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Fiscal Year 2010 Annual Results Report

**CARE – SHOUHARDO II / Bangladesh
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Acronyms

ADPC	Asian Disaster Preparedness Centre
AOTR	Agreement Officer's Technical Representative
CIMMYT	International Wheat and Maize Research Centre
CGIAR	Consultative Group on International Agriculture Research
CSISA	Cereal Systems Initiative in South Asia
DIP	Detailed Implementation Plan
DMC	Decision Making Committee
FANTA	Food and Nutrition Technical Assistance
FFP	Food For Peace
GIP	General Implementation Plan
GoB	Government of Bangladesh
HCA	Host Country Agreement
IPTT	Indicator Performance Tracking Table
IRRI	International Rice Research Institute
LOI	Letter of Intent
M&E	Monitoring and Evaluation
MT	Metric Ton
MYAP	Multi Year Assistance Program
PEP	Poor and Extreme Poor
PM2A	Preventive Malnutrition Under 2 Approach
PNGO	Partner Non-Governmental Organization
RF	Results Framework
ToR	Terms of Reference
UP	Union Parishad
USD	United States Dollar
WBA	Well-Being Analysis
WF	World Fish

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- A. Indicator Performance Tracking Table**
- B. Detailed Implementation Plan**
- C. Standardized Annual Performance Questionnaire**
- D. Tracking Table for Beneficiaries and Resources**
- E. Expenditure Report**
- F. Monetization Tables**
- G. Baseline Survey, Mid Term or Final Evaluation Reports (*Not Applicable*)**
- H. Supplemental Materials (*None*)**
- I. Completeness Checklist**

1. Introduction: Annual Food Aid Program Results

SHOUHARDO II, in this reporting period has only operated for four months (June 2010 to September 2010). All activities during this time are “start up” related, the major activities being described below.

- a. Host Country Agreement (HCA) – the HCA has been signed with the Government of Bangladesh (GoB) in September 2010 providing the legal framework for SHOUHARDO II to operate.
- b. Office Setup – Regional Offices in the North Char (one in Rangpur), Mid Char (one in Sirajgonj) and Haor (one in Mymensingh) areas have already been selected and contractual formalities concluded. A further four Hub Offices (one for the North Char region; one for the Mid Char region; and two for the Haor region) have also been established. Considering the Cox’s Bazaar region only operating in one district and two Upazilas, the Program has opted to setup only one Field Office in this region. For the larger three regions, a total of 12 Team Offices have been established (four for the North Char; three for the Mid Char; and five for the Haor region). Furniture and Fixtures, equipment setup, and other renovations are expected to be completed by October 2010.
- c. Staffing – following a thorough “talent review” process, a total of 128 staff from SHOUHARDO I were moved into SHOUHARDO II. This was a pivotal exercise as retaining these staff has allowed the new Program to mobilize from day 1. Job descriptions of all these staff, as well as all other staff yet to be taken on, have been reviewed and updated as needed. All staff to date has been deployed in their respective working areas, the majority of whom are now currently engaged in the Village and Beneficiary selection exercise. The process for identifying and recruiting the remaining CARE SHOUHARDO II staff to complete the approved Human Resource requirements of the Program is currently in full swing. To date a total of 11 new staff have been interviewed and recruited; and another 48 candidates are in the final stages of recruitment. The 82 commodity related staff will be taken on board by March 2011.
- d. Village and Beneficiary Selection – this process began in August 2010 and is expected to be completed in November 2010. This is an enormous undertaking where the majority of SHOUHARDO II staff are engaged in this process. An additional 240 short term hires have also been recruited for this exercise to ensure the selection process is completed within November 2010. This deadline is important as the Baseline Survey is scheduled to begin from the third week of November. In brief, the process being followed ensures “transparency” and dialogue with both GoB officials, elected representatives, and of course the communities themselves. The process begins by first meeting with Union Parishad (UP) GoB officials, elected representatives, and key individuals in a group discussion to identify the villages within their UP who are most poorest and disenfranchised – all of which are ranked. SHOUHARDO II staff then physically visit, in order of poverty, these villages to

verify whether or not the status of these villages are as poor as they are made out to be. The results of this physical verification process is then brought back to the UP group to make final changes in the ranking of these villages. This is an important step to ensure later accusations and criticisms are avoided in the targeting process, as well as being an important first step to building relations with these individuals who will be important throughout the life of SHOUHARDO II. Once the villages are finally ranked, starting with the poorest village, Program staff facilitate a Well-Being Analysis (WBA) to identify and rank the Poor and Extreme Poor (PEP) households in the village. Each of these households will be registered by the end of this process. This approach continues until the total number of PEP allocated for that area has been reached, at which time no further villages are visited. As for the PM2A sites, these will be selected to cluster these as far as possible, and preferably at a distance from other participating villages where only the PEP are taken on. This is important to minimize ill-feeling between villages and beneficiary households.

- e. Implementing Partners (PNGO) Selection – SHOUHARDO II has carefully approached this sensitive process, given the high interest of many external vested parties and individuals. A Call for Proposals was floated in July 2010 requesting qualified local NGOs to submit proposals to be a partner of SHOUHARDO II. A total of 152 proposal were received. During this period, CARE Bangladesh formed the Decision Making Committee (DMC), headed by the Assistant Country Director – Program, and including the Country Office Section Manager – Program Administration (also currently taking the role of the Partnerships Adviser), Finance Controller, Program Development Unit Director, and the SHOUHARDO II Chief of Party. This was an important step to ensure the PNGO selection process was independent of the Program – the lead being taken by the Country Office. Once all proposal were received, the first stage of filtering was ticking off these NGOs against a set criteria which were mandatory to be satisfied. In this round of filtering a total of 83 NGOs were dropped, leaving 69 NGOs to enter the next stage where NGOs were scored against set criteria. This was led by the Section Manager – Program Administration where teams were formed comprised of different staff across the organization. The NGOs were ranked, and grouped by SHOUHARDO II operational areas and presented to the DMC, and other selected SHOUHARDO II staff from the regions. Detailed discussions were held in the DMC meeting, taking into consideration which NGO would be suitable for which area (as many NGOs span multiple regions) and a final ranked list by region was arrived at. Physical Verification Teams were then deployed to the top 19 NGOs (as identified regionally) to verify whether or not the information provided by these NGOs was accurate. Following this process a final list of 16 NGOs has now been drawn up, which has been forwarded to the Agreement Officer’s Technical Representative (AOTR) to determine whether USAID has any objections to this list. Pending satisfactory final reference checks, all 16 PNGOs will be called for a joint meeting and discussion in November 2010 to set the tone of the partnership. The PNGOs will be required to submit detailed proposals and budgets by December 2010 / January 2011, which once agreed by SHOUHARDO II management will be forwarded to USAID for final approval. The sub grant agreement with the PNGO will be signed by February /

March 2011; staff selection and office setup process will then take place by the PNGOs and activities will start from March / April 2011.

- f. Monitoring and Evaluation (M&E) – Following the Food For Peace (FFP) / Food and Nutrition Technical Assistance 2 (FANTA 2) M&E Workshop, held in August 2010 in Bangladesh, the Program critically reviewed its M&E plan, Indicator Performance Tracking Table (IPTT), Results Framework (RF) and the Detailed Implementation Plan (DIP) / General Implementation Plan (GIP). Accordingly, the IPTT and the RF have both been updated and approved by the designated AOTR. At the same time, the Terms of Reference (ToR) for the upcoming baseline to begin in November 2010 was also updated and approved by the AOTR. A tender soliciting proposals from qualified organizations to conduct the baseline was floated in the early part of September 2010, and the winning firm is expected to start the baseline in early November 2010 and conclude this by end February 2011. The updated IPTT is shown in Attachment A. The targets as yet have not been set as it has been agreed with USAID that these can only be realistically determined after the baseline survey is completed.
- g. Commodity – Based on the requirement and availability a total of 17 warehouses (16 regional and one central) have been identified and are in the renting process. These have been strategically selected to ensure that commodities can safely be stocked in all the regions, and within acceptable distances for transporting to targeted beneficiaries. Accordingly, six warehouses have been identified in the North Char (Rangpur) region, three warehouses in the Mid Char (Sirajganj) region, six warehouses in the Haor (Mymensingh) region, and one warehouse in the Coastal (Cox's Bazaar) region. Of the 16 regional warehouses, one warehouse (approximately 300 MT) will be managed by a partner NGO. The selection and finalization of the central warehouse in Chittagong is still on-going, and will be used to stock part of the commodities as they arrive. To date, from the year one Monetization call forward; SHOUHARDO II has received two shipments of Monetization commodities, with a third shipment due to arrive in the first week of October 2010. The three shipments will bring a total of 57,010 MT of commodities, and will generate funds of USD 13,400,096 (expected to be deposited by February 2011) for Program implementation.

The following are major activities which have not started as yet, but will be completed by May 2011.

- h. Foundation Training – SHOUHARDO II plans to conduct an intensive two week, off-site residential, Foundation Training for all CARE SHOUHARDO II staff in January 2011. The training will be designed to provide the basic elements required for staff to be effective in their responsibilities, as well as allow everyone to appreciate how they fit in the overall scheme of the Program, and how different parts of the Program function to bring a collective impact. This will be facilitated by CARE experts to the extent possible, both from within the Program as well as CARE Country Office

specialists. This is important to ensure the training is conducted by people who are fully conversant with CARE and the SHOUHARDO II Program, thereby allowing the training to be grounded to field realities. On completing the Foundation Training, CARE staff will then conduct similar Foundation Trainings for each of the regions with 100% of PNGO staff involved with the SHOUHARDO II Program. This is expected to take place in the months of March to April 2011.

- i. Technical Partnerships – these will be discussed at length with selected partners from January 2011 onwards. The Program has already initiated discussions with World Fish (WF) where they have indicated formally their interest to partner with SHOUHARDO II (please see Letter of Intent (LOI) in Multi Year Assistance Program (MYAP) proposal). However, given the strategic shift in the international research consortium, Consultative Group on International Agriculture Research (CGIAR), where attempts are being made to better consolidate different agencies to work more closely together, there are advantages to broadening the Program partnership to other CGIAR members also based in Bangladesh. SHOUHARDO II accordingly has initiated discussions with the International Rice Research Institute (IRRI) where they too have expressed a keen interest to partner with the Program. The interest and advantage of such a partnership is made even more important given the recent Cereal Systems Initiative in South Asia (CSISA) award from USAID to the CGIAR group in Bangladesh (including WF, IRRI, and International Wheat and Maize Research Centre (CIMMYT)). A joint meeting will be held in January 2011 to understand better how such a partnership will work. At the same time, discussions with the Asian Disaster Preparedness Centre (ADPC) is also planned to start in the early part of CY 2011 to detail out the contract on early warning systems. Although various technical partnership discussions will begin in early CY 2011, the actual partnerships will only begin in Implementation Year 2.

2. Success Stories

Too early to detail “successes”.

3. Lessons Learned

Too early to detail “lessons learned”.