1. Introduction

1.1. The Bangladesh Red Crescent Society (BDRCS) and the International Committee of the Red Cross (ICRC), referred to hereunder as "Partners", express their commitment to value their partnership for providing support to the organisational development and capacity building of the BDRCS.

1.2. This Project Description shall define modalities and resources allocation for implementation and all tasks associated therewith, monitoring and reporting requirements, and the training and capacity-building requirements associated with the execution of this project.

1.3. The Partners will ensure that the partnership contributes to the overall strengthening of the BDRCS's capacity to respond to emergencies, particularly, armed conflicts and other situations of violence.

1.4. The project contributes to the Bangladesh Red Crescent Society Strategic Plan 2017-2020, specifically: GOAL 3: National Society Development Initiatives contributed towards building strong and sustainable NS (Outcomes 3.3, 3.4 and 3.8)

1.5. This Project Description forms part of the Partnership Framework Agreement (PFA) between the BDRCS and the ICRC for 2017-2019.

2. Background

Branch Development: Branch development is a strategic priority for BDRCS. The immediate past strategic plan 2011-2016 had strong focus on Branch capacity enhancement. In connection to that, the Society undertook Branch Organizational Capacity Assessment (BOCA) process since October 2015 for a comprehensive branch development initiative. So far, 62 out of 68 branches of BDRCS have conducted BOCA exercise and have come up with a branch development plan of action. Analyzing those BOCA results, a common trend of strength and capacity gaps of Branches has been identified. The branch development priorities and targets in the current Strategic Plan 2017-2020 of BDRCS are based on that identified trend from BOCA analysis.

The ICRC started supporting the development of branches since 2014 in the areas of joint projects implementation. The BDRCS and the ICRC have finished the assessment and planning in the following branches: Cox's Bazar, Chittagong City, Khagrachari, Bandarban, Rajshahi and Rangamati. The results of the assessments revealed a lack of regular services designed to meet the needs of communities where the branches are rooted. Often in the areas with projects and programs initiated by the Movement or external partners, very few services run with own resources of the branches showing high dependence on partners, which weakens the overall capacity of the National Society.

During 2015-2017, certain achievements have been made with the ICRC support in Cox's Bazar, Khagrachari, Bandarban and Rangamati branches in the areas of human resource development, strengthened volunteer network and response capacity including on Upazila (sub-district) level in some areas, infrastructure improvements and creating prospects for financial self-sufficiency in selected branches. Ad-hoc support has been provided to Chittagong city and Rajshahi city units. Since September 2017, trained volunteers of Ukhia and Teknaf Upazilas of Cox's Bazar district have been involved in the response operations to the Rakhine crisis.
Legal base reform: The long-standing process of the BDRCS legal base reform initiated in 2001, suspended in 2007 and resumed in 2010 is still ongoing. The visit to Bangladesh and meeting of representatives of the Joint ICRC/IFRC Commission on NS Statutes with authorities in 2014 has facilitated the process and contributed to improvement of the text of the draft law maintaining financial privileges of the National Society (NS). The draft law has been submitted to the Ministry of Health in 2015, the line ministry of the BDRCS, with the revised version presented by the Ministry in November 2016 with new sections, which BDRCS termed as against the spirit of the RCRC Movement principles. Discussions continue.

Safer Access Framework (SAF): In 2012-2015, the BDRCS and the ICRC have conducted four SAF workshops in Dhaka, Rangamati and Rajshahi to sensitize staff and volunteers on SAF. In March 2016, a SAF assessment and planning workshop organized on the national level identified the context and risk assessment and operational risk security management as immediate priorities for the National Society and external and internal communication and coordination as mid-term priorities. A SAF Steering Committee as a recommendation of the workshop has been formally created in August 2016. In 2017, BDRCS finalized its SAF plan of action 2017-2019. As part of the PoA, two workshops have been organized in 2017 in Bandarban and Chittagong covering participants from Bandarban, Cox’s Bazar, Khagrachari and Rangamati branches. Besides, an initiative has been undertaken to develop Safety & Security Manual including finalizing ToR for consultant and discussion with the IFRC who wants to collaborate.

3. Project objectives

The BDRCS and the ICRC have decided to partner on the following project:

3.1. Desired outcome

Institutional capacity of the BDRCS is strengthened to deliver a relevant and effective humanitarian response in a principled and safe manner, maximizing its access while minimizing its exposure to risks.

3.2. Specific objectives

SO01. BDRCS to operate safely
The BDRCS has improved its legal base, identification, context analysis, and security management systems and procedures needed to operate safely in sensitive and insecure contexts.

SO02. BDRCS development
The BDRCS branches in Cox’s Bazar, Bandarban, Khagrachari, and Rangamati have enhanced their volunteer pool, facilities and resources, and program management capacity related to emergency response and joint partnership projects.

4. Commencement, duration and termination of the project

4.1. This project shall commence on 1 January 2018 and continue till 31 December 2018. If there is a need, it can be prolonged.

4.2. The Project Description may be amended by the Partners only through mutual written consent. The project may be terminated by either party 30 days after the date of receipt of a written notice of termination.
4.3. This Project Description replaces all previous agreements and statements of intent or understanding that may have been previously concluded between the ICRC and the BDRCS regarding the organizational development and capacity building.

5. Project implementation

The methodology chosen for the implementation of the project complies with the Fundamental Principles. The BDRCS Planning & Development (P&D) Department in coordination with SAF Focal Point and the ICRC Cooperation Department will prepare a detailed plan of action with timeframe and financial forecast, and regularly consult and update, when necessary.

They will work together to continue:

- Providing technical, structural and other necessary support to selected units.
- Strengthening volunteer network and capacity on first aid and search & rescue in selected districts and providing volunteers with first aid and search & rescue materials and safety gear.
- Increasing financial self-sustainability of selected units.
- Introducing and integrating Safer Access elements through implementation of SAF plan of action on the level of headquarters and units with focus on security policy and guideline, continued orientation of staff and volunteers, development of training and visibility materials, dialogue with authorities and media, etc.
- Strengthening legal base of the National Society through promotion of the Law on BDRCS.
- Ensuring participation of the BDRCS in the national IHL committee and Annual Legal Advisers Meeting and building NS capacity in IHL dissemination.

6. Roles and responsibilities

The BDRCS and the ICRC will work closely in partnership in the implementation of this project. They share the responsibility for the implementation of the project. More specifically:

6.1. The Partners implement the project in accordance with the terms of the PFA 2017-2019, the project terms, desired outcome, specific objectives and mutually agreed plan of action.

6.2. They maintain appropriate organizational and operational structures at all levels and provide necessary human resources and other support to facilitate the implementation of the agreed objectives.

6.3. The BDRCS P&D Department in coordination with SAF Focal Point and the ICRC Cooperation Department retain the overall coordination responsibility for this project, in particular its planning, implementation, and monitoring/evaluation aspects. They will report to their respective hierarchy on the progress of implementation.

6.4. The ICRC provides support to the BDRCS legal adviser who consults and represents the National Society in the National IHL Committee and the Annual Legal Advisers Meeting.

6.5. The ICRC contributes to the salary support of one program officer in the BDRCS P&D Department responsible for Branch (Unit) Development file.

6.6. The BDRCS and the ICRC coordinate with other Movement partners, in particular, the International Federation, to ensure complementarity in organizational and branch development initiatives, and invite in the process of integration of Safer Access.
7. Monitoring and review

In order to ensure a smooth implementation of the objectives described in this project, both partners agree on the following monitoring mechanisms:

- The ICRC Cooperation Department maintains a regular dialogue with the P&D Department and SAF Focal Point about the implementation progress, use of allocated funds and narrative and financial reports;
- The ICRC attends activities of the National Society organized in the framework of the project and provides its feedback;
- The BDRCS conducts necessary monitoring on regular basis. Where necessary, the ICRC joins monitoring missions with BDRCS counterparts;
- When necessary, the ICRC discusses the project implementation progress with the management of the National Society;
- Annual review will be conducted at the end of the year to compare the target and actual project implementation status.

8. Reporting

The P&D Department in cooperation with SAF Focal Point prepare a narrative report on the progress of the project for each quarter and submit to the ICRC Cooperation Department with endorsement of the management of the National Society. Based on need, the BDRCS may also share the event-base data with the ICRC. Existing tools and templates, developed by PMER section of the BDRCS, may be used for monitoring and reporting.

The narrative quarterly report shall include: activities implemented; opportunities; difficulties encountered and measures taken to overcome them; information on complementary inputs from other sources; comments on the results achieved; how the overall needs are expected to develop; and what additional projects are proposed, etc.

9. Budget and financial issues

Financial management shall comply with the sections on "Accounting and auditing for joint or separate Federation and/or ICRC Operations" of the Principles and Rules for Red Cross and Red Crescent Disaster Relief (1995), which shall be considered as an integral part of the Partnership Framework Agreement. The management of resources and the financial reporting will be in line with the internal regulations and procedures of each partner.

Financial management will be done through a working advance system as described in Annex 10 "Financial and Human Resources Management Procedures". All expenses must be in line with the duly approved main budget and conform to the agreed financial rules and procedures. Contributions required that exceed the foreseen budget shall be agreed well in advance of their expenditure by both Partners, and the corresponding budget amended accordingly.

10. External communication

Any public communication (e.g. media/press coverage) on the project shall be coordinated between the BDRCS and the ICRC.
11. Protection of personal data

The Partners must collect and handle information containing personal details in accordance with the rules and principles of IHL, IHRL, the relevant national laws on individual data protection and the standard ICRC modalities related to the protection of civilian population during other situations of violence.

This Project description is fully part of the Partnership Framework Agreement concluded between the ICRC and the BDRCS. The Project Description is signed in two original copies of which the BDRCS shall keep one and the ICRC the other.

Place and date: Dhaka, 4 January 2018

For the BDRCS:

Signature:

BMM Mozharul Huq, ndc
Secretary General

For the ICRC:

Signature:

Ikhtiyar Aslanov
Head of Delegation