country Business Plan	
	Prosperity Fund only: Intermediate outcome from the PF Theory of Change	
How will this project help to deliver that Objective		

Contact name and details at Post		
In addition to the "need for the Project" set out above, what benefit will the Project deliver for the UK? <i>Please note that if the Project is ODA eligible the primary purpose of the Project must be the development of the host country.</i>		
How have lessons learned from previous similar projects been taken into consideration in the development of this idea		
What consideration has been given to an exit strategy to ensure that the project does not create dependence? Please provide details		
Evaluation <i>Will this project be evaluated?</i> <i>Projects over £500,000 must be evaluated, and this should happen within 6-12 months of the Project Completion Report being submitted to London</i> <i>For Projects between £100,000 and £500,000 please highlight to the Programme Team if you think it would be useful for this Project to be evaluated.</i>	Yes / No:	
	When:	
	Yes / No:	
<i>Please ensure that a decision is made <u>with</u> the Programme Team and the evaluation is <u>added to the evaluation plan</u>. Funding for Project Evaluations will have to come from the Programme budget</i>		
The Implementer <i>Provide details of any previous work with the Implementing Agency, and relevant background information on financial,</i>		

reputational, organisational etc issues	
Cross Cutting Issues	
What additional impact will the project have on issues such as the environment, diversity and human rights? Please note both positive and negative possible impacts	
For ODA projects: Are you satisfied that the proposed activity is likely to contribute to a reduction in poverty?	Yes / No. Please explain briefly how.
For ODA projects: Are you satisfied that the proposed activity will promote gender equality? If this is not possible, are you satisfied it will not contribute to further gender inequality?	Yes / No. Please include examples where possible.
Human rights (HR) assessment For projects in the security and justice sectors: Have you completed an assessment under the Overseas Security & Justice Assistance Guidance?	Yes / No
Please summarise the results including the key risks and mitigation measures and overall rating	
For other projects: Do you consider that there is a serious risk that the assistance might directly or significantly contribute to a violation of human rights and/or IHL?	If YES what is the risk:
CHECKLIST	
Consultancy Value Programme Are consultants being used in the delivery of this Project? If yes, please ensure that you check the requirements within the CVP on Corporate Procurement Group's Sharepoint site	Yes/No
Marketing & Advertising Freeze Will elements of the Project include Marketing or Advertising products and services that are externally procured i.e. will incur cost to FCO. If yes, refer to the guidance on the Comms& Engagement Sharepoint site and complete the necessary clearance forms	Yes/No
TV & Film Production Is the project producing any television programmes or films (including documentaries)? If yes, you must seek approval from the relevant junior minister's private office.	Yes/No
Advance Payments Will the implementer require payments in advance? If Yes, please complete the Advance Payment request Form (Programme Office's Sharepoint site) as early as possible. Please note, advance payments will ONLY be made where there is a clear justification	Yes/No
Open competition Has the project been part of an open Bidding Round or Tender process? If not you should refer to your programme team in the first instance to make sure you comply with competition requirements.	Yes/No
Gifting Will any of the goods procured during the project become the property of the implementer or beneficiary? If Yes, please consult the Gifting & Granting Guidance (Programme Office's Sharepoint site). Please note, goods purchased during a project will usually remain the property of HMG and will need to be disposed of in accordance with guidance	Yes/No
Contract There must be a signed contract in place between FCO and the implementer, prior to any activities commencing. Please ensure that the	

<p>implementer is aware of the content of the Contract well in advance of having to sign. Please refer to guidance on Grant Contracts (Programme Office's Sharepoint site).</p> <p>If the project is being implemented by a commercial organisation/business, please see CPG's Sharepoint site for guidance on Commercial Contracts.</p>	
<p>Due Diligence</p> <p>Reasonable checks must be made on the potential implementing organisation prior to initiating the project and your findings recorded (see Programme Office Sharepoint site). Please confirm that checks will be / have been carried out.</p>	
<p>Can this project be referred to publicly, or are there sensitivities that would preclude publicity.</p> <p>If public, please provide an unclassified form of words describing the project, which can be used in briefing materials.</p>	
<p>Comments from policy lead</p> <p>either geographical or thematic</p> <p>Does the project have your support?</p>	
<p>Date of Post Programme Board</p> <p>at which the bid was approved</p>	
<p>Comments from Post Programme Board</p> <p>[Note: <u>All bids must</u> be appraised by the Post Programme Board]</p> <p>Include here, information on why the Project was approved, plus any conditions that were attached.</p>	
<p>Signature of Board Chair</p>	
<p>Date</p>	
<p>Comments from London Programme Board (if applicable)</p>	
<p>Date</p>	

Useful links:

Programme Office: http://ubs.sharepoint.fco.gov.uk/sites/ops/OU/SPF_Office/default.aspx

Corporate Procurement: <http://ubs.sharepoint.fco.gov.uk/sites/finance/procurement/default.aspx>

Comms& Engagement: <http://restricted.sharepoint.fco.gov.uk/sites/comms/default.aspx>

SUB-RECIPIENT:

REPORTING PERIOD:

PROGRAM TITLE-

TAP ID#:

BEGIN DATE:

END DATE:

REPORT CURRENCY:

Taka

AMENDMENT INFORMATION

Date	Task
Total Approved Budget	

PAYMENTS FROM THE ASIA FOUNDATION

Date	Chek/Voucher No.	Taka	USD Value
Total Received:			

Data entry in green shaded areas only

Less: Money refunded to the Foundation:

CR Ref

Total Funds To Be Accounted For:

FINANCIAL REPORT IN Taka

Report Number:

X Interim

Final

[illegible]

Total Funds To Be Accounted For: (from above)

Payment Request (amount & date):

Funds On Hand:

Remarks/Comments:

Received Documentation:

☒ Bank Statements

☒ Original Receipt

Other

Other

CERTIFICATION

I certify that all information on this form is correct and accurate. I further certify that all expenditures reported have been made in accordance with the terms and conditions of the letter of agreement and are substantiated by documentation in our files. All payments received from The Asia Foundation under the letter of agreement, and all refunds and interest earnings, are accurately reported. The Spending Forecast (if any) has been carefully prepared and reflects our best estimate of future expenditures to be made during the period noted.

Date:

Dr Abu Farooq

Sub-Recipient Signature, Name & Title

FOR THE ASIA FOUNDATION USE ONLY

Online: <http://www.sagepub.com>

Reviewed by J. P. A. & J. A.

Handwritten the Theory & date:

Name of SUB-RECIPIENT

Budget Variance

Project Period:

Expenditure Period:

Activity	Description	Budget in BDT	Previous Expenditure	Current Quarter Expenditure	Total Expenditure	Unspent Amount	Unspent Percentage
<i>Activity-A</i>							
a.					0.00	0.00	#DIV/0!
b.					0.00	0.00	#DIV/0!
c.					0.00	0.00	#DIV/0!
<i>A. Sub-total</i>		0.00		0.00	0.00	0.00	#DIV/0!
<i>Activity-B</i>							
a.					0.00	0.00	#DIV/0!
b.					0.00	0.00	#DIV/0!
c.					0.00	0.00	#DIV/0!
d.					0.00	0.00	#DIV/0!
<i>B. Sub-total</i>		0.00		0.00	0.00	0.00	#DIV/0!
<i>Activity-C</i>							
a.					0.00	0.00	#DIV/0!
b.					0.00	0.00	#DIV/0!
c.					0.00	0.00	#DIV/0!
d.					0.00	0.00	#DIV/0!
<i>C. Sub-total</i>		0.00		0.00	0.00	0.00	#DIV/0!
<i>Activity-D</i>							
a.					0.00	0.00	#DIV/0!
b.					0.00	0.00	#DIV/0!
c.					0.00	0.00	#DIV/0!
d.					0.00	0.00	#DIV/0!
<i>D. Sub-total</i>		0.00		0.00	0.00	0.00	#DIV/0!
<i>Activity-E</i>							
a.					0.00	0.00	#DIV/0!
b.					0.00	0.00	#DIV/0!
<i>E. Sub-total</i>		0.00		0.00	0.00	0.00	#DIV/0!
<i>Activity-F</i>							
<i>Sub-total (A to F)</i>		0.00		0.00	0.00	0.00	#DIV/0!
<i>Management Overhead (6.5%)</i>				0.00	0.00	0.00	#DIV/0!
Grand Total		0.00		0.00	0.00	0.00	#DIV/0!

Attachment VIII - BHC Reporting Format

Quarterly Monitoring Report

For Projects over £80,000 and more than three months duration

Project Code	(Post to provide):		
Unique Identifier No	(Post to provide):		
Project Title			
Countries Covered			
Implementer			
Planned Start date		Actual start date	
Planned End date		Predicted/Actual end date	
Explain any variance in predicted start/end dates			
Timing of this report (<i>at what point in the project is this report being done</i>)			

Project Purpose (from the approved Proposal Form)		
Describe any significant changes (in this quarter) from the overall project plan		
Which Milestones / Indicators of Success did you reach/achieve in this quarter? Explain progress or why you did not meet stated milestones		
Milestone Number ¹	Progress <i>Achieved / On track / Not achieved / Not on track</i>	R/A/G
EG: 1	EG: Achieved on time	EG: G
Which Outputs did you deliver in this quarter? Explain progress or why you did not deliver		
Output Number ²	Progress <i>Delivered / On track / Not delivered / Not on track</i>	R/A/G
EG: 1	Not delivered due to change in state government, but now on track for delivery in the next quarter	EG: A

¹ List the milestones planned for this quarter as stated on the approved Project Proposal Form

² List the Outputs planned for delivery in this quarter as stated on the approved Project Proposal Form

Which Activities have been completed in this quarter? Explain progress or why you did not deliver		
Planned Activities ³	Progress <i>Delivered / On track / Not delivered / Not on track</i>	R/A/G
Eg 2.4	Not delivered. Activity was cancelled due to lack of interest	EG: R
Based on what you have/have not done this quarter, does your Activity Based Budget need to be updated? If Yes, please attach an updated ABB		Yes / No <i>Delete as appropriate</i>

What Activities are planned for next quarter? (If different to original proposal plan)	
Activity	Planned Budget (currency and value)

What have you done to manage your Risks in this quarter – please Update your Risk Register, add any NEW risks which have arisen, and show if any risks have been closed			
Risk	Likelihood (L/M/H)	Impact (L/M/H)	Management / Progress <i>(Show any changes to the management indicated in your Proposal Form)</i>

What Lessons have you identified this quarter, and what have you done as a result	
Lesson Identified	Action Taken

Has the level of host/local Government support or engagement changed? If so, how?
Is the project still viable
Please give any other relevant information

³ List the activities planned for this quarter as stated on the approved Project Proposal Form

Signature	
Name	
Position	
Date	

Please now pass this to the Project Officer in the Post to complete the final section.

Project Officer / Post Comments	
Are you satisfied that this report is a fair and accurate description of progress to date?	Yes / No <i>(delete as appropriate)</i>
What checks have you done on progress this quarter?	Describe
Do you believe the Project is still viable?	Yes / No
Is the plan of activities for the next quarter realistic and appropriate?	Yes / No
If the answer to any of these questions is NO, please provide details	

Signature	
Name	
Position	
Post	
Date	