**IDGOM: Annex 1**

**College Education Development Program (CEDP)**

**Institutional Development Plan (IDP)**

**Subproject Proposal Format**

**A. Institution’s Information**

|  |  |
| --- | --- |
| 1. **Name of the College**
 |  |
| 1. **Name of the Principal**
 |  |
| 1. **Address of the College**
 |  |
| 1. **(a) Telephone Number of the College**
 |  |
| **(b) Cell No. of the Principal** |  |
| **(c) Cell No. of the Vice-Principal** |  |
| 1. **E-mail Address of College**
 |  |
| 1. **Ownership (**Please put tick mark)
 | Government ( ) / Non-government ( ) |
| 1. **(a) Education Type** (Please put tick mark on appropriate place)
 | Co-Education ( ) / Girls ( ) / Boys ( ) |
| **(b) Degree offering** | Honors ( ) / Honors & Masters ( ) |

1. **(a) Number of Students in Honors Courses by Subjects, 2018:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. |  Subjects | Annual intake capacity | No. of Student Enrollment (year-wise) |
| 1st | 2nd | 3rd | 4th | Total | Total Female |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| .. | ….. |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| ... | ….. |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

 **(b) Intend to Apply for the College Group: A ( ) / B ( ) / C ( )**

**(c) At least three batches of Honors courses have been graduated: Yes ( ) / No ( )**

**(d) Audited financial statements are not older than previous two years: Yes ( ) / No ( )**

***[Please attach supporting documents for 8.(d) with the hard copies of the proposal]***

1. **Number of Students in Master’s Courses by Subjects, 2018:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Subjects | Annual Intake Capacity | No. of Student Enrollment | No. of Female Student |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
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|  |  |  |  |  |
|  **Total** |  |  |  |

**10. Subject-wise Number of Teachers:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Subjects  | No. of Sanctioned Posts | No. of Teachers |
| Lecturer | Assistant Professor | Associate Professor | Professor | Total | Total Female |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  Total |  |  |  |  |  |  |  |

**B. Objectives**

**1. Statement of Overall Objectives**

State the overall goals that your college aims to achieve through the proposed institutional development activities under the IDG program

|  |
| --- |
| **1.****2.****3.****4.** |

**2. Specific Objectives**

Describe briefly expected improvements (specific objectives) to be achieved through the proposed institutional development activities according to activity categories of the IDG.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Areas of Institutional Development** | **Description of Current Status** | **Benefits/Results to be Achieved through IDP Subproject Implementation**  |
| **1** | Improving Quality of Teaching and Learning Environment |  |  |
| **2** | Improving Teaching and Managerial Capacity of College Staff |  |  |
| **3** | Establish Internet Facilities and Connectivity in Campus |  |  |
| **4** | Undertake Institutional Self-Assessment and Quality Assurance |  |  |
| **5** | Establish Industry Partnership and Career Development Support |  |  |
| **6** | Introduce Soft Skills Programs and Other Innovative Academic Programs |  |  |
| **7** | Others (please specify) |  |  |

**C. Institutional Development Activities**

**1. Description of Activities**

Provide titles and detailed description of all the institutional development activities to be undertaken under the IDG. Provide as much details as possible, including information such as specific actions to be taken, timeframe, and expected quantities.

Also, fill out and attach a work plan and schedule of the activities as per the **Annexure 1 Activity Work Plan**.

|  |  |  |
| --- | --- | --- |
| **No.** | **Activity Title and Description** | **Reference to Specific Objectives** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

**2. Assessment of Expected Impacts and Benefits for Stakeholders**

Describe in detail expected positive impacts and benefits that these institutional development activities are to bring to key stakeholders of the institution. Please also indicate how the college will take extra actions to ensure those impacts and benefits will be maximized and sustained.

|  |
| --- |
| Students:Faculty:Community/Industries: |

**3. Performance Indicators**

Describe the performance indicators (activity milestones and impact indicators) to measure the achievements of the proposed activities.

**(a) Activity Milestones to Measure the Progress of IDP Implementation**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Reference to Specific Objectives** | **Milestones (Critical Activities)**  | **Weight** **(in total of 100)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**(b) Performance Indicators to Measure the Achievements of IDP**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Reference to Specific Objectives** | **Indicators** | **Calculation method** | **Current Value** | **Target Value by Completion** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**4. Cost Summary**

Fill up the table below with gross cost estimates by economic codes. The detailed financing plan will need to be filled out and attached as per ***Annexure 2*: Financial Management Plan**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Economic Code\* | Items of Expenditure  | Unit | Quantity | Estimated Cost (in Lakh Taka) | % of Total |
| **(a) Revenue Expenditure** |   |   |   |   |
|  | Pay of Officer |   |   |   |   |
|  | Pay of Staff |   |   |   |   |
|  | Supplies & Services |   |   |   |   |
|  |  Repair & Maintenance |   |   |   |   |
| **Total (a) Revenue Expenditure** |   |   |   |   |
| **(b) Capital Expenditure** |   |   |   |   |
|  |  Acquisition of Assets |   |   |   |   |
| **Total (b) Capital Expenditure** |   |   |   |   |
| **Total Cost (a+b)** |   |   |   |   |
| **(c) Operational Costs/Contingencies (maximum 2% of the total cost)** |   |   |   |   |
| **Grand Total (a+b+c)** |  |  |  |   |

**5. Collaboration Initiative**

Describe the linkages and collaboration of the college, if any, with other colleges, universities, industries, NGOs, or any other members of community, in undertaking the IDG activities.

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**6. Faculty Professional Development Plan**

Provide a detailed training plan if trainings and professional development programs for faculties are included in the activities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Training Description** | **Target group** | **No. of trainees** | **Trainers** | **Location** | **Duration** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**7. Sustainability**

Please describe what measures and budgetary provisions the college will provide to continue and sustain the operation and benefits of the IDG activities after the completion of the IDG.

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**D. IDP Subproject Management Team (IDPSMT)**

Implementation of the IDP is the responsibility of the entire college. The IDP Implementation Team will be responsible for taking the lead in managing and coordinating the implementation of the IDP to ensure the maximum and sustainable outcomes of the IDG program in the institution.

Describe the membership composition of the IDG Subproject Management Team.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of staff** | **Position in the college** | **Position in the IDPSMT** | **Specific responsibilities** | **Time dedicated to the IDP work (hours per week)** |
| (Management) |
|  | Principal | IDG Manager (IDGM) |  |  |
|  | Vice-Principal\* | Deputy IDG Manager (DIDGM) |  |  |
|  |  | Member-1 |  |  |
|  |  | Member-2 |  |  |
| Designation of Support Staff (2 persons) |
|  |  | Office Assistant cum Computer Operator |  |  |
|  |  | Accountant |  |  |

\*If the position of Vice-Principal is vacant, then any senior teacher can be selected as the DIDGM

 **IDP Annexure 1**

**Work/Activity Plan**

Please list each activity with a time frame that will be carried out during the IDP implementation period of three years. Indicate the expected duration of each activity in Gantt chart style as in the *e.g.* row.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Activity Names** | **Year 1** | **Year 2** | **Year 3** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**IDP Annexure 2**

**Training Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject of Training** | **Duration** | **Participants** | **Place/Location/ Institution** | **Estimated Cost** | **Period** |
| **From** | **To** |
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**IDP Annexure 3**

**Procurement Plan**

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| --- |
| Name of Procuring Entity: ……………………………………. Project Name: College Education Development Project  |
|  |  |  |  |  |  |  |  |
| Package No. | Description ofProcurement Package (Goods) | Unit | Qty | Procurement Method &Type | ContractApprovingAuthority | Estd. Costin LakhTk. | Planned Dates |
| AdvertiseTender | TenderOpening | TenderEvaluation | Approval toAward | Notificationof Award | Signing ofContract | Time forCompletionof Contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Total Value of Goods Procurement** |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Package No. | Description ofProcurement Package (Works) | Unit | Qty | Procurement Method &Type | ContractApprovingAuthority | Estd. Costin LakhTk. | Planned Dates |
| AdvertiseTender | TenderOpening | TenderEvaluation | Approval toAward | Notificationof Award | Signing ofContract | Time forCompletionof Contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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|  | **Total Value of Works Procurement** |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Package No. | Description ofProcurement Package (Services) | Unit | Qty | Procurement Method &Type | ContractApprovingAuthority | Estd. Costin LakhTk. | Planned Dates |
| Issue RFP | Proposal Opening | Proposal Evaluation | Negotiation | Approval | Signing ofContract | Time forCompletionof Contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Total Value of Service Procurement** |  |  |  |  |  |  |  |  |

**IDP Annexure 4**

 **Financial Management Plan**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| College Name: ………………………………………………………………………………………………………… |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **BDT in Lakh** |
| Economic Code | Item of Expenditure /Activity | Year 1 | Year 2 | Year 3 | Total |
| Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Qtr 5 | Qtr 6 | Qtr 7 | Qtr 8 | Qtr 9 | Qtr 10 | Qtr 11 | Qtr 12 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **(a) Revenue Expenditure:** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **3111101** | Pay of Officer   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Other Officers* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **3111201** | Pay of Staff    | *Accountant* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Computer operator cum office assistant* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Other Staff* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Sub-Total Pay of Officer & Staff (a )** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Supplies & Services:** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1141101 | VAT for Local Goods & Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3241101 | Travel Expenses  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 32555101 | ICT installation, development & maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3255102 | Printing and Publication |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3255104 | Stationery, Seal and stamps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3255105 | Other Stationery |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3211127 | Books & Journals  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3211125 | Advertising & Publicity |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3231201 | Training & Study Tour | *Training for …………..* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Training for ………….* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3211111 | Conference/Seminar/Workshop | *Workshop for …………….*  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Seminar for ……………* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Conference for ………………* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4112306 | Lab Materials/Chemicals etc. | *Lab Materials of ……………..* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Chemical for …………* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3257101 | Consulting Services: | *Consultant for…………………* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Consultant for…………………* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3257206 | Incentives for Management Team members |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3255105 | Other Expenses |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Sub-Total Supply & Services** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3258000** | **Repair & Maintenance** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3258108 | Refurbishing/Renovation | *Refurbishment of ………………* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Renovation of ………………..* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Sub-Total Repair & Maintenance**  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Total Revenue Expenditure (a)** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **(b) Capital Expenditure** |  |  |  |  |  |   |   |   |   |   |   |   |   |
| **Acquisition of Assets** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4112304 | Machinery & Other Equipment  | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4112304 | Engineering Equipment: | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4112202 | Computer & IT Equipment  | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4113301 | Computer Software | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4112310 | Office Equipment | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4112312 | Teaching & Learning Materials  | *Devices & Tools* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *White Board & Smart Board* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Books & Journals for Libraries & Classrooms* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Other Teaching and Learning Materials* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4112314 | Furniture & Fixtures  | *Furniture & Fixtures for Laboratory* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Furniture & Fixtures for Office* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Furniture & Fixtures for Classroom* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Furniture & Fixtures for General Purpose* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4112306 | Laboratory Equipment and Instruments  | *(insert items individually)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4112303 | Electrical Equipment | *(insert items individually)* |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *(insert items individually)* |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Total Capital Expenditure (b)** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **TOTAL COST (a + b)** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **(c) Operational Costs/Contingencies (maximum 2% of the total cost)** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **TOTAL FINANCING (a + b + c)** |   |   |   |   |   |   |   |   |   |   |   |   |   |

**IDP Annexure 5**

**Indicative Organogram of the IDG
Management Team**

**IDG Manager (Principal)**

**Deputy IDG Manager (Vice Principal)**

**(level 1)**

**Member
IDGMT (Faculty)**

**(level 2)**

**Accountant**

**(level 3)**

**Computer Operator cum Office Assistant (level 3)**

**Member
IDGMT (Faculty)**

**(level 2)**

* *Please note that the above organogram is indicative and shall be constituted according to provisions of Section 15 of IDGOM*
* *IDP management team includes* ***IDGM, DIDGM,*** *and* ***Members (Faculty) of IDGMT. The support staff at levels three and four will not be part of IDGMT.***
* ***Please do not mention the name of any member of the IDP management team in this organogram to be included in the IDP***

**IDP Annexure 6**

**National University**

**College Education Development Project**

Institutional Development Plan Subproject Environmental Screening Environmental Safety Checklist for Small Infrastructure Renovation/Refurbishing Works under IDP

Date of Screening: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**

The purpose of this checklist is to identify potential environment and safety issues related to the small infrastructure renovation/refurbishing works to be undertaken by IDP subprojects.

The IDGM/Principal of the college will fill-up the checklist, which is expected to be reviewed and signed by an environmental professional. However, the checklist must be signed by the IDG Manager/Principal of the College. If the checklist shows potential negative environmental impacts, the institution will submit a separate sheet for mitigation measures for it following the mitigation measures and monitoring plan (Attachment A& B).

1. Title of IDP Sub-project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of the College Implementing IDP Subproject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a) Types of renovation/refurbishing works:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Estimated cost of renovation/refurbishing works (BDT Lakh):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Duration of renovation/refurbishing works:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(d) Date of commencement of works:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.Brief description of small infrastructure renovation/refurbishing works (In 200 words):

**IDP Annexure 6/1**

1. PROPOSED ACTIVITIES AS PER PRELIMINARY SCHEME DESIGN

|  |  |  |
| --- | --- | --- |
| **Title of Activities**  | **Description of Proposed Activities** **(length, width, area, volume, height etc.)** | **Remarks**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**IDP Annexure 6/2**

B. Project Influence Area (PIA) map (please draw an updated site map containing key environmental features and proposed interventions including outlet of the drainage network)

PIA map to be drawn by SSEE team

**IDP Annexure 6/3**

**Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl #** | **Screening Questions** | **Impact without intervention****No=0,Adverse=- Beneficial =+** | **Impact during implementation****No=0,Adverse=- Beneficial =+** | **Impact after implementation****No=0,Adverse=- Beneficial =+** | **Predicted Negative Environmental Impact[[1]](#footnote-1)** |
| 1 | Will the task within the compound? |  |  |  |  |
| 2 | Will the renovation work disturb other academic activities? |  |  |  |  |
| 3 | Is there any drainage congestion or water logging in the college/site premises? |  |  |  |  |
| 4 | Is there presence of Arsenic, Manganese or Iron in the ground water? ( Mention the source of information and also attached the report, if available with the screening format) |  |  |  |  |
| 5 | Is there any natural water body in the complex and is there any plan to fill it up due to construction work.  |  |  |  |  |
| 6 | Will it create high noise?  |  |  |  |  |
| 7 | Will it create dust problem around the sites? |  |  |  |  |
| 8 | Will it temporarily stop the water supply and sanitation system? |  |  |  |  |
| 9 | Will any refrigeration/air conditioning units and tube lights/CFL bulbs be removed/disposed?  |  |  |  |  |
| 10 | Will any liquid waste, or an item containing liquids (including oils), need to be transported off-site for reuse, recycle or disposal? |  |  |  |  |
| 11 | Will equipment containing polychlorinated biphenyls (PCB’s) be removed (i.e. transformers, capacitors, hydraulic and heat transfer systems, etc.)? |  |  |  |  |
| 12 | Will building materials containing asbestos be removed/disposed? |  |  |  |  |
| 13 | Will any building materials be removed/disposed that are coated with lead-based paint? |  |  |  |  |
| 14 | Will any building materials be removed/disposed that contain lead, silver or chrome? |  |  |  |  |
| 15 | Will batteries be removed/disposed (lead-acid or nickel-cadmium batteries from emergency lights and other battery-powered or battery-backup items? |  |  |  |  |
| 16 | Will mercury-containing devices (switches, gauges, thermostats) be removed/disposed? |  |  |  |  |
| 17 | Will an emergency generator set or other above ground storage tank (AST) be installed or removed? |  |  |  |  |
| 18 | Will the renovation work have any indirect impact on environment and ecosystem? |  |  |  |  |

Declaration:

The above answers are true and complete. I understand that the NU is relying on them to make its decision.

Principal’s Signature and Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Contact Number and e-mail of Principal of the College:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below to verify that the information in this document is accurate and complete to the best of your knowledge.

Name of the Environmental Focal Point at CEDP PMU:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number and E-mail of the Environmental Focal Point at CEDP PMU:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IDP Annexure 6/4**

# General Environmental Codes of Practice for Small-scale Civil Works

The Environmental Codes of Practice (ECOP) is prepared to manage small environmental impacts during construction. The ECOPs will apply to manage small scale infrastructure investments subproject. ECOP will be a mandatory part of construction contract or bidding documents so that contractor complies with environmental covenants. PMU and construction supervisors will be responsible for monitoring of compliance with ECOP and preparing the required reports.

Responsibilities

The IDP subproject owner (Institutional Development Plan Management Office-IDPMO) and Contractors are the key entities responsible for implementation of this ECOP. Key responsibilities of IDPMO and the contractors are as follows:

(a) IDPMO

IDPMO is responsible for ensuring that the ECOP is effectively implemented. The IDPMO will assign a qualified staff to be responsible for checking implementation compliance of Contractors, include the following: (a) monitoring the contractors’ compliance with the environmental plan, (b) taking remedial actions in the event of non-compliance and/or adverse impacts, (c) investigating complaints, evaluating and identifying corrective measures; (d) advising the Contractor on environment improvement, awareness, proactive pollution prevention measures; (e) monitoring the activities of Contractors on replying to complaints; (f) providing guidance to Contractors on various aspects to avoid/mitigate potential negative impacts to local environment and communities during construction.

(b) Contractor

Contractor is responsible for carrying out civil works and informs IDPMO, local authority and community about construction plan and risks associated with civil works. As such, contractor is responsible for implementing agreed measures to mitigate environmental risks associated with its civil works.

Contractor is required to comply with other national environmental legal regulations and laws.

**Attachment A**

**Bangladesh College Education Development Project**

***Environmental Risk Mitigation and Monitoring Plan***

**Table 1: Environmental Mitigation Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity/Issue** | **Potential Environmental Impacts/Risks** | **Proposed Mitigation Measures** | **Responsible Parties** | **Estimated Cost** |
|  |  |  |  |  |
|  |  |
|  |  |  |  |  |
|  |  |
|  |  |
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|  |  |  |  |  |
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|  |  |

**Attachment B**

**Table 2: Environmental Monitoring Plan (For all Activities)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue** | **Parameters** | **Monitoring Frequency** | **Monitoring Location** | **Responsible Parties** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Attachment C**

**Table 3: Environmental Monitoring Plan (For Construction)**

| **Description of Parameter** | **Whether followed or not** | **Remarks** |
| --- | --- | --- |
| The contractor will erect sufficient number of temporary sanitary toilets and shelter both for male and female workers at the site with proper sanitation system. | YesNo |  |
| The contractor will ensure supply of pure drinking water to the workers during the time of construction. | YesNo |  |
| The contractor will keep a first aid box at the site for any accident. | YesNo |  |
| The contractor will take necessary precaution for the safety of his workers and also for the safety of the pedestrians. | YesNo |  |
| The contractor will stack materials systematically in a safe place so that pedestrians do not fall in troubles/ accident and do not occupy any classroom. | YesNo |  |
| The contractor will not engage any child labor in the work. | YesNo |  |
| The contractor will not pollute any nearby source of surface water by any of their activities. | YesNo |  |
| The contractor will try to minimize sound pollution. If such sound producing activity become unavoidable, it should be matched with the local condition so that the adverse impact can be kept minimum. | YesNo |  |
| The contractor will engage local people in the work as far as possible. The vulnerable destitute women should get preference.  | YesNo |  |
| The contractor will not hamper the drainage network of the area by any of their activity. | YesNo |  |
| The contractor will not cut or damage any tree in and around the project area without the permission of the supervising authority. | YesNo |  |
| The contractor will take every initiative to reduce dust emission during the construction work i,e sprinkling of water on the dust etc.  | YesNo |  |
| The contractor will not set any temporary burner under any tree. | YesNo |  |
| If required, the contractor will collect filling earth from existing ditches, ponds and fallow lands to avoid land loss. | YesNo |  |

Comments and recommendations of the monitoring team:

Signature of the Monitoring Team/Officer in charge:

**Attachment D**

## 1.1 Guidelines to be followed during Construction (To be attached to the Bid Document)

The following environmental guidelines stated below should be followed during the construction work. Such as:

1. The contractor will erect sufficient number of temporary sanitary toilets and shelter both for male and female workers at the site with proper sanitation system.
2. The contractor will ensure supply of pure drinking water to the workers during the time of construction.
3. The contractor will keep a first aid box at the site for any accident.
4. The contractor will take necessary precaution for the safety of his workers and also for the safety of the pedestrians.
5. The contractor will stack materials systematically in a safe place so that pedestrians do not fall in troubles/ accident and will not occupy any class room.
6. The contractor will not engage any child labor in the work.
7. The contractor will not pollute any nearby source of surface water by any of their activities.
8. The contractor will try to minimize sound pollution. If such sound producing activity become unavoidable, it should be matched with the local condition so that the adverse impact can be kept minimum.
9. The contractor will engage local people in the work as far as possible. The vulnerable destitute women should get preference.
10. The contractor will not hamper the drainage network of the area by any of their activity.
11. The contractor will not cut or damage any tree in and around the project area without the permission of the supervising authority.
12. The contractor will take every initiative to reduce dust emission during the construction work i,e sprinkling of water on the dust etc. .
13. The contractor will not set any temporary burner under any tree.
14. If required, the contractor will collect filling earth from existing ditches, ponds and fallow lands to avoid land loss.
15. No class rooms would be used by the contractors for the construction work.

**IDP Annexure 7**

**National University**

**College Education Development Project**

**Institutional Development Plan Subproject**

**SOCIAL SCREENING FORM**

This form will be filled up by the Principal of the college and shall constitute an Annexure to the IDP proposal format to be submitted for IDG grants.

**Part A: General Information**

1. Screening Date: …………………………………………………………
2. Name of the Institute: …………………………………………………..
3. District/Zila: ………………………………… Upazila: ………………
4. Name of the Principal: …………………………………………………..

 (v) Names and Designation of Teachers participated in Screening:

 01.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 02.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(vi) Names and Designations of PMU/DSHE/NU, if any, Participated in Screening:

 01.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 02.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(vii)** Names of TP community members and organizations which participated in Social Screening (if any):

 01.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 02.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 03.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part B: Activities**

1. Major Activities using the IDG fund:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Click if activities include any:
 | [ ] New construction | [ ] Improvements | [ ] Repair/Renovation |

1. Description of the physical works, if any:

**Part C: Social Issues**

Will there be a need for additional lands to carry out the intended works?

[ ] Yes [ ] No

[ ] Yes [ ] No

Do Tribal People (TP) live in your institute’s catchment area?

[ ] Yes [ ] No

If there are tribal people living in your institute’s catchment area, which ethnic group they belong to? (please provide the name of all ethnic communities and their approximate number)

Do your proposed activities ensure equal inclusion right to the TP?

[ ] Yes [ ] No

Do your proposed activities pose any threat to cultural tradition and way of life of any of these tribal groups?

[ ] Yes [ ] No

Do your proposed activities severely restrict access to common property resources and livelihood activities?

[ ] Yes [ ] No

Do your proposed activities affect places/objects of cultural and religious significance (places of worship, ancestral burial grounds, etc.)

[ ] Yes [ ] No

Are there any social concerns expressed by TP community and organizations, students and teachers?

The TP community and organizations perceive the social outcomes of the activity:

[ ] Positive

[ ] Negative

[ ] Neither positive nor negative

Does your institute have adequate mechanism for ensuring free, prior and informed consent of the TP communities about the activities to be undertaken that would benefit/affect these communities?

[ ] Yes [ ] No

If “yes”, please briefly describe the mechanism

In respect of the social impacts and concerns, is there a need to undertake an additional impact assessment study?

[ ] Yes [ ] No

In respect of the social impacts and concerns on TPs, is there a need to undertake an additional impact assessment study and prepare a Tribal People’s Plan?

[ ] Yes [ ] No

College Principal’s Signature with Seal and Date:

***Signature:*** ……………………. Seal…………………………. ***Date***……………

**Part C**

**GUIDELINES FOR TRIBAL PEOPLES PLAN**

**Objectives of Tribal Peoples Plan**

The main objectives of the Tribal Peoples Plan (TPP) are to ensure that the activities funded by **CEDP** do not adversely affect small ethnic communities, and that they receive culturally compatible social and educational benefits. This will require the colleges to carefully screen all proposed activities to determine presence of TPs in the locality and ensure informed direct participation of the TPs in the activities. There are approximately 2.5 – 3.0 million tribal/ethnic communities living in Bangladesh, covering less than 2% of the total population. The largest proportion of the country’s tribal population lives in Bandarban, Rangamati and Khagrachari in the Chittagong Hill Tracts (CHT) District. The Universities and Colleges closest to these areas are situated in Chittagong City and in other Upazilas of the Chittagong District where, even if tribal students come to study, they are assimilated with the mainstream student population. Some tribal people/small ethnic communities, can also be found in rural areas of the north-west and north-eastern regions/Districts. The project aims to improve the quality of education and engages mainly on the supply side of academic and administrative processes; it does not directly work with the communities to improve access to education. Nevertheless, based on the results of the social screening, the participating colleges would prepare Tribal Peoples Plan to consult with TPs and identify culturally sensitive and acceptable mitigation measures for any unforeseen impacts on TPs.

**Identifying the Tribal Peoples**

Although the TPs of Bangladesh are well recognized locally, the **CEDP-PMU** and its officials and the heads of institutions will examine the following characteristics to make formal identification:

* Self-identification as members of a distinct tribal cultural group and recognition of this identity by others;
* Collective attachment to geographically distinct habitats or ancestral territories in the project area and to the natural resources in these habitats and territories;
* Customary cultural, economic, social or political institutions that are separate from those of the dominant society and culture; and
* A tribal language, often different from the official language of the country or region.

**Basic Principles**

To avoid or minimize adverse impacts and, at the same time, ensure benefits for TPs, the **CEDP-PMU** will apply the following basic principles in selection and design of particular activity:

* Ensure that TP communities in general and their organizations are not excluded by any means in activities selection, design and implementation processes of the project activities.
* Together with TPs, carefully screen the activities for a preliminary understanding of the nature and magnitude of potential impacts, and explore alternatives to avoid or minimize any adverse impacts.
* Where alternatives are infeasible and adverse impacts on TPs are unavoidable, the participating college, together with TPs and others knowledgeable of TP culture and concerns, will immediately make an assessment of the key impact issues.
* The MoE will provide required resources and expertise to participating colleges with significant number of TPs to be affected (based on the screening results) to help the colleges undertake the necessary tasks in order to adopt appropriate mitigation measures. The most important in this respect is intensive consultation with the TP communities, community elders/leaders, and formal and informal organizations, civil society organizations like NGOs, and others who are interested in and have knowledge of TP issues.

*Consultation will include the activity objectives and scope; the likely key adverse impacts on (and benefits for) TPs; TPs’ own perception of the impacts and feedback; and a preliminary assessment of economic opportunities which the MoE could promote – in addition to mitigation of the adverse impacts.*

**Identifying TP Social Concerns**

Impacts on TPs will vary in terms activities and their scopes, presence and size of TP population in the institution locales, as well as the magnitude of potential adverse impacts and social risks. To the extent applicable for a particular activity, information on the cultural and socioeconomic characteristics and potential vulnerability will be used to identify the TPs’ social concerns and adopt alternative mitigation measures.

**Impact Mitigation & Development Measures**

The universities and institutions will carry out a needs-assessment among TP students to gauge their academic difficulties and career aspirations in order to make the curriculum more accessible to and effective for them.

**TP Consultation Strategy**

As required for informed consultation, concerned institutes will provide TPs with all activity-related information, including that on potential adverse impacts if any. To facilitate consultation the institution will,

* Prepare a time-table for dialogues during activity selection, design and implementation processes, and consult them in a manner so that they can express their views and preferences freely.
* In addition to the communities in general, consult TP organizations, community elders/leaders and others with adequate gender and generational representation; and civil society organizations like NGOs and groups knowledgeable of TP issues regarding the university, academic curriculum, quality of education and marketability of the education i.e. is it helping TPs get jobs?

Consultation will in general concentrate on awareness-raising, garnering feedback on the curriculum and other aspects of student life (inclusion and participation) as well as exploring additional development activities that could be promoted under the project. The institutes will keep Minutes of these consultation meetings in the activity files and make them available for inspection by GoB, National University and World Bank officials and other interested groups and persons.

**IDP Annexure 8**

**RESUME of the IDG Manager (IDGM)**

**1. PERSONAL DATA**

|  |  |  |
| --- | --- | --- |
| LAST NAME | MIDDLE NAME | FIRST NAME |
|  |  |  |
| DATE OF BIRTH | E-MAIL | TELEPHONE (OFFICE) | TELEPHONE (HOME) | MOBILE NUMBER |
|  |  |  |  |  |
| FAX NUMBER | TAXPAYER I.D. NUMBER (TIN) | CURRENT POSITION |
|  |  |  |
| PLACE OF BIRTH | NATIONALITY | CURRENT RESIDENT ADDRESS IN FULL |
|  |  |  |
| WORKING HOURS(hours per week) |  |
|
|  |

**2. ACADEMIC DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| UNDERGRADUATE | UNIVERSITY | COUNTRY | YEAR |
|  |  |  |  |
| GRADUATE | UNIVERSITY | COUNTRY | YEAR |
|  |  |  |  |
| POST-GRADUATE | UNIVERSITY | COUNTRY | YEAR |
|  |  |  |  |

**3. PRIOR EXPERIENCE IN IMPLEMENTING PROJECT/RESEARCH**

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE OF THE PROJECT/**RESEARCH ACTIVITIES** | DONOR/SPONSOR | POSTION IN THE PROJECT | YEAR |
| FROM | TO |
|  |  |  |  |
|  |  |  |  |

**4. PRIOR POSITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| INSTITUTION | POSITION | FROM | TO |
|  |  |  |  |
|  |  |  |  |

**5. INSTITUTIONAL ADDRESS**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF THE INSTITUTION | LOCATION & ADDRESS | WEBSITE | E-MAIL |
|  |  |  |  |
|  |  |  |  |

**IDP Annexure 9**

**RESUME of the Deputy IDG Manager (DIDGM)**

**1. PERSONAL DATA**

|  |  |  |
| --- | --- | --- |
| LAST NAME | MIDDLE NAME | FIRST NAME |
|  |  |  |
| DATE OF BIRTH | E-MAIL | TELEPHONE (OFFICE) | TELEPHONE (HOME) | MOBILE NUMBER |
|  |  |  |  |  |
| FAX NUMBER | TAXPAYER I.D. NUMBER (TIN) | CURRENT POSITION |
|  |  |  |
| PLACE OF BIRTH | NATIONALITY | CURRENT RESIDENT ADDRESS IN FULL |
|  |  |  |
| WORKING HOURS(hours per week) |  |  |
|
|  |

**2. ACADEMIC DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| UNDERGRADUATE | UNIVERSITY | COUNTRY | YEAR |
|  |  |  |  |
| GRADUATE | UNIVERSITY | COUNTRY | YEAR |
|  |  |  |  |
| POST-GRADUATE | UNIVERSITY | COUNTRY | YEAR |
|  |  |  |  |

**3. PRIOR EXPERIENCE IN IMPLEMENTING PROJECT/RESEARCH**

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE OF THE PROJECT/**RESEARCH ACTIVITIES** | DONOR/SPONSOR | POSTION IN THE PROJECT | YEAR |
| FROM | TO |
|  |  |  |  |  |
|  |  |  |  |  |

**4. PRIOR POSITIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| INSTITUTION | POSITION | FROM | TO |
|  |  |  |  |
|  |  |  |  |

**5. INSTITUTIONAL ADDRESS**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF THE INSTITUTION | LOCATION & ADDRESS | WEBSITE | E-MAIL |
|  |  |  |  |
|  |  |  |  |

1. If the answer of the questionnaire is “yes”, please describe the possible negative environmental impact [↑](#footnote-ref-1)