

# 2024 Joint Response Plan (JRP) Guidance on Project Proposal Template Cox’s Bazar, Bangladesh

## OVERVIEW

The 2024 JRP serves as a fundraising tool, supporting a coordinated response across Sectors and agencies/organizations. This project template should be used by all appealing partners<sup>1</sup> to generate project proposals for the 2024 JRP.

**Proposals for the JRP should cover the timeframe of 01 January 2024 until 31 December 2024 in detail.**

There is **no** guarantee of funding connected to the completion of this template or the issuance of the JRP. All appealing partners are expected to have a fundraising strategy.

The project proposal reflects the projected funding required by the appealing agency/organization for individual projects. The Sector Peer Review process will assess the overall quality, impact, feasibility, integration of cross-cutting issues, budgetary allocations, and strategic harmony of individual projects proposed by appealing partners, to avoid duplication and ensure alignment with prioritized activities based on assessed needs.

**Submission:** Projects must be submitted by **COB 14 November 2023** to the respective Sector(s) with copy to the ISCG Secretariat ([iscg@iscgcb.org](mailto:iscg@iscgcb.org)).

**Guidance:** This template has four parts in four separate Excel tabs. Each part must be completed in sequential order: PART 1, then PART 2, then PART 3, and finally PART 4.

You will not be able input data correctly if the sheets are completed out of order. Individual sheets will also not be populated if rows are not filled in order.

This form is also pre-populated with data that will automatically update other parts of the document. For instance, the selection of a drop-down menu on one tab will update information on other tabs.

## PART 1: Project Summary

Enter the following information for the following sections:

### 1) Project Details

- a) Sector/Sub-Sector
- b) Name of appealing partner
- c) Name of implementing partner(s)
- d) Project Title
- e) Project Duration: If the project is longer than one year, only 2024 will be included in the JRP and the Humanitarian Programme Cycle (HPC) system.
- f) Project Summary: Describe the key components and intended results of the project. Where relevant, briefly outline activities taking place both inside and outside the camps.

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<sup>1</sup> An appealing partner is an organization raising funds directly from member states/countries through the JRP as part of a Sector within the refugee response in Bangladesh. This does not include partners receiving or raising funds through the UN, NGOs, private sector, religious groups, and other such entities. **Organizations need to be registered in Bangladesh to be included in the JRP.**

- g) Identified Needs: Indicate the Needs Assessments reports and studies used to develop this project. Sectors will inform you about key insights from the Multi-Sector Needs Assessment and other information is available in the [2021-2023 Assessment Registry](#).

## 2) Rationalization

Indicate the project's alignment with the Rationalization Principles (detailed information related can be found [here](#)). Focus should be given to:

- *Principle 3. Adopt an integrated approach*: An integrated approach aims to improve (a) inter-sectoral camp-based coordination, (b) service delivery to refugees and host communities, and (c) relations with the Government (in particular, with CiCs).
- *Principle 4. Ensure predictability and continuity*: Predictability and continuity (1) ensure stability in the refugee operation, and (2) improve relations with refugees, the Government, and other partners in the camps.

## 3) Cross-Cutting Themes

Provide information related to how the project has integrated and/or mainstreamed cross-cutting issues. Protection, gender, age and disability, accountability to affected populations (AAP), protection from sexual exploitation and abuse (PSEA), disaster risk reduction (DRR), disaster risk management (DRM), environmental issues, as well as climate change are to be mainstreamed in the JRP. These elements should be reflected in project proposals and will be considered in the review process.

Please refer to the [Annex: 2024 JRP Consolidated Guidance Note on Cross-Cutting Issues](#) at the end of this document for more information.

The Gender with Age Marker (GAM) score and GAM reference number are mandatory for all HPC submissions and will be checked as part of the Peer Review process.

Being a member of the PSEA Network is a pre-requisite of appealing and implementing partners.

## 4) Cash Transfer Programming

If any elements of the project involve cash transfers or voucher programming, estimated percentage of requirements is needed for both.

Please refer to the [Annex: 2024 JRP Consolidated Guidance Note on Cross-Cutting Issues](#) for more information.

## 5) Objectives

Select your project objectives from the relevant Sector objectives – drop-down menus will be automatically populated, depending on Sector selection.

## 6) Contact Information

Individuals to be contacted for more information, questions, or clarifications. Multiple contacts can be entered if needed, including the person filling the project template and the technical focal point with whom the Sector can follow up. Information requested includes focal point name, phone number, and email.

## PART 2: Activity Groups, Targets and Budget

### 1) Project Framework

This section collects information about the activity groups, targets, and budget estimates for 2024. Rows 6 ff, 17 ff, 28 ff and 39 ff in Part 2 will be auto-populated based on the objectives selected in Part 1-Project Summary.

- a) Activity Group: Select the project activity groups from the drop-down menus. Further detail on activity groups and their related individual activities can be found in the fifth tab labelled “Activity Matrix 2024”.
- b) Targets: Targets should be broken down per refugee population and host community.
- c) Total population: this will be auto-calculated once targets have been updated. Detailed population datasets can be found in the last two tabs of the template.
- d) Budget: The budget will also need to be divided by refugees and host community.  
*NB – The budget for each Activity Group should include activity costs as well as **non-operational costs**. This includes **direct costs**: procurement costs, staffing, etc.; **support costs**: logistics, rent and running costs of a facility, staff partially engaged in overseeing a project, etc.; and **indirect costs or overheads**: organizational management, admin, office costs, laptops, etc. Therefore there are no separate activity groups related to support costs or overheads, since those costs should be included in the budget for each Activity Group. However, if you are a Sector Lead or Co-Lead Agency, your coordination budget will be reflected under the Coordination chapter as communicated to you separately, i.e., do not include it in budget calculations.*
- e) Cost per beneficiary: This is auto-calculated based on the total number of people targeted and the total budget for the activity group.
- f) Total project budget: Rows 77-78 will be auto-populated for your convenience.

### 2) Fundraising

This is mandatory only for new appealing partners and partners that have raised less than 25% funds of their requested appeal in the JRP 2023. Provide an outline of how the appealing partner expects to raise funds. This will be assessed as part of the Peer Review process, as partner resource mobilization will be an indicative component of Sector rationalization.

### 3) Funding Status

Include any funding already received – or committed – **for 2024** for the activities indicated as part of the project proposal. Make sure to indicate:

- a) Source(s) of funding/donor(s)
- b) Amount received
- c) Timeframe for which the project has received funding

## PART 3: Activity Groups by Camp Blocks (Refugees) or Union (Host Community)

This section of the project template requires you to indicate where you are undertaking the specific activity groups per camp block for refugees and by Union for host community (host community at the bottom of the page).

Row 3 will be automatically populated with the activity groups, based on the activity groups you selected in Part 2. For each activity group, scroll down to find all specific locations and choose “Yes” if the project targets the activity group in that location. The locations you do not target should be left blank.

This section of the project template will be used to support the rationalization process, essential during the Peer Review process.

## PART 4: Project Targets by Population Group and Upazila

Please provide sex and age disaggregated data for the project's population groups (refugees and host community). Geographic location has been reduced to only Ukhiya and Teknaf Upazilas for your convenience. This includes the camps in the Upazilas.

- a) Sex and Age disaggregation: Provide breakdown of individuals (women/men) for the following age groups:
- Girls (under 18)
  - Boys (under 18)
  - Adult women (18-59)
  - Adult men (18-59)
  - Elderly women (60 +)
  - Elderly men (60 +)

*NB – the breakdown of individuals per age group should include people with disabilities, specific data of people with disabilities should be provided in column I.*

*NB – if you enter a number of people targeted that is higher than the actual refugee or host community population of the specific sex and age in the Upazila, you will get an error message.*

- b) Persons with disabilities: Breakdown by population group and location of persons with disabilities should be included under column I, however, this number should be the sum of persons with disabilities already included as part of the numbers used for the “Sex and Age Disaggregation” columns.

Further information on breakdown of refugees with disabilities can be found in the REACH publication [Age and Disability Inclusion Needs Assessment - Rohingya Refugee Response \(May 2021\)](#) which indicates:

- Overall, **12%** of individuals were identified as persons with disabilities (12% female individuals and 12% male individuals).
- Increasing disability prevalence with increasing age: 2-4 years: 2%; 5-9 years: 3%; 10-17 years: 4%; etc.

Further information on breakdown for host communities can be found in the report [National Survey on Persons with Disabilities \(NSPD\) 2021. Preliminary Report](#), published by the Bangladesh Bureau of Statistics, which indicates:

- **7.14%** of people in Bangladesh have functional difficulties in different domains based on the Washington Group on Disability Statistics module. This percentage is higher among males (7.27%) than females (7.00%)
- Functional difficulty increases with increases in age: see table and chart, and details under ‘6.2. Child functional difficulties’

- c) Total: The total columns will be automatically calculated, based on the figures provided in the “Gender and Age Disaggregation” columns.

## CONTACTS:

The ISCG and the Sectors are supporting this process. Please contact us for any clarifications.

Focal points at the ISCG are as follows:

- For technical issues with the template: Filip Hilgert ([filip@iscgxcb.org](mailto:filip@iscgxcb.org)), Sabbir Hossain ([sabbir@iscgxcb.org](mailto:sabbir@iscgxcb.org)) and Fahmida Sultana ([fahmida@iscgxcb.org](mailto:fahmida@iscgxcb.org))
- For clarifications related to the JRP and rationalization: Rewa El-Oubari ([rewa@iscgxcb.org](mailto:rewa@iscgxcb.org)) and Talukder Abu Naim ([naim@iscgxcb.org](mailto:naim@iscgxcb.org))
- For cross-cutting issues: See the [2024 JRP Consolidated Guidance Note on Cross-Cutting Issues](#)

# ANNEX: JRP 2024 Cross-Cutting Issues

## Consolidated Guidance Note for Partners

September 2023

This consolidated note provides guidance to integrate and/or mainstream cross-cutting issues in the 2024 Joint Response Plan (JRP) projects. Please reach out to the respective focal point or to the ISCG for any further information or clarifications.

### 1. Protection Mainstreaming

Focal points:

Irene Kouame, Protection Sector Coordinator, [kouamei@unhcr.org](mailto:kouamei@unhcr.org)

Johanna Reina, Protection Officer, [reina@unhcr.org](mailto:reina@unhcr.org)

Protection mainstreaming involves integrating protection principles to ensure access, safety, and dignity in humanitarian efforts. Project proposals should adhere to [four guiding principles](#):

- a. **Prioritize safety and dignity:** Minimize harm and enhance well-being, reducing vulnerability to physical and psychosocial risks.
- b. **Ensure meaningful access:** Eliminate barriers and provide equitable access to assistance, paying attention to vulnerable groups.
- c. **Foster accountability:** Establish mechanisms for affected populations to assess interventions, voice concerns, and seek resolutions.
- d. **Promote participation and empowerment:** Enable self-protection, capacity development, and rights assertion.

Projects should also encompass the **Protection Mainstreaming Framework's eight core components**:

- I. **Analysis:** Understand the **protection context** to ensure safety, dignity, and access throughout the program cycle.
- II. **Targeting and diversity of needs:** Identify and address specific needs, vulnerabilities, and capacities, tailoring assistance accordingly.
- III. **Information sharing:** Disseminate information about rights and service access to communities and refugees.
- IV. **Community engagement:** Involve communities in all response stages, leveraging existing structures and resources.
- V. **Feedback and complaints mechanisms:** Enable safe, confidential feedback and complaints processes, ensuring timely responses.
- VI. **Staff conduct:** Equip staff with knowledge and support to act in line with humanitarian principles safely.
- VII. **Mapping and referral:** Provide knowledge, training, and support for accessing existing services.
- VIII. **Coordination and advocacy:** Collaborate with relevant actors to enhance protection, avoid duplication, and address risks.

[Here](#) is the detailed protection mainstreaming guidance for your easy reference.

## 2. Gender

Focal point: Catherine Nyakato, GiHA Coordinator, [catherine@iscgxcb.org](mailto:catherine@iscgxcb.org)

Gender with Age Marker (GAM) score and GAM reference number are **mandatory** for all JRP submissions.

### IASC GAM guidelines

The [Inter-Agency Standing Committee Gender with Age Marker](#) (IASC GAM) aims to improve effectiveness of humanitarian responses by integrating gender, age, and disability-related differences. The following guidelines provide a crucial initial step to planning and applying IASC GAM and the related gender equality measures in preparation for subsequent steps, including the coding process for the 2024 JRP.

#### a. Needs analysis (what do we know?)

- Gender analysis: The relevant needs analysis describes the needs and dynamics between different gender, age, disability, and other diverse groups.
- Disaggregated access data: Data on rates of access are used in a credible way and disaggregated by sex and age.

#### b. Adapted assistance (what do we do about it?)

- Tailored activities: Activities/resources are adapted to the needs and preferences of different gender, age, disability, and other diverse groups. Targeted actions address needs and priorities as well as the discrimination faced by specific groups.
- Protection from GBV: At least one activity, item or process is designed to reduce risks or address GBV, OR the project works solely to address GBV risks.

#### c. Adequate participation (how do we do work together?)

- Engagement: Females and males of appropriate ages and different abilities participate in design AND review of the project AND their suggestions are incorporated.
- Feedback process: There is a confidential complaint process that considers gender, age and disability and is responsive to requests for changes.
- Transparency: The project delivers different messages through appropriate media according to the gender analysis.

#### d. Review (what do we do well and what should we change?)

- Benefits: There are different benefits for women/girls/men/boys/LGBTI in different age groups, including those with disabilities, as a result of activities adapted to the distinct needs or barriers they face.
- Satisfaction: Different gender/age/disability groups surveyed are satisfied with the project.
- Project problems: The barriers or negative effects and (planned) steps to change are outlined. These address the needs of groups that differ according to gender, age and/or disability.

### 3. Age & Disability

Focal point: Masum Billah, National AAP Advisor, [masum@iscgxcb.org](mailto:masum@iscgxcb.org)

- a. Screen and identify persons with disabilities including children using Washington Group Questions (WGQ)-Enhanced Set/ Child Functioning Module (CFM). (All Sectors)
- b. Target around 12% persons with disabilities out of total target for each activity. (All Sectors)
- c. Provide Sector specific inclusive programming training for staff & volunteers. (All Sectors)
- d. Plan for conducting accessibility audit in facilities and service points (All Sectors)
- e. Modify health facilities to meet universal design guidelines or improve access to persons with disabilities and older persons. (Health)
- f. Establish a referral mechanism to ensure rehabilitation services for every person with disabilities. (Health)
- g. Provide customized assistive devices for persons with disabilities and older persons. (Health)
- h. Prioritize service provision for women and adolescent girls with disabilities. (SRH)
- i. Develop/ use accessible Social and Behavior Change Communication (SBCC) materials. (GBV/Health)
- j. Screen Severe/Moderate Acute Malnutrition (SAM/MAM) children using WGQ/CFM. (Nutrition)
- k. Provide childhood development and stimulation therapy as well as make available assistive devices for children with disabilities. (Nutrition)
- l. Provide door-to-door service for women and girls with disabilities (high-risk group). (Protection)
- m. Provide life skills training and income-generating activities for adolescent boys/girls, men and women with disabilities, and caregivers. (Protection)
- n. Include women with disabilities in community groups and leadership structures. (Protection)
- o. Include children and youth with disabilities in child rights committees and other community-based structures for child protection. (Protection)
- p. Conduct individual education planning and sessions for learners with disabilities. (Education)
- q. Purchase/develop accessible teaching and learning materials. (Education)
- r. Offer inclusive sports and recreational activities for the children with and without disabilities. (Education)
- s. Provide home-based education support as per the needs of the child. (Education)
- t. Consider disability issues when carrying out any assessment/ survey. (MHPSS)
- u. Provide accessible information on early warning and disaster preparedness. (DRR)
- v. Improve task force/community volunteers' capacity for ensuring inclusive search and rescue and response. (DRR)
- w. Engage Persons with Disabilities in DRR activities and decision-making committees. (DRR)
- x. Offer awareness sessions on individual preparedness, safe roots, evacuation points for Older People and Persons with Disabilities. (DRR)
- y. Provide budget and planning for improved accessibility of WASH, Health, and distribution points. (DRR)

#### 4. Accountability to Affected Populations (AAP)

Focal point: Masum Billah, National AAP Advisor, [masum@iscgcxb.org](mailto:masum@iscgcxb.org)

This list of suggested actions aims to help Sectors ensure that AAP commitments are fulfilled in all stages of the 2024 JRP.

- a. Ensure that the JRP is directly based on the finding of participatory assessments and joint analysis of priority needs.
  - Make sure that the proposal is directly based on the 2023 JMSNA and other relevant participatory assessment findings.
  - Ensure the development of a plan for community participation in evaluation methodologies and share the evaluation results with communities in an accessible format.
  - Organize bi-yearly consultation meetings to evaluate the project and use them as reference in the lessons learned workshop at working level.
- b. Agree that beneficiary selection processes are transparent and informed by engagement with the affected population in terms of prioritization.
  - Organize at least one meeting with beneficiaries and the community to explain the selection criteria and process.
- c. Address issues which might not be covered by any specific Sector or might be common to several Sectors to ensure they are covered adequately.
  - Translate respective Sector's JRP into accessible format to share with communities and, if possible, validate JRP priorities with a cross-section of community members, with respect to age, gender, vulnerability, and diversity.
  - Organize at least one meeting/consultation at each camp to explain the translated JRP.
- d. Design a coordinated plan for disseminating messages on what assistance has been delivered and what lies ahead, as well as what has been done with the complaints and feedback.
  - Plan for a bi-yearly townhalls at each camp to disseminate these messages.
- e. Establish a mechanism to monitor affected population perception of the humanitarian response on a regular basis, and of adequacy, quality, and timely information-provision and engagement in decision-making.
  - Plan for bi-yearly perception surveys to understand the community perception and plan specific actions to strengthen your organization's Complaint & Feedback Mechanism (CFM).
- f. Ensure communities are informed within an appropriate timeframe in case of any changes/adjustments to humanitarian services and assistance (minor or major). Encourage a dialogue with donors to enable them to adapt to changes stemming from community feedback (CFMs, research, etc.).
  - Before any change, organize community dialogues with clear, accessible, and understandable information regarding any changes, and use other communication channels such as radios, leaflets, loudspeakers, etc.



## 5. Protection from Sexual Exploitation and Abuse (PSEA)

Focal points:

Bora Ozbek, PSEA Network Coordinator, [bora@iscgxcb.org](mailto:bora@iscgxcb.org)

Rajib Rahman, PSEA Network Associate, [rajib@iscgxcb.org](mailto:rajib@iscgxcb.org)

- a. Being a member of the PSEA Network is a pre-requisite of appealing and implementing partners.
- b. Mainstreaming PSEA in each stage of project cycle management.
- c. 100% of the staff, including volunteers, receive their mandatory PSEA training.
- d. PSEA awareness materials (such as posters, fliers, and videos) including key PSEA messages, and the available Complaint Feedback Mechanisms are visible to beneficiaries.
- e. Confidential, accessible, and culturally appropriate Complaint and Feedback Mechanisms are available.
- f. Organizations take the necessary actions after receiving a SEA complaint that are in line with the [SOP for the SEA Complaint Referral](#) in the Rohingya Refugee Response in Bangladesh.

## 6. Disaster Risk Management and Reduction

Focal point: Md. Tanjimul Alam Arif, DRM Officer, [tanjim@iscgxcb.org](mailto:tanjim@iscgxcb.org)

- a. Ensure alignment of agencies' Emergency Preparedness and Response plans with ISCG's [Multi-Hazard Response Plan 2022](#) and the [National Plan for Disaster Management \(2021-2025\)](#).
- b. Prior to proposing any Disaster Risk Reduction (DRR) activities within a project, please highlight the agency's previous experience, with a preference for experience in Cox's Bazar.
- c. Ensure effective coordination among relevant government entities (DRRO, RRRC, CPP) ISCG's operational partners, and Sectors, and the Energy & Environment Network (EEN) to prevent potential work duplication.
- d. Ensure that submitted projects adhere to ISCG's existing reporting mechanisms, facilitating ISCG's support for Emergency Preparedness and Response (EPR) issues.
- e. During the project submission and implementation phase, agencies must adhere to Sector-specific contingency plans and Emergency Preparedness and Response (EPR) plans to ensure effective coordination with Sector coordinators and the ISCG EPR focal point to address any potential issues.
- f. Ensure that DRR response mechanisms do not contradict the provisions of the government's [Standing Orders on Disaster 2019](#).
- g. Agencies must maintain minimum contingency stocks and provide support for overall response efforts for host communities and refugees through relevant Sectors and ISCG.
- h. Incorporate lessons learned on Emergency Preparedness and Response from existing phase to the next phase.

List of other EPR strategic documents to consider in project development:

- [National Adaptation Plan of Bangladesh \(2023-2050\)](#)
- [HCTT NEXUS STRATEGY \(2021-2025\) - Humanitarian-Development Collaboration for Climate-Related Disasters in Bangladesh](#)
- [Debris Management Contingency Planning 2021](#)
- [Cox's Bazar Cyclone Preparedness Plan 2021](#)

## 7. Energy, Environment, and Climate Change

Focal point: Zolboo Bold-Erdene, Energy & Environment Network Coordinator, [zolboo@iscgxb.org](mailto:zolboo@iscgxb.org)

The Energy & Environment Network (EEN) is the continuation of EETWG in an adjusted modality in line with the streamlined coordination structure of 2023.

**EETWG Climate Action Strategy (2023-2025)** – First and foremost, partners engaged in any climate action initiatives, or planning to mainstream energy, environment, and/or climate action should be aware of and align with these core strategic objectives of EEN. The 3 Strategic Objectives of EEN are:

- SO1 - Ensure sustainable energy solutions for cooking and lighting and solid waste management.
  - SO2 - Restore and rehabilitate the natural environment and conserve ecosystems.
  - SO3 - Strengthen community resilience against climate related and other environmental risks.
- a. **LPG Guidelines** (SO1) - Agencies with capacity to support provision of LPGs in the camps should first coordinate with EEN and refer to this guideline document. LPG is considered to be the cleanest and most cost-effective form of energy solution for cooking in the Rohingya refugee response context, while other avenues continue to be explored.
  - b. **Solar Lighting Guidelines** (SO1) - Agencies should not implement any installation of Solar components without coordination with EEN. One of the biggest issues faced in the camps now is the lack of accountability in regard to the care and maintenance work needed after installation of solar components; EEN recognizes this to be a major gap and is working to address the issue collectively. There are several forms of interventions related to solar activities in the camps: standalone solar streetlights (SSLs), solar mini/nano grids, household level solar lamps, and lightning arrestors (some of which have solar components, but overall fall under the energy category).
  - c. **Watershed Management Plan** (SO2) - EEN partners are actively advocating for a watershed management approach to environmental conservation and restoration. EEN recognizes that in this systems-based approach, the humanitarian community can effectively address flood and landslide risks, solid waste management, homestead gardening, and community engagement. EEN is currently developing a Watershed Management Plan to map activities, partners, watersheds, and determine priority areas of interventions.
  - d. **Guidance for Gardening and Reforestation Partners – Awareness Raising on Benefits of Trees in camps** (SO3) - this document includes three components (which is being integrated in the Food Security Sector’s Homestead Gardening Guideline):
    - Key messages for the Rohingya around the benefits of trees in camps – to get communities’ support in protecting reforestation efforts (and how to disseminate these messages).
    - Guidance for homestead gardening partners, in context of gardening around plantation sites and on sloped areas.
    - Guidance points for plantation partners for care and maintenance, field coordination, and considerations towards homestead gardens.

All of the abovementioned documents exist on the [EEN page](#) of the Rohingya Refugee Response website with some additional resources.

## 8. Cash Transfer Programming

Focal point: Kajal Ahmed Leon, National Cash Officer, [kajal@iscgcxb.org](mailto:kajal@iscgcxb.org)

If any elements of a project involve cash transfers (multipurpose or conditional) or voucher programming, it is essential to estimate the percentage of each component in the project template. It is highly recommended to ensure harmonization of cash and voucher assistance across all humanitarian actors in the context. Therefore, we urge appealing or implementing agencies/organizations to adhere to specific incentive rates endorsed by the Bangladesh Government. For instance, for volunteer remuneration, please refer to the [2022 volunteer guidance](#), and for Cash for Work, apply the [2018 incentive rates](#). In addition to the 2022 Volunteer Guidance note, partners must also follow the below guidance:

- a. Allowance for Skilled Bangladeshi Volunteers: an increase of the transport and tiffin allowance from BDT 2,000 to BDT 2,500 per month (increase of BDT 500 per month) only for fully Skilled Bangladeshi Volunteers (Skilled Levels 1 & 2). Many of these roles require high qualifications as well as substantial training and skill development and the retention of highly qualified Bangladeshi Volunteers is desirable.
- b. Duration of engagement: In line with the Guidance issued by the Government of Bangladesh and keeping in mind the health and wellbeing of volunteers, the duration of engagement is limited to eight hours per day and 22 days per month. Exceptions may be made due to exigencies such as emergency response, Safety Unit, Disaster Management Unit, etc. For consistency in implementation within a single Sector, the categories of Volunteers and the additional period of work will be determined by the Sectors.

Cash for Work engagements, however, will entail seven hours of work per day and 16 days of rotational work per month, with a maximum of 32 days in a quarter and not more than 90 days in a calendar year for an individual. This will also be subject to an incentive rate of BDT 50 per hour, with a maximum of BDT 350 per day.

The scope of Cash and Voucher Assistance (CVA) implementation is more flexible at the host community level. We recommend following the National Cash Working Group recommended [MPCG Package](#) of 2020 for unconditional cash support activities. If any changes or revisions occur in the National Cash Guidance, they will be promptly communicated and shared with all Sectors.

Additionally, when planning various voucher schemes, livelihood grants, and Cash and Voucher Assistance (CVA) support with a focus on social protection, please consult the relevant Sector for Sector-specific standardized packages, top-up rates, or guidelines.

**END**