



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
প্রধান প্রকৌশলীর কার্যালয়, জনস্বাস্থ্য প্রকৌশল ভবন  
১৪, শহীদ ক্যাপ্টেন মনসুর আলী সরণি, কাকরাইল, ঢাকা-১০০০।

শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি

স্মারক নং ৪৬.০৩.০০০০.০০১.১৪.০০৮.১৯-৫২৭৫

তারিখঃ ২৬/ ০৫/২০২১খ্রি

প্রাপক : নির্বাহী প্রকৌশলী  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
প্রশিক্ষণ বিভাগ, ঢাকা ও  
সদস্য সচিব, অধিদপ্তরীয় TOR কমিটি

বিষয় : Terms of Reference (TOR) অনুমোদন প্রসঙ্গে।

সূত্র: আপনার কার্যালয় স্মারক নং-১৪৪; তারিখ: ১৯/০৫/২০২১ইং।

উপর্যুক্ত বিষয় ও সূত্রের প্রেক্ষিতে জানানো যাচ্ছে যে, জনস্বাস্থ্য প্রকৌশল অধিদপ্তর কর্তৃক বাস্তবায়নাধীন “হাওর অঞ্চলে টেকসই পানি সরবরাহ, স্যানিটেশন ও হাইজিন ব্যবস্থায় উন্নয়ন প্রকল্প কার্যক্রম” শীর্ষক প্রকল্পে হাইজিন প্রমোশন কার্যক্রম বাস্তবায়নের নিমিত্তে এনজিও/ পরামর্শক প্রতিষ্ঠান নিয়োগ প্রদানের লক্ষ্যে প্রণীত খসড়া Terms of Reference(TOR) অত্র দপ্তরে প্রেরণ করেছেন। TOR কমিটির সুপারিশের প্রেক্ষিতে প্রণীত খসড়া TOR টি অনুমোদন করা হ'ল এবং পরবর্তী প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য এতদসঙ্গে প্রেরণ করা হলো।

সংযুক্তিঃ অনুমোদিত TOR – ১সেট।

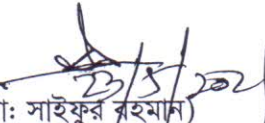
  
(মো: সাইফুর রহমান)  
প্রধান প্রকৌশলী

স্মারক নং ৪৬.০৩.০০০০.০০১.১৪.০০৮.১৯-৫২৭৫/৮(২)

তারিখঃ ২৬/ ০৫/২০২১খ্রি:।

অনুলিপিঃ

১। অতিরিক্ত প্রধান প্রকৌশলী (পূর্ত), জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, ঢাকা ও সভাপতি TOR অনুমোদন কমিটি।

  
(মো: সাইফুর রহমান)  
প্রধান প্রকৌশলী

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
নির্বাহী প্রকৌশলীর কার্যালয়, প্রশিক্ষণ বিভাগ  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, এইচ আর ডি সেন্টার  
৩৬-৩৭ বীর উত্তম এ, কে, খন্দকার সড়ক, মহাখালী, ঢাকা - ১২১২



শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি

স্মারকনং- ৪৬.০৩.২৬০০.০২৫.০৬.০০১.১৫-

তারিখঃ ১১/০৫/২০২১ খ্রিঃ

প্রেরক : নির্বাহী প্রকৌশলী  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
প্রশিক্ষণ বিভাগ, ঢাকা ও  
সদস্য সচিব, অধিদপ্তরীয় TOR কমিটি

প্রাপক : প্রধান প্রকৌশলী  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
বাংলাদেশ সরকার, ঢাকা।

বিষয়ঃ জনস্বাস্থ্য প্রকৌশল অধিদপ্তর কর্তৃক বাস্তবায়নাধীন "হাওর অঞ্চলে টেকসই পানি সরবরাহ, স্যানিটেশন ও হাইজিন ব্যবস্থার উন্নয়ন প্রকল্প কার্যক্রম" শীর্ষক প্রকল্পের আওতায় হাইজিন প্রমোশন কার্যক্রম বাস্তবায়নের নিমিত্তে এনজিও/পরামর্শক প্রতিষ্ঠান নিয়োগ প্রদানের লক্ষ্যে প্রণীত খসড়া Terms of Reference (ToR) অনুমোদন প্রসংগে।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে জানানো যাচ্ছে যে, "হাওর অঞ্চলে টেকসই পানি সরবরাহ, স্যানিটেশন ও হাইজিন ব্যবস্থার উন্নয়ন প্রকল্প কার্যক্রম" শীর্ষক প্রকল্পের আওতায় হাইজিন প্রমোশন কার্যক্রম বাস্তবায়নের নিমিত্তে এনজিও/পরামর্শক প্রতিষ্ঠান নিয়োগ প্রদানের সংস্থান রয়েছে। এ লক্ষ্যে প্রণীত খসড়া TOR এর বিষয়ে অধিদপ্তরীয় TOR কমিটির এক সভা অতিরিক্ত প্রধান প্রকৌশলী (পূর্ত) এর সভাপতিত্বে তার দপ্তরে বিগত ১৫/০৩/২০২১ খ্রিঃ তারিখে অনুষ্ঠিত হয়।

উক্ত সভার সিদ্ধান্ত মোতাবেক সুপারিশকৃত TOR আপনার সদয় অনুমোদন ও পরবর্তী প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য এতদসঙ্গে প্রেরণ করা হলো।

সংযুক্তিঃ সুপারিশকৃত TOR – ১ সেট।

Nazim Zohin  
১৭/০৫/২০২১

(নাজিয়া তাসমিন)

নির্বাহী প্রকৌশলী, প্রশিক্ষণ বিভাগ ও  
সদস্য সচিব, TOR অনুমোদন কমিটি

স্মারকনং- ৪৬.০৩.২৬০০.০২৫.০৬.০০১.১৫- ১৪৪/১২(২)

তারিখঃ ১১/০৫/২০২১ খ্রিঃ

সদয় অবগতির জন্য অনুলিপি প্রেরণ করা হলোঃ

- ১। অতিরিক্ত প্রধান প্রকৌশলী (পূর্ত), জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, বাংলাদেশ সরকার, ঢাকা ও সভাপতি TOR অনুমোদন কমিটি।
- ২। প্রকল্প পরিচালক, "হাওর অঞ্চলে টেকসই পানি সরবরাহ, স্যানিটেশন ও হাইজিন ব্যবস্থার উন্নয়ন প্রকল্প কার্যক্রম" প্রকল্প, জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, ঢাকা।

Nazim Zohin  
১৭/০৫/২০২১

(নাজিয়া তাসমিন)

নির্বাহী প্রকৌশলী, প্রশিক্ষণ বিভাগ ও  
সদস্য সচিব, TOR অনুমোদন কমিটি

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
অতিরিক্ত প্রধান প্রকৌশলী (পূর্ত) এর কার্যালয়  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর

১৪, শহীদ ক্যাপ্টেন মনসুর আলী সরণি, কাকরাইল, ঢাকা-১০০০।



শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি

সভার সভাপতি : জনাব মোঃ সরোয়ার হোসেন, অতিরিক্ত প্রধান প্রকৌশলী (পূর্ত)

সভার স্থান : অতিরিক্ত প্রধান প্রকৌশলী (পূর্ত) এর কার্যালয়

তারিখ : ১৫/০৩/২০২১, সময় : বিকাল ০৩.০০ টা।

সভার উপস্থিতি : পরিশিষ্ট “ক”

বিষয়: “হাওর অঞ্চলে টেকসই পানি সরবরাহ, স্যানিটেশন ও হাইজিন ব্যবস্থার উন্নয়ন প্রকল্প কার্যক্রম” শীর্ষক প্রকল্পের আওতায় হাইজিন প্রমোশন কার্যক্রম বাস্তবায়নের নিমিত্তে এনজিও/পরামর্শক প্রতিষ্ঠান নিয়োগ প্রদানের লক্ষ্যে প্রণীত খসড়া Terms of Reference (ToR) এর বিষয়ে অধিদপ্তরের ToR কমিটির সভার কার্যবিবরণী।

০২। উপস্থাপনাঃ

সভার শুরুতে সভাপতি সভায় উপস্থিত কমিটির সদস্যবৃন্দ এবং অন্যান্য সদস্যগণকে ধন্যবাদ জানিয়ে সভা শুরু করেন। তিনি তুলে ধরেন যে, জনস্বাস্থ্য প্রকৌশল অধিদপ্তর কর্তৃক বাস্তবায়নাধীন “হাওর অঞ্চলে টেকসই পানি সরবরাহ, স্যানিটেশন ও হাইজিন ব্যবস্থার উন্নয়ন প্রকল্প কার্যক্রম” শীর্ষক প্রকল্পের আওতায় হাইজিন প্রমোশন কার্যক্রম বাস্তবায়নের নিমিত্তে এনজিও/পরামর্শক প্রতিষ্ঠান নিয়োগ প্রদানের সংস্থান রয়েছে। উক্ত সেবাটি ক্রয় করার লক্ষ্যে একটি খসড়া Terms of Reference (ToR) প্রণয়ন করা হয়েছে, যা চূড়ান্তকরণের নিমিত্তে অধিদপ্তরের ToR কমিটির আলোচ্য সভাটি আয়োজন করা হয়েছে।

প্রারম্ভিক আলোচনা শেষে সভাপতি মহোদয় প্রস্তাবিত খসড়া ToR এর বিষয়ে আলোচনার জন্য উপস্থিত সদস্যবৃন্দকে আহ্বান জানান।

০৩। আলোচনাঃ

৩.১ নির্বাহী প্রকৌশলী, প্রশিক্ষণ বিভাগ, জনস্বাস্থ্য প্রকৌশল অধিদপ্তর ও সদস্য সচিব, ToR অনুমোদন কমিটি জানান যে, “হাওর অঞ্চলে টেকসই পানি সরবরাহ, স্যানিটেশন ও হাইজিন ব্যবস্থার উন্নয়ন প্রকল্প কার্যক্রম” প্রকল্পটির আওতায় বাংলাদেশের হাওর এলাকার সাতটি জেলার বিভিন্ন উপজেলাসমূহে টেকসইত্ব নিশ্চিত করে পানি সরবরাহ, স্যানিটেশন ও হাইজিন কার্যক্রম সমূহ বাস্তবায়ন করা হবে। প্রকল্পটিতে হাইজিন প্রমোশন কার্যক্রম বাস্তবায়নের সংস্থান রয়েছে। এর নিমিত্তে এনজিও/পরামর্শক প্রতিষ্ঠান নিয়োগ প্রদান করা হবে। উক্ত সেবাটি ক্রয় করার লক্ষ্যে একটি খসড়া ToR প্রণয়ন করা হয়েছে, যা চূড়ান্তকরণের জন্য আলোচ্য সভাটি আয়োজন করা হয়েছে।

উক্ত ToR টির বিষয়ে আলোচনাকালে সর্বপ্রথম এর নামকরণে কিছুটা পরিবর্তন সাধনের জন্য বলা হয়। ToR টির ভূমিকাটি পূর্নলিখনের জন্যও বলা হয়। প্রস্তাবিত ToR টির লক্ষ্যসমূহ (objective) পূর্ননির্ধারণের বিষয়েও আলোচনা করা হয়। সেইসাথে এতে প্রস্তাবিত সকল পদগুলোর জন্য অভিজ্ঞতা পূর্নবিন্যাস করা, এতে উল্লেখিত পদসমূহের জন-মাস সম্বলিত তালিকাটি সঠিকভাবে উল্লেখ করার বিষয়ে আলোচনা করা হয়। ToR টিতে প্রস্তাবিত Schedule of payment, deliverables পূর্ননির্ধারণ করার জন্য বলা হয়।

সভায় উপস্থিত সকল সদস্যগণ নিম্নোক্ত সিদ্ধান্তের আলোকে খসড়া ToR টি সংশোধনের বিষয়ে একমত প্রকাশ করেন।

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৪। সিদ্ধান্তঃ

সভায় বিস্তারিত আলোচনান্তে নিম্নবর্ণিত সিদ্ধান্ত সমূহ গৃহীত হয়ঃ

৪.১ প্রস্তাবিত ToR টির শিরোনাম পরিবর্তন করে "Terms of reference (ToR) for NGO for awareness program under the Project for Improvement of sustainable Water Supply, Sanitation and Hygiene System in Haor areas" করতে হবে।

৪.২ এর ভূমিকাটি পূর্নলিখন করতে হবে।

৪.৩ প্রস্তাবিত ToR টির লক্ষ্যসমূহ (objective) পূর্ননির্ধারণ করতে হবে।

৪.৪ এতে প্রস্তাবিত সকল পদগুলোর জন্য অভিজ্ঞতা পূর্নবিন্যাস করতে হবে।

৪.৫ প্রস্তাবিত ToR টিতে উল্লেখিত পদসমূহের জন-মাস সম্মিলিত তালিকাটি সঠিকভাবে নির্ধারণ করতে হবে।

৪.৬ প্রস্তাবিত ToR টির Schedule of payment, deliverables পূর্নলিখন করতে হবে।

পরিশেষে আর কোন আলোচনা না থাকায় সভাপতি সকলকে ধন্যবাদ জানিয়ে সভার সমাপ্তি ঘোষণা করেন।

  
(মোঃ সরোয়ার হোসেন)

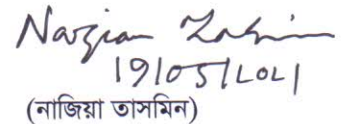
অতিরিক্ত প্রধান প্রকৌশলী (পূর্ত) ও  
সভাপতি, ToR অনুমোদন কমিটি

স্মারক নং- ৪৬.০৩.২৬০০.০২৫.০৬.০০১-১৪৫/১(৫)

তারিখঃ...১৯/০৫/২০২১ খ্রিঃ

অনুলিপি সদয় অবগতির জন্য প্রেরণ করা হলো :

- ১। অতিরিক্ত প্রধান প্রকৌশলী (পূর্ত), জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, বাংলাদেশ সরকার, ঢাকা ও সভাপতি, ToR অনুমোদন কমিটি।
- ২। তত্ত্বাবধায়ক প্রকৌশলী, জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, পরিকল্পনা/গ্রাউন্ড ওয়াটার সার্কেল, ঢাকা ও সদস্য, ToR অনুমোদন কমিটি।
- ৩। নির্বাহী প্রকৌশলী, জনস্বাস্থ্য প্রকৌশলী অধিদপ্তর, ডিজাইন/গবেষণা ও উন্নয়ন বিভাগ, ঢাকা ও সদস্য, ToR অনুমোদন কমিটি।

  
19/05/2021

(নাজিয়া তাসমিন)

নির্বাহী প্রকৌশলী, প্রশিক্ষণ বিভাগ ও  
সদস্য সচিব, ToR অনুমোদন কমিটি

**Terms of reference (ToR)**  
**for**  
**NGO for awareness program under the Project for Improvement of sustainable Water**  
**Supply, Sanitation and Hygiene System in Haor areas**

**Introduction**

The haor is a semi-circular lowland wetland with mainly hydro-ecological features of different types, which become waterlogged during the monsoon season each year. Haor covers about 1.99 million hectares (19,998 sq km) of the northeastern districts of Bangladesh. The total number of haors is 363 which is spread in 7 districts of Bangladesh (Sunamganj, Habiganj, Netrokona, Kishoreganj, Sylhet, Moulvibazar, Brahmanbaria). According to the Haor Master Plan, the total area of haors is 659,000 hectares, which is 43% of the total area of the haor area.

Public health is relatively poor due to flood damage and other natural disasters among the poor in the haor area. One of the reasons for their health problems is the lack of clean and potable water and the acute shortage of sanitation. Besides, 10 percent of the underprivileged people have no idea about safe water. According to the Haor Master Plan, 50 percent of households depend on nearby ponds or rivers for household activities.

Compared to other parts of the country, sanitation facilities in the haor area are also inadequate. Currently, only 44.25% of the people in the haor area use sanitary latrines. 49% of households have inadequate latrines, of which 8% are made of suraki / khowa or brick only.

All these latrines are submerged in water for about 4 to 6 months in a year. As a result, rapid sanitation system becomes ineffective. In addition, several haor areas still have open and hanging latrines, which are completely unhealthy.

Economic barriers and unawareness are the main reasons for this poor sanitation. Moreover, due to the lack of sustainable technology, it is not possible for the poorest people in these areas to build latrines. Due to the different hydro-logical and hydro-geological characteristics of the haor area, the construction of traditional and conventional sanitary latrines is not effective. In this case, improved latrines of different technology are required.

Considering the above context, a project named “Project for Improvement of sustainable Water Supply, Sanitation and Hygiene System in Haor areas” is approved in the ECNEC held on June 21, 2020. Department of Public Health Engineering (DPHE) under Local Government Division of Ministry of LGRD & Co-operatives is implementing the project now. The project has the provision to install 28303nos of tubewell, 4126nos of improved latrines and 458nos of offset twin pit latrines. It is hoped that a precise, sustainable and hygienic water supply and sanitation system will be introduced in the haor area.

Accordingly, To achieve the sustainable water supply and sanitation in the haor areas hygiene promotion activities are the prime need. Through different types of promotional activities or awareness program or capacity building of local people of haor area, it will be ensured to achieve the required coverage of water supply and sanitation of Haor project. In this context, there is a item in the Project Proforma named “**hygiene promotion through NGO**” in this project. For

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completing the task, an NGO need to be hired. The NGO can complete this software part of the project.

### **Objectives of the project**

The overall objective of the project is to improve the health and living standards of the local people by providing safe water supply, sanitation and hygiene in the haor area.

#### ***Specific Objectives:***

- 1) Increasing safe water supply and sanitation coverage in haor areas. The project has the provision to install 28303 nos of tubewell, 4126 nos of improved latrine and 458 nos of offset twin pit latrine.
- 2) Introduction of sustainable technology for water supply and sanitation facilities in haor areas.
- 3) Raising awareness of local people about safe water and sanitation in the haor area through social campaigns.
- 4) Ensuring safe drinking water and sanitation by enhancing the skills of local government institutions and the general public in the operation and maintenance of constructed facilities.

### **Objectives of the Services:**

The objective of the service is to mobilize communities and enhance awareness for behavior change focusing hand washing, efficient use of safe water, hygiene practice, operation & maintenance of constructed water sources as well as toilets and fecal sludge management and demand creation to sustain the impact of these changes. The service includes, among others:

- Conduct a sample survey or assessment on present WATSAN situation of Haor area and develop a database.
- Designing and piloting behavioral changes & communication campaign focusing sustainability of services up to union level (340 unions).
- Training and capacity building for a selected numbers of user-group of Improved Toilet for mobilizing communities for sanitation and hygiene behavioral changes up to upazila level.
- Training and capacity building for the caretakers of different water points on O&M.
- Training and capacity building for the faecal sludge management staffs on Hose Pipe function up to upazila level.

### **Scope of the Service/Major activities**

This Service will comprise a range of consumer awareness program along with the design and development of IEC materials and conduction of training/ capacity building program for both the user-community and caretakers on water supply, sanitation, hygiene including FSM (Faecal Sludge Management), which are as follows:

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### **1. Conduct workshops on water supply, sanitation & hygiene including FSM (Faecal Sludge Management) of Haor area**

- Develop a comprehensive strategy, sequencing of messages, and timeline for carrying out Central & District level workshops.
- Arrange one central orientation workshop in Central level (DPHE, Dhaka head office) to disseminate about the NGO activity under the project.
- Arrange Seven numbers of orientation seminar or FGD (Focal Group Discussion) in District level with Executive Engineer Office and Representative from LGI/Representative from user group to ensure active participation of them.

### **2. Development of tools**

- Develop draft materials such as Flash card, Flip Chart, Information Booklet, Brochures, Posters and other visual/ print materials, speeches, posters, etc. to carry proposed workshop/ Training programs.
- Identify which messages are best suited for each media type.
- Develop final IEC materials, training manual etc in formats ready for dissemination/broadcast to ToT training participants.
- Develop final IEC materials, in formats ready for dissemination/broadcast to caretaker training participants.

### **3. Conduct Field Staff Training and Sample Survey**

- Union level (340nos) campaign and sample survey will be done by 170nos of Field staff of the NGO.
- Organize Ten batches of training for 170nos of Field staff of the NGO in Upazila level. The training will be done under the jurisdiction of Supervisor of the NGO. Field staff will be trained about the procedure of sample survey, IEC campaign or consumer awareness program through training.
  1. Field staff will get IEC materials and questionnaire survey format through this training. Then they will proceed to campaign and survey.
  2. Sample survey size will be minimum 01 (one) survey in each village.
  3. Survey will be questionnaire survey and questionnaire format will develop by NGO & approved by Project Director.
  4. The survey will be conduct on Haor based community population, water sources and sanitation as well as Hygiene practice including FSM.
- Prepare a database about union-wise population, numbers of present water points and latrines in haor area.
- Accordingly, prepare GIS Map on present water points and latrines in haor area.
- Conduct sample survey and campaigning program simultaneously.
- Prepare survey report with real-time photograph.

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#### **4. Conduct IEC Campaign for consumer awareness about water, sanitation and hygiene including faecal sludge management**

- Awareness Program will provide interventions that will lead to changes in the knowledge, attitude, and practices (KAP) on water, hygiene and sanitation. Activities will include but not limited to (i) KAP assessment, (ii) development of the appropriate awareness campaign and related materials, collaborating with other agencies in the sector and necessary, and (iii) implementation of the campaign at the union level.
- Conduct surveys and focus group discussions of representative community groups, to understand the general perceptions about present water source system and quality, health, hygiene and sanitation.
- Assess the primary challenges associated with water source in representative communities.
- Identify the primary impediments/constraints to support operation & maintenance of newly installed water sources.
- Assess community perceptions on the need for improvements in sanitation hardware, and the need for change in sanitation attitudes and practices.
- Identify and differences in the attitudes/needs of males versus females, and also of children.
- Assess the primary hardships associated with poor sanitation and hygiene practices in representative communities.
- Identify the primary impediments to support operation & maintenance of newly constructed structures, changing hygiene and sanitation behavior.
- Assess which media (TV, radio, cinema, print, community meetings, posters, etc.) would be most effective in reaching out to the local populations of Haor areas.
- After all the assessment and identification, communicate with Local Government bodies, local political/ religious/ social elites for co-operating in Campaign. The campaign will be in the form of-
  1. Focal group discussion/courtyard discussion where needed.
  2. Small scale workshops in union level.
  3. Using Flash card, Flip Chart, Information Booklet, Brochures, Posters.
  4. Miking or broadcasting.
  5. Transect Walk
  6. Tea stall session
  7. Video show
  8. Others as approved by the Project Director.
- Implement the campaign in collaboration with the DPHE personnel (EE, AE/SAE, TW mechanic), Upazila/ Union parishad representatives.
- Monitor and document changes in people's perceptions as the campaign progresses, over the project duration.
- Conduct Campaigning up to union level (340 union).
- Prepare campaigning report with real-time photograph.

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## 5. Training and capacity building

- NGO field staff with the help of DPHE personnel (EE, AE/SAE, TW mechanic) will provide training to the user group and care takers. Project director will directly supervise the training activities.
- Set a strategic plan (venue, time schedule, trainer etc.) for providing training including all types of training manuals.
- Provide Training to all the user-group of Improved Toilet for mobilizing communities for sanitation and hygiene behavioral changes up to upazila level.
- Provide Training for the caretakers of different water points.
- Hose pipe will be provided from this Project to remove the Fecal sludge from constructed Improved Toilets. So, necessary training needs to be conducted for the user/ management groups of the structure about the operation & maintenance of Hose pipe, removing sludge safely etc. Also O&M manuals for user-group have to be prepared.
- Provide Training for the faecal sludge waste management staffs on Hose Pipe function up to upazila level.
- Prepare Training Report with real-time photograph.

### Deliverables:

**Deliverable A:** Inception Report comprising of details of team mobilization, community coordinators, Gantt chart showing detailed activity plan on scope of each phase.

**Deliverable B:** Work plan for all Survey/IEC Campaign/Trainings /Workshop with budget, venue, TOT Manual & relevant documents.

**Deliverable C:** Completion of 08 Workshop (01- Central and 07- District level).

**Deliverable D:** Training manual for Awareness creation on WASH, Hygiene Promotion, Sanitation, caretaker training, faecal sludge management etc.

**Deliverable E:** All types of IEC Materials (Flash card, Flip Chart, Information Booklet, Brochures, Posters and other visual/ print materials, speeches, posters etc.).

**Deliverable F:** Completion of survey and Submission of Survey report with GIS Map and photograph.

**Deliverable G:** Completion of IEC Campaign for consumer awareness as per requirement of Project Director.

**Deliverable H:** Submission of campaigning report with real-time photograph.

**Deliverable I:** Completion of Training and Capacity Building as per requirement of Project Director.

**Deliverable J:** Submission of training report with real-time photograph.

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**Deliverable K:** Submission of Draft & Final Completion Report (10 hardcopy+1 CD soft copy).

**Duration & Working Criteria:**

- The duration of service will be **8 months over the time period July'2021 to June'2022** (Total project period) intermittently. It will be extended if project duration extends in future.
- The expected NGOs should have office setup with necessary manpower and logistics support at upazila level to perform the assigned tasks.
- The selected NGO should contact local district/ Upazila level DPHE & LGI to perform the assigned tasks.

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# Implementation Plan /Work Schedule of Activities:

| Deliverables/Activities   | Total 8 month<br>32weeks |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|--------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   | 1                        | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
| Inception Report comprising of details of team mobilization, community coordinators, Gantt chart showing detailed activity plan on scope of each phase. |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Work plan for all Survey/IEC Campaign/Trainings /Workshop with budget, venue, TOT Manual & relevant documents.  |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Completion of 08 Workshop(01- Central and 07- District level).  |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Training manual for Awareness creation on WASH, Hygiene Promotion, Sanitation, caretaker training, faecal sludge management etc.                        |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| All types of IEC Materials (Flash card, Flip Chart, Information Booklet, Brochures, Posters and other visual/   |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

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| Deliverables/Activities   | Total 8 month<br>32weeks |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
|---|--------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
|   | 1                        | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |  |
| print materials, speeches, posters etc.).   |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Submission of Survey report with GIS Map and photograph.                                  |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Completion of IEC Campaign for consumer awareness as per requirement of Project Director. |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Submission of campaigning report with real-time photograph.                               |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Completion of Training and Capacity Building as per requirement of Project Director.      |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Submission of training report with real-time photograph.                                  |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Submission of Draft & Final Completion Report.  |                          |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |

\*From 4<sup>th</sup> month to 8<sup>th</sup> month (from date of contract sign), no activities as well as no payment.

**Note:** The Project Director reserves the right to change the time schedule for deliverables. In addition to the above mentioned reports, the NGO shall co-operate the PD office and produce other reports as per requirement of the management.

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## Qualifications and responsibilities of the NGO and Key professionals

NGO must have experiences in the implementation of Water supply, Sanitation and Hygiene (WASH) projects of the GOB, UN bodies and International Organisations in both urban and rural areas and the NGO must have inhouse training facilities/ Training centers of its own. Preference will be given to those having work experiences in chars and/or haors with health & hygiene education being a permanent program. The NGO must have the following experts in its permanent position in the WASH/ training/ IEC sector. The qualification and experience required for various professional experts for the assignment will be as follows:

| Sl. No. | Designation & Post   | Man Month (MM) | Educational Qualification & Experience   | Responsibilities  |
|---------|----------------------|----------------|--|---|
| 1       | Supervisor or (1nos) | 8              | <ul style="list-style-type: none"> <li>▪ Masters Degree in Social science/Sociology/Economic/Gender studies/Anthropology/Public Administration/ Development studies Social Welfare;</li> <li>▪ At least 10 years' experience as social sector including 08 years experience in community development and social mobilization aspects of rural/semi-urban areas regarding the community need assessment, organizing the community, carrying out focus group discussions, rapid appraisals and relevant motivational aspects of rural communities, especially for water supply and sanitation are a requirement;</li> <li>▪ Age maximum 50 years.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Set out guidelines for review and design of awareness creation and social mobilization on WASH management in haor area;</li> <li>▪ Develop a time-framed Work planning for overall activities.</li> <li>▪ Develop proper planning to complete survey of WASH situation at Haor communities.</li> <li>▪ Conduct all workshop, training, community meeting (FGD) or other IEC campaign to address different social awareness on WASH;</li> <li>▪ Develop appropriate IEC materials for motivational activities and training manuals for caretaker training;</li> <li>▪ Develop communication &amp; co-ordination with local representatives of community to participate in Hygiene campaign;</li> <li>▪ Developed different type and relevant modules;</li> <li>▪ Carry out all other tasks and activities to aware local community on safe water &amp; sanitation.</li> <li>▪ Another task assigned by Project Director.</li> </ul> |

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| Sl. No. | Designation & Post          | Man Month (MM) | Educational Qualification & Experience  | Responsibilities   |
|---------|-----------------------------|----------------|---|--|
| 2       | Assistant Supervisor (1nos) | 8              | <ul style="list-style-type: none"> <li>▪ Masters degree from any discipline of Social Science, Public Administration, Economics or related field from recognized university coupled with Post graduation diploma in Human Resources Management.</li> <li>▪ At least 7 year experience as training officer including 5 years in WASH sector.</li> <li>▪ Conversant with facilitation of training/ workshop/seminar in both at grass root level and national level.</li> <li>▪ Proven experience in different training materials development.</li> <li>▪ Excellent communication skill in both Bangla&amp; English.</li> <li>▪ Conversant with facilitation of training/ workshop/seminar in both at grass root level &amp; national level.</li> <li>▪ Age maximum 50 years.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Carry out all other tasks and activities needed for successful project implementation as per guidance &amp; instruction by Supervisor and PD;</li> <li>▪ Conduct relevant training modules;</li> <li>▪ Conduct all training/ motivation / awareness campaign in the community;</li> <li>▪ TOT, capacity building of project manpower.</li> <li>▪ Relevant field works as per required.</li> <li>▪ Another task assigned by Project Director.</li> </ul>   |
| 3       | Field Staff (170nos)        | 4*170=680      | <ul style="list-style-type: none"> <li>▪ <del>Graduation</del> Graduation in Social Science or related subjects from recognized university.</li> <li>▪ At least 3-5 years' experience Social activities including 2 years in communication and IEC materials development (posters, leaflets, flyers, fact sheets etc).</li> <li>▪ Proven experience in developing communication strategy and communication plan and implementation of the same.</li> <li>▪ Age maximum 35 years.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Conduct Survey of Haor areas population, Households, present situation of Water sources and sanitation facilities.</li> <li>▪ Coordinate overall communication activities including development of IEC materials focusing WASH initiative in community level;</li> <li>▪ Distribution and dissemination of IEC materials;</li> <li>▪ Conduct IEC Campaign and Capacity building activities.</li> <li>▪ Conduct a monitoring and feedback mechanism under the project intervention;</li> <li>▪ Conduct a framework to measure the output of communication intervention.</li> <li>▪ Another task assigned by Project Director.</li> </ul> |

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**Man-month Schedule:**

| Designation & Post   | Total 8 month |     |     |     |     |     |     |     |
|----------------------|---------------|-----|-----|-----|-----|-----|-----|-----|
|                      | 1st           | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| Supervisor           |               |     |     |     |     |     |     |     |
| Assistant Supervisor |               |     |     |     |     |     |     |     |
| Field Staff          |               |     |     |     |     |     |     |     |

**Schedule of payment:**

Payment by DPHE for services performed under this agreement for fees shall be made to the NGO(s) in accordance with the following provision here to.

- Proportionate penalty may be imposed for delay of service delivery.
- Any payment may be postponed until all previous reports are submitted before the payment date.
- Payment shall be output based as follows ;

|      |   |  |
|------|---|--|
| i)   | After acceptance of inception report and work plan.                 | 5% of contract amount  |
| ii)  | After Completion of 08 Workshop(01- Central and 07- District level) | 10% of contract amount   |
| iii) | After acceptance of all types of IEC Materials & Training manual.   | 5% of contract amount  |
| iv)  | After completion of sample survey and IEC campaign                  | 35% of contract amount on quarterly basis based on proportional progress of contraction works. Number of quarterly payment may be increased/ decreased based on project completion time. |
| v)   | After Completion of all types of training and capacity building     | 30% of contract amount   |
| vi)  | After acceptance of project completion report                       | 15% of contract amount   |

Income Tax and VAT will be deducted at source from the payment as per the rules of the Government of Bangladesh.








**Other terms:**

- i. Office space for central level will be provided to the NGO in PD office, DPHE, Dhaka.
- ii. Executive Engineers of respective districts will provide necessary supports to NGO with office space for meeting, training etc.
- iii. Field staff's Travel cost, survey cost, software, report production, necessary equipment, furniture and other utility charges shall be borne from NGO charge.
- iv. Some of the expenditure for training and capacity building & manual preparation will be provided by Project Director.
- v. Executive Engineers/Assistant Engineers/Sub-Assistant Engineer of respective districts/Upazila will supervise and monitor the activities.
- vi. DPHE shall be the owner of all documents, software, databases, designs, equipment etc. after completion of the project. After completion of the project all documents, databases, designs, tools & equipment and software shall be handed over to DPHE before final payment. All equipment shall be handed over in good condition. In case of computer software, with latest version is to be installed.
- vii. Detailed Project Location is attached as Appendix-1 as activity area.

*Nazia Tasmin*  
19/05/2021  
(Nazia Tasmin)

Executive Engineer, Training Division  
Department of Public Health Engineering, Dhaka  
&  
Member Secretary, ToR Approval Committee,  
DPHE

*Dalila Afroze*  
19.05.2021  
(Dalila Afroze)

Executive Engineer, Design Division  
Department of Public Health Engineering, Dhaka  
&  
Member, ToR Approval Committee, DPHE

*A. H. M. Khalequr Rahman*  
19.5.21

(A. H. M. Khalequr Rahman)  
Executive Engineer, R&D Division  
Department of Public Health Engineering, Dhaka  
&  
Member, ToR Approval Committee, DPHE

*Mohammed Anwar Eusuf*  
19/05/2021

(Mohammed Anwar Eusuf)  
Superintending Engineer, Planning Circle  
Department of Public Health Engineering, Dhaka  
&  
Member, ToR Approval Committee, DPHE

*Md. Saifur Rahman*  
19.05.2021  
(Md. Saifur Rahman)  
Superintending Engineer, Ground Water Circle  
Department of Public Health Engineering, Dhaka  
&  
Member, ToR Approval Committee, DPHE

*Md. Sarwar Hossain*  
19/5/21  
(Md. Sarwar Hossain)  
Addl. Chief Engineer (Works)  
Department of Public Health Engineering, Dhaka  
&  
Convener, ToR Approval Committee, DPHE

CE, DPHE  
Proposed TOR may be approved.

*S.B.*  
23/05/2021

প্রকৌশল শান্তনু বড়ুয়া  
সহকারী প্রকৌশলী  
প্রধান প্রকৌশলীর কার্যালয়  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, ঢাকা।

*Dalila*  
23.05.2021

জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
উপপ্রধান প্রকৌশল  
উপপ্রধান প্রকৌশল

*Approved.*  
23/5/2021

মোঃ সাইফুর রহমান  
প্রধান প্রকৌশলী  
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর  
বাংলাদেশ সরকার, ঢাকা।



| District  | Upazilla          | Union                  |
|-----------|-------------------|------------------------|
| Sunamganj | Bishwambharpur    |                        |
|           |                   | Solukabad              |
|           |                   | Palash                 |
|           |                   | Dhanpur                |
|           |                   | Badaghat               |
|           |                   | Fatepur                |
|           | Chhatak           |                        |
|           |                   | Chhatak Sadar          |
|           |                   | Kalaruka               |
|           |                   | Islampur               |
|           |                   | Khurma Dakkhin         |
|           |                   | Khurma Uttar           |
|           |                   | Jawua Bazar            |
|           |                   | Dolar Bazar            |
|           |                   | Chhaila Afjalabad      |
|           |                   | Bhatgaon               |
|           |                   | Chor Mohalla           |
|           |                   | Shingchapair           |
|           |                   | Gobindogonj Shoirogaon |
|           |                   | Noarai                 |
|           | Dokkhin Sunamganj |                        |
|           |                   | Dargapasha             |
|           |                   | Purbo Birgaon          |
|           |                   | Purbo Pagla            |
|           |                   | Joykalash              |
|           |                   | Patharia               |
|           |                   | Shimulbak              |
|           |                   | Poschim Birgaon        |
|           |                   | Poschim Pagla          |
|           | Derai             |                        |
|           |                   | Bhatipara              |
|           |                   | Rafinagar              |
|           |                   | Rajanagar              |
|           |                   | Charnarchar            |
|           |                   | Derai Sarmangal        |
|           |                   | Karimpur               |
|           |                   | Jagddol                |
|           |                   | Taral                  |
|           |                   | Kulanj                 |
|           | Dharmapasha       |                        |
|           |                   | Dharmapasha            |
|           |                   | Selbarash              |
|           |                   | Paikurati              |

| District | Upazilla   | Union                    |
|----------|------------|--------------------------|
| Habiganj | Azmirgonj  |                          |
|          |            | Ajmiriganj               |
|          |            | Badolpur                 |
|          |            | Jolsuka                  |
|          |            | Kakailsao                |
|          |            | Sibpasha                 |
|          | Bahubal    |                          |
|          |            | Snanghat                 |
|          |            | Satkapon                 |
|          | Baniachong |                          |
|          |            | Baniachong Uttar purbo   |
|          |            | Baniachong Uttar paschim |
|          |            | Baniachong Uttar Dokkhin |
|          |            | Daulatpur                |
|          |            | Kagapasha                |
|          |            | Baraiuri                 |
|          |            | Khagaura                 |
|          |            | Pakura                   |
|          |            | Subidpur                 |
|          |            | Makrampur                |
|          |            | Sujatpur                 |
|          |            | Mandari                  |
|          |            | Muradpur                 |
|          |            | Pailarkandi              |
|          | Habiganj   |                          |
|          |            | Teghoria                 |
|          |            | Poil                     |
|          |            | Lukra                    |
|          | Lakhai     |                          |
|          |            | Lakhai                   |
|          |            | Murakari                 |
|          |            | Muriauk                  |
|          |            | Bamoi                    |
|          |            | Karab                    |
|          |            | Bulla                    |
|          | Madhabpur  |                          |
|          |            | Adaoir                   |
|          |            | Andiura                  |
|          |            | Jagadishpur              |
|          |            | Bulla                    |
|          |            | Noapara                  |
|          |            | Chatiaian                |
|          |            | Bagashura                |

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Note: Union list may be changed as per decision of PIC/ higher authorities.

| District  | Upazilla        | Union                   |
|-----------|-----------------|-------------------------|
| Sunamganj |                 | Madhyannagar            |
|           |                 | Chamordani              |
|           |                 | Bongshikundo Dokkhin    |
|           |                 | Bongshikundo Uttar      |
|           |                 | Joyasree                |
|           |                 | Sukhair Rajapur Dokkhin |
|           |                 | Sukhair Rajapur Uttar   |
|           | Dowarabazar     |                         |
|           |                 | Dowarabazar             |
|           |                 | Mannargaon              |
|           |                 | Pandargaon              |
|           |                 | Bangla Bazar            |
|           |                 | Norshingpur             |
|           |                 | Laxmipur                |
|           |                 | Boglabazar              |
|           |                 | Dohalia                 |
|           |                 | Surma                   |
|           | Shalla          |                         |
|           |                 | Atgaon                  |
|           |                 | Bahara                  |
|           |                 | Habibpur                |
|           |                 | Shalla Sadar            |
|           | Tahirpur        |                         |
|           |                 | Sreepur Uttar           |
|           |                 | Sreepur Dokkhin         |
|           |                 | Bordal Dokkhin          |
|           |                 | Bordal Uttar            |
|           |                 | Badaghat                |
|           |                 | Tahirpur                |
|           |                 | Balijuri                |
|           | Jagannathpur    |                         |
|           |                 | Kolkolia                |
|           |                 | Patli                   |
|           |                 | Mirpur                  |
|           |                 | Chilauraholdipur        |
|           |                 | Raniganj                |
|           |                 | Syedpur                 |
|           |                 | Asharkandi              |
|           |                 | Pailgaon                |
|           | Jamalganj       |                         |
|           |                 | Beheli                  |
|           |                 | Fenerbak                |
|           |                 | Jamalganj Sadar         |
|           |                 | Sachna Bazar            |
|           |                 | Bhimkhali               |
|           | Sunamgonj Sadar |                         |
|           |                 | Rangarchar              |
|           |                 | Surma                   |
|           |                 | Jahangirnagar           |
|           |                 | Gourarang               |
|           |                 | Kurbannagar/ Aftabnagar |
|           |                 | Mollapara               |

| District   | Upazilla   | Union             |
|------------|------------|-------------------|
| Habiganj   | Nabiganj   |                   |
|            |            | Barabhakoir       |
|            |            | Kargaon           |
|            |            | Gaznaipur         |
|            |            | Paniumda          |
|            |            | Bausha            |
|            |            | Aushkandi         |
| Netrokona  | Khaliajuri | Mendipur          |
|            |            | Chakua            |
|            |            | Gazipur           |
|            |            | Nogor             |
|            |            | Khaliajuri sadar  |
|            |            | Krishnapur        |
|            | Madan      |                   |
|            |            | Gobindasree       |
|            |            | Magan             |
|            |            | Fathepur          |
|            |            | Teosree           |
|            |            | Nayekpur          |
|            | Kalmakanda |                   |
|            |            | Kalmakanda Sadar  |
|            |            | BoroKhapon        |
|            |            | Pogla             |
|            |            | Rongchati         |
|            | Mohongonj  |                   |
|            |            | Tetulia           |
|            |            | Gaglajur          |
| Kishorganj |            | Maghansiadar      |
|            |            | Suair             |
|            |            | Baratoli Banihari |
|            |            | Somaj Sohildeo    |
|            | Austagram  |                   |
|            |            | Adampur           |
|            |            | Austagram         |
|            |            | Bangalpara        |
|            |            | Dewghar           |
|            |            | Kalma             |
|            |            | Kashtul           |
|            |            | Khayerpur         |
|            |            | Purbo Austagram   |
|            | Bajitpur   |                   |
|            |            | Boliardi          |
|            |            | Dighirpar         |
|            |            | Hilochia          |
|            |            | Humypur           |
|            |            | Maijchar          |
|            |            | Kailag            |
|            | Bhairab    |                   |
|            |            | Aganagar          |
|            |            | Gajaria           |
|            |            | Sadekpur          |
|            |            | Sreenagar         |

Note: Union list may be changed as per decision of PIC/ higher authorities.



| District    | Upazilla      | Union            |
|-------------|---------------|------------------|
| Sunamganj   |               | Mohonpur         |
|             |               | Kathair          |
|             |               | Laxmansree       |
| Sylhet      | Balaganj      |                  |
|             |               | Balagonj         |
|             |               | Purchim Gouripur |
|             |               | Dewan Bazar      |
|             |               | Osmanpur         |
|             |               | Daimir           |
|             |               | Boaljur          |
|             |               | Omarpur          |
|             |               | Purbo Poilanpur  |
|             |               | Buruagha         |
|             |               | Shadipur         |
|             | Beani Bazar   |                  |
|             |               | Beanibazar       |
|             | Bishwanath    |                  |
|             |               | Bishownath Sadar |
|             |               | Rampasha         |
|             |               | Alankari         |
|             |               | Dewkalash        |
|             |               | Daulatpur        |
|             |               | Doshghar         |
|             | Jakiganj      |                  |
|             |               | Barhar           |
|             |               | Birshee          |
|             |               | Kajolser         |
|             |               | Kholachora       |
|             |               | Jakiganj Sadar   |
|             |               | Sultanpur        |
|             |               | Barthakuri       |
|             |               | Kaskonakpur      |
|             |               | Manikpur         |
|             | Companigonj   |                  |
|             |               | Isakalas         |
|             |               | Telikhal         |
|             |               | Uttar Ronikhai   |
|             |               | Dokkhin Ronikhai |
|             |               | Islampur Purbo   |
|             |               | Islampur Paschim |
|             | Dokkhin Surma |                  |
|             |               | Silam            |
|             |               | Kuchai           |
|             |               | Moglabazar       |
|             | Fenchuganj    |                  |
|             |               | Fenchuganj       |
|             |               | Maijgoan         |
|             |               | Ghilachora       |
|             |               | Uttar Kushiara   |
|             |               | Uttar Fenchuganj |
| Moulvibazar | Barlekha      |                  |
|             |               | Sujanagar        |
|             |               | Talimpur         |
|             |               | Borni            |
|             | Juri          |                  |
|             |               | Jafornagar       |
|             |               | Paschim Juri     |
|             | Kamolganj     |                  |

| District    | Upazilla   | Union           |
|-------------|------------|-----------------|
| Kishorganj  | Itna       |                 |
|             |            | Badla           |
|             |            | Boribari        |
|             |            | Chawganga       |
|             |            | Dhonpur         |
|             |            | Alonjuri        |
|             |            | Itna            |
|             |            | Joysiddi        |
|             |            | Mriga           |
|             |            | Raytoti         |
|             | Karimgonj  |                 |
|             |            | Baroghoria      |
|             |            | Gunodhar        |
|             |            | Joyka           |
|             |            | Niamatpur       |
|             |            | Sutarpara       |
|             | Nikli      |                 |
|             |            | Chatirchar      |
|             |            | Dampara         |
|             |            | Guroi           |
|             |            | Jaraitala       |
|             |            | Karpasa         |
|             |            | Nikli           |
|             |            | Singpur         |
|             | Kuliarchar |                 |
|             |            | Chhaysuti       |
|             |            | Osmanpur        |
|             | Mithamoin  |                 |
|             |            | Bairati         |
|             |            | Dhaki           |
|             |            | Ghagra          |
|             |            | Gopdighi        |
|             |            | KatKhal         |
|             |            | Keoarjore       |
|             |            | Mithamoin       |
|             | Tarail     |                 |
|             |            | Damiha          |
|             |            | Dhola           |
|             |            | Digdair         |
|             |            | Jawar           |
| Brahmanbari | Golapganj  |                 |
|             |            | Sharifganj      |
|             |            | Uttar Badepasha |
|             |            | Lakhsanaband    |
|             |            | Bhadeshwar      |
|             |            | Bagha           |
|             | Gowainghat |                 |
|             |            | Rustampur       |
|             |            | Paschim Jaflong |
|             |            | Purbo Jaflong   |
|             |            | Lengura         |
|             |            | Alirgoan        |
|             |            | Nandirgoan      |
|             |            | Towakul         |
|             |            | Dawbari         |
|             | Jaintiapur |                 |
|             |            | Fatehpur        |
|             |            | Darbasto        |

Note: Union list may be changed as per decision of PIC/ higher authorities.








| District     | Upazilla    | Union        |
|--------------|-------------|--------------|
| Moulvibazar  |             | Rahimpur     |
|              |             | Patanoshur   |
|              |             | Munshibazar  |
|              |             | Shamsernagar |
|              |             | Kamolgonj    |
|              |             | Islampur     |
|              | Kulauara    |              |
|              |             | Baramchal    |
|              |             | Bhukshimail  |
|              | Rajnagar    |              |
|              |             | Fotepur      |
|              |             | Uttorbhag    |
|              |             | Munsibazar   |
|              |             | Panchgoan    |
|              |             | Kamarchak    |
|              | Moulvibazar |              |
|              |             | Khalilpur    |
|              |             | Monumukh     |
|              |             | Akhailkura   |
|              |             | Kagabala     |
|              |             | Giasnagar    |
|              |             | Najirabad    |
|              |             | Ekatuna      |
|              | Sreemangal  |              |
|              |             | Mirzapur     |
|              |             | Bhunabir     |
|              |             | Kalapur      |
|              |             | Sreemangal   |
|              |             | Ashidron     |
| Brahmanbaria | Nasirnagar  |              |
|              |             | Chatalpar    |
|              |             | Goalnagar    |
|              |             | Bhalakut     |
|              |             | Kunda        |
|              |             | Purbabhag    |
|              |             | Fandauk      |
|              |             | Nasirnagar   |
|              |             | Gokarna      |
|              |             | Dharnondol   |
|              |             | Burishwar    |

| District     | Upazilla     | Union                 |
|--------------|--------------|-----------------------|
| Brahmanbaria |              | Jaintiapur            |
|              |              | Nijpat                |
|              | Kanaighat    |                       |
|              |              | Lakhsiprashad purbo   |
|              |              | Lakhsiprashad paschim |
|              |              | Digirpar              |
|              |              | Barachotul            |
|              |              | Jingabhari            |
|              |              | Rajagonj              |
|              | Sylhet Sadar |                       |
|              |              | Mugolgoan             |
|              |              | Jalalabad             |
|              |              | Hatkhula              |
|              |              | Kandigoan             |
|              | Sarail       |                       |
|              |              | Aruail                |
|              |              | Pakshimul             |
|              |              | Panishor              |
|              |              | Chunta                |
|              |              | Noagoan               |
|              |              | Shahbajpur            |
|              |              | Shahajadpur           |
|              |              | Sarail Sadar          |
|              |              | Kalikaccha            |
|              | Nabinagar    |                       |
|              |              | Nabinagar purbo       |
|              |              | Nabinagar paschim     |
|              |              | Shibpur               |
|              |              | Laurfatehpur          |
|              |              | Bitghar               |
|              |              | Birgoan               |
|              |              | Krishnanagar          |
|              |              | Biddyakut             |
|              |              | Natghar               |
|              |              | Barail                |
|              |              | Satmura               |
|              | Bijoynagar   |                       |
|              |              | Chandura              |
|              |              | Budhanty              |
|              |              | Harashpur             |
|              |              | Paharpur              |
|              |              | Ichapur               |
|              |              | Singarbil             |
|              |              | Champaknagar          |
|              |              | Bishupor              |
|              |              | CharIslampur          |
|              |              | Pattan                |

Note: Union list may be changed as per decision of PIC/ higher authorities.