

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
শরণার্থী ত্রাণ ও প্রত্যাবাসন কমিশনারের কার্যালয়  
কক্সবাজার  
www.rrrc.gov.bd

স্মারক নং. -৫১.০৪.২২০০.০১১.৩৩.০০৬.২৫-৬৯

তারিখ: ১৯ ফেব্রুয়ারি ২০২৬ খ্রি.

বিষয়: ভাসানচরে স্থানান্তরিত বলপূর্বক বাস্তুচ্যুত মিয়ানমার নাগরিকদের জন্য “Strengthening food and nutrition security through livelihood programme on Bhasan Char” শীর্ষক কার্যক্রম পরিচালনার অনুমতি প্রদান।

সূত্র: এনজিও Stichting Cordaid (Cordaid) এর ০৮/০২/২০২৬ তারিখের আবেদন

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে এনজিও সংস্থা “Stichting Cordaid (Cordaid) কর্তৃক WFP এর আর্থিক সহযোগিতায় নোয়াখালী জেলাধীন হাতিয়া উপজেলার ভাসানচরে স্থানান্তরিত বলপূর্বক বাস্তুচ্যুত মিয়ানমার নাগরিকদের জন্য “Strengthening food and nutrition security through livelihood programme on Bhasan Char” শীর্ষক প্রকল্পের বর্ণিত কার্যক্রম ক্যাম্প ইন-চার্জ, ভাসানচর এর সাথে যথাযথভাবে সমন্বয়পূর্বক ৩১/১২/২০২৬ পর্যন্ত সময়ের মধ্যে বাস্তবায়নের নিমিত্ত নির্দেশক্রমে সম্মতি জ্ঞাপন করা হলো।

সংযুক্তি: ৬৫ (পঁয়ষট্টি) পাতা



আবু সালেহ মোহাম্মদ ওবায়দুল্লাহ  
(যুগ্মসচিব)

অতিরিক্ত শরণার্থী ত্রাণ ও প্রত্যাবাসন কমিশনার  
ফোন : ০১৮৪৭-৪৬৬৮০৪  
ই-মেইল : addrrrc2@gmail.com

Area Programme Manager  
Stichting Cordaid, Cox's Bazar

অনুলিপি :

১. মহাপরিচালক, এনজিও বিষয়ক ব্যুরো, প্রধানমন্ত্রীর কার্যালয়, আগারগাঁও, শের-ই-বাংলা নগর, ঢাকা
২. কমিশনার, চট্টগ্রাম বিভাগ, চট্টগ্রাম
৩. অতিরিক্ত শরণার্থী ত্রাণ ও প্রত্যাবাসন কমিশনার, ভাসানচর, নোয়াখালী
৪. জেলা প্রশাসক, নোয়াখালী
৫. অধিনায়ক, সম্মুখ ঘাঁটি, ভাসানচর, হাতিয়া, নোয়াখালী
৬. পিএস টু আরআরআরসি (আরআরআরসি মহোদয়ের সদয় অবগতির জন্য)
৭. সহকারী প্রোগ্রামার, এ কার্যালয় (ওয়েবসাইটে প্রকাশের জন্য)
৮. অফিস কপি



Ref: Cordaid/Cox's Bazar/FLA/WFP/RRRC/2026-002

February 8, 2026

RRRC's Office, Cox's Bazar	
ARRRC-1	
ARRRC-2	
PS to RRRC	
SAS (Service & Establishment)	
SAS (Finance)	
SAS NGO	
SAS (UN/INGO)	
SAS (Relocation, Repatriation, Bhasanchar & Construction)	
SAS (Law & Order)	
HC	

08.02.26

The Refuge Relief and Repatriation Commissioner  
Cox's Bazar  
Bangladesh.

**Subject: Submission of original copy of Need Assessment to implement the project titled Livelihood the project titled "Strengthening food and nutrition security through livelihood programme on Bhasan Char".**

Dear Sir,

Greetings from Stichting Cordaid.

Stichting Cordaid is a leading INGO working for securing sustainable livelihood justice and dignity for all in Bangladesh since 1972. Our work is focused on three goals: Food and Nutrition Security, Economic empowerment and Disaster preparedness community. After the 2017 influx, an office has been established in Cox's Bazar to respond to the emergency needs among the Rohingya refugees and the host communities.

A Field Level Agreement (FLA Number WFP/BGD/2026/SC/MULTI/002 dated 26 January 2026) has been duly signed by Stichting Cordaid and WFP on **26<sup>th</sup> January 2026, for the period of 1<sup>st</sup> February 2026 to 31<sup>st</sup> December 2026** for implementing Upcycling activities in Bhasan Char.

This is for your kind approval please.

Sincerely yours,

  
Md. Ehsanul Hoque  
Area Programme Manager  
Stichting Cordaid  
Cox's Bazar Office  
Cell# +8801711274004

Enclosed:

1. Copy of Need Assessment
2. Project documents
3. Registration certificate of NGO Affairs Bureau
4. Detail work plan



RRRC

Office of the Refugee Relief and Repatriation Commissioner

[www.rrrc.gov.bd](http://www.rrrc.gov.bd)

Need Assessment of Structures/Activities at Rohingya camp

Reference of Contract:

Agency: Stichting Cordaid

Title of the Project: Livelihood the project titled "Strengthening food and nutrition security through livelihood programme on Bhasan Char

FLA Number WFP/BGD/2026/SC/MULTI/002 dated 26 January 2026

Project Duration: 01/02/2026 to 31/12/2026

Date: 08/02/2026

SL. No.	Name of Structures/ Activities	Quantity	Unit type	# of Month/ day/ Qnty	Unit Cost (BDT)	Total Taka (BDT)	Location	Remarks
1	Occupational health & safety equipment for waste collectors, cleaner and sorters	1	Person	200	200	40,000	Bashan Char	We will purchase hand gloves, helmets, gumboots, raincoats and others as needed for participant's safety and security. BDT 1,000 is estimated for each project participant. The total cost will be BDT 200 X 200 participants = BDT 40,000
2	Raw Materials for Production	1	Times	2	100,000	200,000	Bashan Char	For running the production work smoothly in the centers it is essential to purchase a few materials (cloth, sewing material, bamboo, sewing machine parts, jute, etc.) regularly. The total estimated cost will be - BDT 1,00,000 X 2 times = BDT 2,00,000.
3	Materials for waste cleaning & Hygiene	1	Months	11	2,000	22,000	Bashan Char	For cleaning and drying aluminum foil package materials (Detergent, Antiseptic, Hand wash, Soap, Air freshener, cleaning cloth) are used regularly. The estimated cost will be BDT 2,000 X 11 Months X 1 Centers = BDT 22,000
4	Center Rent with warehouse Bashan Char	1	Months	11	60,000	660,000	Bashan Char	Center Rent with warehouse Bashan Char will be charged in this project. The total average estimated cost will be BDT 60,000 X 11 months = BDT 6,60,000
5	Skilled Technician Charge for Sewing machines repair & maintenance (On call daily basis) man-days	1	Lumsump	1	50,000	50,000	Bashan Char	To ensure good productivity of sewing machines, we organize maintenance all the time. So, one Skilled Technician will repair and maintain the swing machines. Per day payment will be done. Total estimated cost will be BDT 50,000
6	Equipment & Materials Transportation Cost	1	Times	11	20,000	220,000	Bashan Char	Since we will need to transport some equipment from Cox's Bazar and Dhaka to Bhasan Char, a budget of BDT 2,20,000 has been allocated for transporting these equipment and materials throughout the project period. The estimated cost will be BDT 20,000 X 11 times = 2,20,000

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SL. No.	Name of Structures/ Activities	Quantity	Unit type	# of Month/ day/ Qnty	Unit Cost (BDT)	Total Taka (BDT)	Location	Remarks
7	Utility, Repair & Maintenance for Center & Office	1	Month	11	15,000	165,000	Bashan Char	For the smooth running of the project's activities, stationery and supplies will be purchased. Also, need base laptop servicing will be charged under this budget line. The total estimated cost will be BDT 15,000 X 11 months = BDT 1,65,000
8	Generator fuel/repair & maintenance and spare parts	1	Month	11	10,000	110,000	Bashan Char	In each SWM centre generators are used for 7 hours per day, for that fuel cost is BDT 55,000 per month per centre including maintenance costs. The total estimated cost will be BDT 10,000 X 11 months X 1 generators = BDT 1,10,000
9	Swing machines repair & maintenance parts and accessories	1	Lump sum	1	120,000	120,000	Bashan Char	To ensure the sewing machines remain operational and run at optimum capacity, regular maintenance checks will be conducted. For this purpose, essential materials such as machine oil and spare parts will be purchased. The total estimated cost will be BDT 1,20,000
10	Cash for work for Upcycling activities	200	Days	120	350	8,400,000	Bashan Char	Cash for work for upcycling Center. The total estimated cost will be BDT 200 X 120 Days X BDT 350 = 84,00,000/-
<b>Total amount (In word): One core Three lac and eleven thousand</b>						<b>9,987,000</b>		



**Signature of Head/Responsible Representative of the Agency**

**Md Ehsanul Hoque**  
Area Programme Manager  
**Stichting Cordaid**  
Cell: 01711274004  
Email: [ehq@cordaid.org](mailto:ehq@cordaid.org)

**Md. Ehsanul Hoque**  
Area Programme Manager  
Stichting Cordaid

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## Field Level Agreement

# FIELD LEVEL AGREEMENT BETWEEN WORLD FOOD PROGRAMME AND Stichting Cordaid

ON THE IMPLEMENTATION OF:

COUNTRY STRATEGIC PLAN (the "**Operation**")

This Field Level Agreement (the "**Agreement**") is entered into by and between:

- A. **World Food Programme ("WFP")**, an autonomous joint subsidiary programme of the United Nations and the Food and Agriculture Organization of the United Nations, with headquarters in Rome, Italy, acting through its Country Office in Bangladesh, at UN House – House 1, Level 6-8, Road 86/88, Gulshan-2, Dhaka-1212, Bangladesh ; and
- B. **Stichting Cordaid**(the "**Cooperating Partner**"), a non-governmental, non-profit, non-political organisation, with its office at Grote Marktstraat 45, 2511 BH The Hague, The Netherlands, acting through Bangladesh Country office, based at House 7 (Flat 5B, 5C), Road 33, Gulshan 1, Dhaka and Cox's Bazar field office at S.N Tower, Flat # 7A (6th Floor), 247, Badar Mokam Residential Area, Thana Road, Cox's Bazar, Bangladesh ;

each a "**Party**" and, collectively, the "**Parties**").

This Agreement includes all the Annexes attached hereto, which form an integral part of the Agreement.

## 1. Agreement Documents and Order of Priority

1.1 This Field Level Agreement, together with the following standard terms and annexes, all of which are expressly incorporated herein by reference, constitute the entire agreement between the Parties. The Field Level Agreement and its standard terms and annexes are intended to be complementary to each other, but in case of ambiguities, discrepancies, or inconsistencies between them, their order of priority shall be the same order in which they are listed below.

1. This Field Level Agreement;
2. WFP General Conditions of the Field Level Agreement [FLA 2025 Oct EN];

3. The selected WFP Special Conditions for this Field Level Agreement:

- Additional Special Conditions ([Annex 1](#))
- Food Distribution [[FLA 2024 Feb EN](#)]
- Cash Distribution Activities [[FLA 2024 Feb EN](#)]
- Vouchers Monetization [[FLA 2024 Feb EN](#)]

4. [WFP Data Protection Conditions for the Field Level Agreement \[FLA 2024 Feb EN\]](#)

5. Plan of Operations ([Annex 2](#));

6. Budget ([Annex 4](#));

7. Project Proposal ([Annex 3](#));

By signing this Field Level Agreement, the Cooperating Partner acknowledges that it is aware of the content of the standard terms and annexes to this Field Level Agreement.

**The full set of standard terms and annexes that are incorporated by reference in, and are applicable to, this Field Level Agreement can be accessed at the following link:**

<https://www.wfp.org/field-level-agreement-fla-2022-Sep>

*If any links in this document do not work, please copy and paste the link into your browser.*

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<sup>1</sup> The template for Special Conditions for Implementation and Monitoring of Cash & Vouchers Activities is under development and, should country offices need to utilize it, consultation with the Legal Office and the NGO unit is required.

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## 2. Execution, Effective Date and Term

2.1 This Agreement may be executed in any number of counterparts and by the Parties on separate counterparts, each of which is an original but all of which together constitute one and the same instrument. The Parties acknowledge and agree that the counterparts of this Agreement and any document entered into in connection with this Agreement, may be electronically or digitally signed, and that such electronic or digital signatures shall have, for all purposes, the same force and effect as original handwritten signatures.

2.2 The Agreement shall come into effect on the date the last Party signs it ("**Effective Date**") and shall remain in force until 2026-12-31, unless terminated earlier in accordance with Article 17 of the WFP General Conditions of the Field Level Agreement.

### 3. Payments

3.1 Payments to WFP shall be made into the WFP's bank account specified below:

WFP BANGLADESH IMPREST ACCOUNT (USO A/C)

ACCOUNT NO.01-5112699-01

STANDARD CHARTERED BANK

SWIFT CODE: SCBLBDDX

GULSHAN MAIN BRANCH

DHAKA, BANGLADESH

OR

WFP BANGLADESH IMPREST ACCOUNT (Non-Convertible BDT A/C)

ACCOUNT NO.02-5112699-01

STANDARD CHARTERED BANK

SWIFT CODE: SCBLBDDX

GULSHAN MAIN BRANCH

DHAKA, BANGLADESH

**For: World Food Programme**

**For: Stichting Cordaid**

**Name:** Simone Lawson Parchment

**Name:** Douwe Dijkstra

**Title:** Country Director (a.i.)

**Title:** Country Director

**E-mail:** simone.parchment@wfp.org

**E-mail:** douwe.dijkstra@cordaid.org

**Date:** 22/1/2026

**Date:** 26/1/2026

Signed by:  
*Simone Lawson Parchment*  
B852C40204DD42F...

Ondertekend door:  
*Douwe Dijkstra*  
68B0409A42DD4EA...

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Field Level Agreement: General Conditions



## Field Level Agreement General Conditions

### GENERAL CONDITIONS ON THE FIELD LEVEL AGREEMENT

#### 1 PURPOSE OF THE AGREEMENT

- 1.1 This Agreement serves as the framework for cooperation between WFP and the Cooperating Partner in respect of the Operation. To this extent, this Agreement shall: (i) regulate the modalities of assistance to beneficiaries in the context of the Operation, including details on the programmes and activities to be implemented; and (ii) set forth the respective obligations of the Parties in respect thereof.
- 1.2 The designation of beneficiaries and definition of Programmes, including the specific use of resources in the Operation's activities supported by WFP and the Cooperating Partner under this Agreement, are set out in Annex 2 (the "**Plan of Operations**") and Annex 3 (the "**Project Proposal**").
- 1.3 These General Conditions shall be complemented by special conditions of the Field Level Agreement (the "**Special Conditions**"), where applicable.
- 1.4 Unless otherwise defined herein, all capitalized terms used in this General Conditions shall have the respective meaning ascribed to them in the Field Level Agreement.

#### 2. OBLIGATIONS OF THE COOPERATING PARTNER

- 2.1 Without prejudice to any other provision of this Agreement, the Cooperating Partner shall:
  - (a) carry out the tasks and take on the responsibilities detailed in the Plan of Operations and the Project Proposal attached to the Agreement as Annexes 2 and 3 (the "**Programmes**") within the timelines indicated therein and in a professional manner, consistent with any applicable industry standards;
  - (b) provide qualified personnel and adequate means necessary for the implementation and supervision of the Programmes and activities agreed upon in this Agreement, and assume full legal responsibility for acts and/or omissions of its personnel, contractors, subcontractors, agents and affiliates in connection with this Agreement;

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Field Level Agreement: General Conditions

- (c) ensure that tasks are carried out in accordance with the WFP Gender Policy (WFP/EB.1/2022/4-B/Rev.1). The Cooperating Partner must ensure a people-centered approach that promotes diversity, inclusion and gender equality, and ensures no person is exposed to risks of harm, abuse or violence based on attributes such as, but not limited to, sex, age, gender, disability, race, ethnicity, religion and sexual orientation throughout the execution of this Agreement;
- (d) ensure (i) that assistance is provided to beneficiaries free of charge with full consideration for their security and safety; (ii) that beneficiary targeting criteria specified in the Plan of Operations and Project Proposal are observed; and (iii) that the Cooperating Partner, its personnel, contractors, subcontractors, agents and affiliates always act in accordance with the highest ethical standards;
- (e) implement the Programmes and provide assistance to all beneficiaries with complete impartiality regardless of race, religion, nationality, political opinion, disability, sex, or gender, and acknowledge that projects supported by WFP do not include any activities intended to promote a specific religious or political faith or persuasion;
- (f) maintain separate records and accounts of all resources and funds provided by WFP under this Agreement, unless specific written instructions are received from WFP stating otherwise. Such records and accounts shall be retained in a manner that will enable the Cooperating Partner to substantiate its utilization of resources and funds in accordance with the terms of this Agreement with specific reference to the provision on Audit included at Article 6 hereof;
- (g) guarantee the confidentiality of any information pertaining to any individual beneficiary or group of beneficiaries. Access to any related files and databases and to the information contained therein shall be restricted to authorized personnel of the Cooperating Partner and to WFP. Notwithstanding the foregoing, and subject to additional obligations under WFP Data Protection Conditions for the Field Level Agreement ("**Data Protection Conditions**") in relation to Personal Data (as this term is defined in the Data Protection Conditions), the Cooperating Partner may disclose selected information to subcontractors, if required for the implementation of the Programmes and on the condition that such subcontractors are bound by confidentiality obligations no less restrictive than those referred to in this provision. The Cooperating Partner may also use, for fund-raising, advocacy or educational purposes, (i) general statistical information concerning the number and location of the beneficiaries provided that their identity remains undisclosed and they are no longer identifiable (for example, by way of singling-out, linkability, and/or inference), or (ii) photographs/videos/interviews obtained with the consent of the beneficiaries for the specific purposes referenced herein;
- (h) comply with the obligations stipulated in Section A of the applicable Special Conditions; and
- (i) cooperate with WFP and any other parties involved in the implementation of the Operation.

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Field Level Agreement: General Conditions

- 2.2 The Cooperating Partner shall carry out its obligations in accordance with the principles set forth in the following WFP policy documents (i) WFP Protection and Accountability Policy, (ii) WFP Policy on Humanitarian Principles, (iii) WFP's Role in Peacebuilding in Transition Settings, which requires a conflict sensitive approach, and (iv) Note on Humanitarian Access and Implications for WFP. In emergency operations, the Cooperating Partner shall also be guided by the SPHERE Humanitarian Charter and Minimum Standards and by the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief. Specifically, the Cooperating Partner commits to:
- (a) abide by the humanitarian principles of humanity, impartiality, neutrality and independence;
  - (b) take all necessary measures to ensure beneficiaries can fully access Programmes in a safe and dignified manner;
  - (c) collaborate with WFP to ensure communities have access to relevant information about WFP programmes and communication channels to ask questions, provide feedback, make complaints, and meaningfully engage in programme design and implementation; and
  - (d) take all necessary measures to avoid creating or exacerbating conflict or risks for individuals or communities.
- 2.3 The Cooperating Partner shall carry out the Programmes in accordance with the WFP Environmental and Social Standards and shall apply appropriate measures to identify and manage environmental and social risks as set forth in the WFP Environmental and Social Safeguards for Programme Activities.

**3. OBLIGATIONS OF WFP**

- 3.1 Without prejudice to any other provision of this Agreement, WFP shall:
- (a) make available the resources specified in the Plan of Operations, subject to the availability thereof;
  - (b) provide access to WFP communications equipment, wherever possible and as may be agreed in writing by the Parties. Access to, and use of, such communications equipment shall be at the expense of the Cooperating Partner. Such equipment shall remain at all times the property of WFP;
  - (c) at WFP's sole discretion and subject to WFP's internal regulations, rules, procedures, practices, policies, and guidelines, WFP may provide the Cooperating Partner with baseline data, assessment and monitoring reports concerning areas where the Cooperating Partner operates under this Agreement;
  - (d) where necessary, liaise on behalf of the Cooperating Partner with the local authorities; and
  - (e) comply with the obligations stipulated in Section B of the Special Conditions.

**4. REPORTING**

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Field Level Agreement: General Conditions

- 4.1 The Cooperating Partner shall provide accurate and timely reports to WFP in the format provided in the Plan of Operations of this Agreement and in accordance with Section C of the applicable Special Conditions (the "**Special Provisions on Reporting**").
- 4.2 In addition to the aforementioned periodical reporting, the Cooperating Partner shall, within ninety (90) calendar days from the date of expiration or termination of this Agreement, provide WFP with a final report consolidating information covering all activities carried out under this Agreement (the "**Final Report**").

**5. PAYMENTS**

- 5.1 WFP shall make payments in arrears for costs incurred by the Cooperating Partner in implementing the Programmes, as detailed in Annex 4 hereto (the "**Budget**"), solely to the extent that such costs were incurred in accordance with the terms of this Agreement. Upon receipt of the Final Report and invoice, the Parties shall verify and settle, within forty five (45) calendar days, any outstanding amounts due to each other.
- 5.2 WFP's financial commitment under this Agreement shall not exceed the amounts specified in the Budget. Each disbursement of funds made by WFP under this Agreement is subject to the availability of funds for such purpose on the due date of the disbursement.
- 5.3 WFP shall make payments to the Cooperating Partner in the currency specified in the Plan of Operations. Payment shall be made into a bank account opened in the name of the Cooperating Partner in the country in which the Operation is implemented. The details of the bank account shall be specified in the Plan of Operations. Upon written request by the Cooperating Partner, but subject to compliance with WFP's internal regulations, rules, procedures, practices, policies, and guidelines as well as other applicable norms, WFP may consider making payments to an account registered in the name of the Cooperating Partner outside the country of the Operation.
- 5.4 Additional services provided by the Cooperating Partner at the request of WFP shall be in accordance with work plan and rates agreed upon between the Parties. Payment requests relating to services provided without prior consultation with WFP shall be reviewed on a case-by-case basis and their payment shall be subject to WFP's approval of the service rendered and to funds' availability.
- 5.5 Upon written request by the Cooperating Partner WFP may, at its sole discretion and subject to the availability of funding, consent to an advance payment. Unless otherwise approved by WFP and communicated to the Cooperating Partner in writing, the advance shall not exceed the projected operational costs of the Cooperating Partner for the forthcoming three months, provided that in no case shall the advance exceed USD 100,000, and that, if the Operation has a duration of six (6) months or less, the advance shall not exceed 30% of the Budget or USD 100,000, whichever is less. WFP shall, where it decides, pay an advance within thirty (30) calendar days of receipt of the request. The advance shall be repaid by the Cooperating Partner in accordance with the repayment terms laid out in

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the Plan of Operations. The Cooperating Partner shall reimburse WFP for any advance payment unspent or not spent in accordance with this Agreement.

**6. AUDIT AND REVIEW**

- 6.1 The Cooperating Partner may be subject to audit by WFP for any issue in connection with the Operation. Such audit shall be conducted in accordance with the auditing procedures of WFP as provided in WFP's internal regulations, rules, procedures, practices, policies, and guidelines.
- 6.2 Without prejudice to Article 6.1, above, WFP or its agents may carry out spot checks, verifications, assessments, and other review activities on the Cooperating Partner or the Programmes.
- 6.2 The Cooperating Partner shall provide WFP unimpeded access to all documentation and sites relating to Programmes implemented under this Agreement for audit and review purposes.
- 6.3 The Cooperating Partner shall ensure that all records are retained for a period of five (5) years following the termination of this Agreement.

**7. LIABILITY AND SET OFF**

- 7.1 Each Party shall assume full legal responsibility and shall compensate the other for losses and costs arising from negligent or intentional acts or omissions of its personnel, contractors, subcontractors, agents and affiliates.
- 7.2 WFP shall have the right to set off any losses for which the Cooperating Partner is liable under this Agreement against any remaining obligation to pay the Cooperating Partner.

**8. COMMUNICATIONS AND CONFIDENTIALITY**

- 8.1 WFP may provide its donors and its governing bodies with information relating to this Agreement, its contents and its implementation, as well as copies of reports received from the Cooperating Partner hereunder.
- 8.2 In all other cases, the Parties shall communicate each other's role to the general public as agreed in each case by the Parties. This may include, without limitation, the display by the Cooperating Partner at Programmes locations of WFP visibility and/or communication material as requested by WFP from time to time.

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Field Level Agreement: General Conditions

- 8.3 Without prejudice to WFP's right under Article 8.1 and subject to additional obligations under the Data Protection Conditions in relation to Personal Data (as this term is defined in the Data Protection Conditions), neither of the Parties shall communicate at any time to any other person, government or authority non-public information known to it by reason of its association with the other Party under this Agreement, except with the authorization of the other Party, nor shall a Party at any time use such information for commercial or other private advantage. These obligations do not lapse upon termination of this Agreement.

**9. PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE AND SEXUAL HARRASMENT**

**A. PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE**

9(A).1 The United Nations and WFP are committed to the protection of vulnerable populations and WFP applies an approach of zero-tolerance for inaction on all forms of sexual exploitation and abuse. To this end, the Cooperating Partner will take all reasonable and adequate steps to prevent sexual exploitation and abuse by its personnel, contractors, subcontractors, agents and affiliates, and respond appropriately when reports of sexual exploitation and abuse arise. By entering into an agreement with WFP, the Cooperating Partner undertakes to adhere to the Inter-Agency Standing Committee (IASC) PSEA Six Core Principles and any other protection from sexual exploitation and abuse policy or guideline as may be adopted by WFP, as notified to the Cooperating Partner by WFP from time to time. Additionally, the Cooperating Partner will apply the following principles and practices when implementing the activities under this Agreement and provide evidence to demonstrate this where required:

- a) adherence to the IASC-Minimum Operation Standards on Protection from Sexual Exploitation and Abuse by Own Personnel and/or the Sexual Exploitation and Abuse elements of the Core Humanitarian Standard on Quality and Accountability;
- b) a victim/survivor-centered approach to sexual exploitation and abuse issues consistent with the Guiding Principles of the UN Protocol on Allegations of SEA Involving Implementing Partners. The Cooperating Partner must comply with host country and local child welfare and protection legislation and international standards, whichever gives greater protection;
- c) strong leadership and signalling on tackling sexual exploitation and abuse;
- d) make all reasonable efforts to address gender inequalities and other power imbalances consistent with Article 2.1 hereof;
- e) robust reporting to enhance accountability and transparency in accordance with obligations set forth in this Article 9(A).

9(A).2 Sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Cooperating Partner shall refrain from, and shall take all reasonable and appropriate measures to prohibit its personnel, contractors, subcontractors, agents and affiliates or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favours or activities, or from engaging

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in sexual activities that are exploitive or degrading to any person (this includes engaging in prostitution services).

9(A).3 The Cooperating Partner shall ensure that its personnel, contractors, subcontractors, agents and affiliates conform to the highest standards of moral and ethical conduct. The Cooperating Partner shall take preventive measures against sexual exploitation or abuse, investigate allegations thereof, and take corrective action. The Cooperating Partner shall: (i) promptly inform WFP's Office of Inspections and Investigations (OIGI) of allegations of sexual exploitation or abuse; (ii) provide OIGI with a copy of any relevant investigation report, and (iii) advise of any corrective action taken in relation to the allegation. All communications to OIGI regarding any allegation of sexual exploitation or abuse and relevant investigation reports shall be submitted to [InvestigationsLine@wfp.org](mailto:InvestigationsLine@wfp.org) or otherwise through channels established at <http://www.wfpHotline.ethicspoint.com>. Without prejudice to the foregoing, WFP reserves the right, at its discretion, to investigate any allegation of sexual exploitation or abuse in connection with this Agreement, and the Cooperating Partner agrees to fully cooperate, and shall take all reasonable steps to ensure that its personnel, contractors, subcontractors, agents and affiliates fully cooperate, with any WFP investigation of sexual exploitation or abuse.

9(A).4 WFP may suspend this Agreement in the event of any allegation of sexual exploitation or abuse credible enough to warrant an investigation. Furthermore, the Cooperating Partner expressly acknowledges and agrees that any failure to comply with the provisions of this Article 9(A) by the Cooperating Partner or by any of its personnel, contractors, subcontractors, agents and affiliates shall constitute a material breach of this Agreement, which shall entitle WFP to immediately terminate this Agreement without incurring any liability to the Cooperating Partner and to refer the matter to national authorities.

9(A).5 A provision analogous to Article 9 shall be included in all sub-contracts or sub-agreements entered into by the Cooperating Partner under this Agreement.

**B. PROTECTION FROM SEXUAL HARASSMENT**

9(B).1 The Cooperating Partner represents and warrants that it has a zero-tolerance approach for inaction to tackling sexual harassment. Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is affected by the conduct shall be considered. Sexual harassment may occur in the workplace or in any way in connection with work, including, but not limited to, when commuting to and from work as well as when telecommuting, in or outside of the workplace, during or outside working hours (such as in social interactions), or during work-related activities (such as travel, training or events). The Cooperating Partner will take all reasonable steps to prevent sexual harassment and respond appropriately when reports of sexual harassment arise, including by providing appropriate reporting channels, considering interim protective measures and, where appropriate, investigating allegations and taking corrective actions. The Cooperating Partner will apply the following

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principles and practices in respect of sexual harassment and provide evidence to demonstrate this where required:

- a) A victim/survivor-centered approach to sexual harassment issues;
- b) strong leadership and signalling on tackling sexual harassment;
- c) make all reasonable efforts to address gender inequality and other power imbalances;
- d) robust reporting to enhance accountability and transparency.

9(B).2 Furthermore, the Cooperating Partner expressly acknowledges and agrees that any failure to comply with the provisions of Article 9(B) by the Cooperating Partner shall constitute a material breach of this Agreement, which shall entitle WFP to immediately terminate this Agreement without incurring any liability to the Cooperating Partner and to refer the matter to national authorities.

## 10. FORCE MAJEURE

10.1 The term Force Majeure as employed herein shall mean any unforeseen event beyond the control of the Parties that makes the performance of obligations under this Agreement impossible in whole or in part, and that reasonably justifies the suspension or termination of this Agreement, in whole or in part.

10.2 Neither Party shall be considered to be in breach of this Agreement to the extent that performance of an obligation under it is prevented by a Force Majeure event, which shall be notified to the other Party within fourteen (14) days of the beginning of its occurrence. The Party to which notice of the Force Majeure event has been provided shall be relieved of the corresponding reciprocal obligations. It is understood by the Parties that the existence and/or applicability of the claimed Force Majeure event may be disputed under the procedure set forth in Article 14 of this Agreement "**Applicable Law and Settlement of Disputes**".

## 11. NOTICES

11.1 Unless otherwise agreed, and except for reporting obligations under Protection of Sexual Exploitation and Abuse (Article 9) or Anti-Fraud and Anti-Corruption Provisions (Article 13) which shall be submitted to [InvestigationsLine@wfp.org](mailto:InvestigationsLine@wfp.org) or otherwise through channels established at <http://www.wfphotline.ethicspoint.com>, any correspondence, notification or communication between the Parties shall be made in writing and may be served by personal delivery or registered post, or by fax or email, at the recipient Party's address stated in the Plan of Operations. Any notice sent by registered post shall be deemed to have been served five (5) working days after the time of dispatch. Any notice sent by facsimile shall be deemed to have been served twelve (12) hours after the time it was sent and any notice sent by email shall be deemed to have been served upon reply thereto and/or confirmation of receipt sent by the email account of the recipient Party.

## 12. ANTI-TERRORISM

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- 12.1 Consistent with numerous United Nations Security Council resolutions relating to terrorism and in particular, the financing of terrorism, WFP and the Cooperating Partner will seek to ensure that resources received under this Agreement, whether in cash or in kind, are not used, directly or indirectly, to provide support to contracted third parties (whether individuals or entities) that are associated with terrorism.
- 12.2 In accordance with this policy, the Cooperating Partner agrees to employ all reasonable efforts to ensure that such resources (a) are not transferred directly or indirectly or otherwise used to provide support to any contracted third party (whether an individual or an entity) associated with terrorism as designated on the Consolidated United Nations Security Council Sanctions List <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>; or any other similar lists that may be established by the United Nations Security Council; and/or (b) are not used in any other manner that is prohibited by a resolution of the United Nations Security Council adopted under Chapter VII of the Charter of the United Nations.
- 12.3 The Cooperating Partner expressly acknowledges and agrees that any breach of this Article by the Cooperating Partner or by any of its personnel, contractors, subcontractors, agents and affiliates constitutes a material breach of this Agreement, which entitles WFP to immediately suspend or terminate this Agreement without incurring any liability to the Cooperating Partner.
- 12.4 A provision analogous to Article 12 shall be included in all sub-contracts or sub-agreements entered into by the Cooperating Partner under this Agreement.

**13. ANTI-FRAUD AND ANTI-CORRUPTION**

- 13.1 The Cooperating Partner acknowledges and agrees that, in accordance with WFP's Anti-Fraud and Anti-Corruption Policy (WFP/EB.A/2021/5-B/1) ("**the Policy**"), WFP is highly risk averse towards Fraud, Corruption, Theft, Collusive, Coercive, and Obstructive Practices, Money Laundering and Financing of Terrorism (as such terms are defined below) in its activities and operations, and has zero tolerance for inaction.
- 13.2 The Cooperating Partner acknowledges that it and its personnel, contractors, subcontractors, agents and affiliates have the duty to act honestly and with integrity in the provision of goods and services to WFP and its partners. The Cooperating Partner acknowledges that it has the duty to ensure that WFP resources are safeguarded and used for their intended purposes, as authorized by WFP.
- 13.3 In particular, and without limitation to Article 13.2, the Cooperating Partner represents and warrants to WFP that it has not, and it shall not, at any time:
  - a) perform any act or omit to perform any act, including any misrepresentation, in order to knowingly mislead, or attempt to mislead, WFP and/or any other party to obtain a financial or other advantage, or to avoid any obligation, to benefit itself and/or any other party ("**Fraud**").

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- b) offer, give, receive or solicit, or attempt to offer, give, receive or solicit, directly or indirectly, anything of value to improperly influence the actions of WFP and/or any other party ("**Corruption**").
  - c) take anything of value that belongs to WFP and/or another individual or entity without authorization ("**Theft**").
  - d) enter into any arrangement with any other party or parties that are designed to achieve an improper purpose, including, but not limited to, improperly influencing the actions of WFP and/or any other party ("**Collusive Practice**").
  - e) impair or harm, or threaten to impair or harm, directly or indirectly, WFP and/or any other party or the property of WFP and/or any other party to influence improperly the actions of a party ("**Coercive Practice**").
  - f) deliberately destroy, falsify, alter or conceal evidence material to the investigation or making false statements to investigators in order to materially impede a duly authorized investigation into suspected cases of Fraud, Corruption, Theft, Collusive or Coercive Practices, Money Laundering or the Financing of Terrorism; and/or threaten, harass or intimidate WFP and/or any other party in order to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or engage in any act intended to materially impede the exercise of WFP's contractual rights of access to information ("**Obstructive Practice**").
  - g) convert, transfer, acquire, possess or use property with the knowledge (or where knowledge may be reasonably presumed) that such property is derived from criminal activity or from an act of participation in such activity, including, but not limited to, concealing or disguising the true nature, source, location, disposition, movement, or rights with respect to, or ownership of, such property or aiding, abetting or facilitating such acts ("**Money Laundering**").
  - h) provide or collect resources, by any means, directly or indirectly, with the intention that they should be used or in the knowledge that they are to be used, in full or in part, to benefit individuals and entities subject to measures imposed by the United Nations Security Council and appearing on the United Nations Security Council Consolidated List ("**Financing of Terrorism**", and together with Fraud, Corruption, Theft, Collusive Practice, Coercive Practice, Obstructive Practice and Money Laundering, "**Prohibited Practices**").
- 13.4 The Cooperating Partner shall communicate the Policy to its personnel, contractors, subcontractors, agents and affiliates and shall take all reasonable measures to ensure that such persons or entities do not engage in Prohibited Practices. The Cooperating Partner shall include equivalent anti-fraud and anti-corruption provisions in its agreements with any subcontractors and/or other agents which are in any way involved in the implementation of any project funded by WFP.
- 13.5 The Cooperating Partner will act on all reasonably suspected cases of any Prohibited Practice in line with the Policy. In particular, the Cooperating Partner shall promptly disclose to WFP (by email to [InvestigationsLine@wfp.org](mailto:InvestigationsLine@wfp.org) or otherwise through channels established at <http://www.wfpHotline.ethicspoint.com>) any reasonably suspected Prohibited Practice or any attempt thereof. The Cooperating Partner shall fully cooperate, and shall take all

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reasonable steps to ensure that its personnel, contractors, subcontractors, agents and affiliates fully cooperate, with any investigation or review of reasonably suspected Prohibited Practices by WFP or its agents, including by allowing WFP or its agents to access and inspect its premises as well as any records, document and any other information, including financial, electronic and IT records, relevant to its contractual relationship with WFP, including allowing WFP to take copies of any such records, documents or information.

- 13.6 The Cooperating Partner expressly acknowledges and agrees that any breach of this Article 13 by the Cooperating Partner or by any of its personnel, contractors, subcontractors, agents or affiliates constitutes a material breach of this Agreement, which entitles WFP to immediately suspend or terminate this Agreement without incurring any liability to Cooperating Partner.
- 13.7 Furthermore the Cooperating Partner expressly acknowledges and agrees that, in the event that WFP were to determine through an investigation or otherwise that a Prohibited Practice occurred, WFP shall have, in addition to its right to immediately suspend or terminate the Agreement, the rights to: i) apply and enforce the relevant sanctions in accordance with WFP's internal regulations, rules, procedures, practices, policies and guidelines, including, but not limited to, debarment or referral of the matter to relevant national authorities when appropriate; and ii) recover all losses, financial or otherwise, suffered by WFP in connection with such Prohibited Practices, including by withholding relevant amounts from any subsequent disbursements in accordance with Article 7.2.

**14. APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

- 14.1 This Agreement and any dispute, controversy or claim arising under this Agreement shall be exclusively governed by general principles of international law and by the terms of this Agreement, to the exclusion of any choice of law rules that would defer the agreement to the laws of any given jurisdiction.
- 14.2 The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Agreement or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the United Nations Commission on International Trade Law ("UNCITRAL") Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties. Unless otherwise agreed by the Parties, the place of the conciliation procedure shall be the national capital city of the country where the Operation occurs.
- 14.3 Any dispute, controversy or claim between the Parties arising out of this Agreement or the breach, termination or invalidity thereof, unless settled amicably in accordance with Article 14.2 above within sixty (60) calendar days after receipt by one Party of the other Party's request for such amicable settlement shall be referred by either Party to arbitration, which shall be conducted in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitration shall be conducted by an arbitration tribunal comprised of three arbitrators. Each Party shall appoint one arbitrator and the arbitrators so appointed shall select a third

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arbitrator who shall act as President of the arbitral tribunal. If, within sixty (60) calendar days as of the receipt of the notice of arbitration by the Party against which arbitration is commenced, or within sixty (60) calendar days as of the acceptance of the appointment as arbitrator by the arbitrators appointed by the Parties, as the case may be, one of the Parties fails to appoint an arbitrator or the arbitrators appointed by the Parties fail to reach an agreement on the identity of the third arbitrator, as the case may be, either of the Parties may request the appointing authority to appoint an arbitrator for the other Party or appoint the third arbitrator. The Parties agree that the appointing authority shall be the Secretary-General of the Permanent Court of Arbitration at the Hague. The arbitration tribunal shall have no authority to award punitive damages. The arbitration tribunal shall decide by a majority of votes. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim. The place of arbitration shall be outside the country where the Operation occurs.

**15. PRIVILEGES AND IMMUNITIES**

15.1 Nothing in this Agreement or any document entered into in connection with this Agreement shall imply a waiver, express or implied, by WFP, the United Nations or the Food and Agriculture Organization of the United Nations of any privileges and immunities enjoyed by them pursuant to the 1946 Convention on the Privileges and Immunities of the United Nations, the 1947 Convention on the Privileges and Immunities of the Specialized Agencies, customary international law, other relevant international or national agreements or under domestic law.

**16. OTHER PROVISIONS**

16.1 The Cooperating Partner represents and warrants that it is legally registered as a non-governmental, non-profit, non-political organisation in the country of the Operation, that it has the required legal capacity to enter into this Agreement and implement the Programmes and that it shall comply with any legislation applicable to it. The Cooperating Partner further represents and warrants that there are no claims, investigations or proceedings in progress or pending or threatened against the Cooperating Partner, which, if determined adversely, would have a material adverse effect on its capacity to implement the Programmes.

16.2 Where the Cooperating Partner forms part of a global membership organization or global network of affiliated entities, all separately registered legal entities within the organization or global network of affiliated entities shall be jointly and severally liable for all Cooperating Partner's obligations under the Agreement. Each such entity shall delegate to the Cooperating Partner the authority to enter into the Agreement for and on behalf of such entity. Such delegation of authority shall be submitted to WFP substantially in the form of the Letter of Authorization attached hereto as Annex 5. The Letter(s) of Authorization shall form an integral part of the Agreement.

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- 16.3 The personnel of the Cooperating Partner and affiliated entities do not have the status of staff members or employees of WFP, the United Nations or Specialized Agencies of the United Nations.
- 16.4 The personnel of WFP do not have the status of staff members or employees of the Cooperating Partner or affiliated entities.
- 16.5 This Agreement shall not be construed as creating any principal/agent relationship or a joint venture between WFP and the Cooperating Partner or any other person. The Cooperating Partner shall not, under any circumstances, represent that it is an agent of WFP, and shall take all reasonable precautions to avoid any perception that such relationship exists.
- 16.6 The Cooperating Partner acknowledges and agrees that the Operation may include other activities that are not described herein and are implemented by WFP directly and/or with third parties.
- 16.7 Subcontractors: In the event that the Cooperating Partner requires the services of subcontractors to perform any obligations under the Agreement, the Cooperating Partner shall obtain the prior written approval of WFP. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with all of the terms and conditions of the Agreement.
- 16.8 Observance of the law: The Cooperating Partner shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.
- 16.9 WFP may refer criminal activities related to the implementation of this Agreement to the relevant national authorities.
- 16.10 This Agreement is entered into subject to the availability of funding to WFP and does not carry any commitment, express or implied, for a continued contractual engagement by WFP in the absence of the projected funding for the Programmes or any portion thereof. Nothing in this Agreement shall obligate WFP to guarantee any minimum quantities of commodities or volume of work and the Cooperating Partner acknowledges that it shall remain solely responsible for adjusting its work force and operational arrangements accordingly without any liability to WFP. For the avoidance of doubt, the rights and obligations of the Cooperating Partner are limited to the terms and conditions of this Agreement. Accordingly, the Cooperating Partner and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement from WFP except as expressly provided in this Agreement.

**17. TERMINATION, SUSPENSION, AND AMENDMENT**

- 17.1 This Agreement may be terminated by either Party upon thirty (30) calendar days prior written notice to the other Party. Notwithstanding the foregoing, WFP may, in its sole

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discretion, suspend or terminate this Agreement at any time should its mandate or the resources available for the Operation be terminated or curtailed for any reason, *provided that* in the event WFP elects to not suspend or terminate this Agreement under such circumstances, the Cooperating Partner shall, following notification thereof by WFP, fully cooperate with WFP in good faith to find a suitable solution for the performance of this Agreement, including by amending the Agreement, in relevant parts, in accordance with Article 17.8.

- 17.2 Failure by either Party to fulfil the obligations stipulated in this Agreement may be cause for immediate termination, provided, however, that the defaulting Party is given an opportunity to remedy the default within ten (10) calendar days of the non-defaulting Party written request ("**Cure Period**"). The Cure Period shall not apply to WFP's right to immediately terminate the Agreement under Articles 9, 12 and 13.
- 17.3 In the event of termination of this Agreement, both Parties shall use reasonable efforts and good faith to bring their cooperation herein to a prompt and orderly conclusion. Furthermore, upon expiration or termination of this Agreement for any reason, any balance of funds received by the Cooperating Partner and uncommitted upon (i) transmission of the notice of termination by the Cooperating Partner, (ii) receipt by the Cooperating Partner of the notice of termination by WFP, or (iii) the expiration date of the Agreement, as applicable, as well as any funds not spent in accordance with the terms of this Agreement, shall be promptly returned to WFP; and each Party shall immediately cease the use of the other Party's name, emblem, logo or trademarks (to the extent that consent for such use had been granted during the term of this Agreement) and shall not otherwise communicate with third parties in a manner that would imply any present association between the Parties.
- 17.4 In accordance with Articles 9, 10, 12, 13 or 17 or in the event the Cooperating Partner materially breaches the Agreement or the continuation of the Programmes would pose safety and security risks, WFP may suspend the Agreement, in whole or in part, by providing written notice of suspension to the Cooperating Partner. The Cooperating Partner shall immediately cease the implementation of the Programmes and activities arising from the Agreement as of the effective suspension date. Notwithstanding the suspension of the Agreement, the Cooperating Partner shall take all necessary and appropriate measures to protect and preserve any WFP resources, commodities, equipment, or assets under its custody. Unless otherwise approved by WFP in writing or specifically provided in this Agreement, WFP shall not be liable for any costs incurred by the Cooperating Partner under the Agreement during the suspension period. For the avoidance of doubt, matters relating to costs committed in accordance with this Agreement by the Cooperating Partner prior to the effective suspension date will be dealt with pursuant to the relevant Special Conditions, as applicable. WFP may, by written notice, lift the suspension, in whole or in part, upon satisfaction of conditions determined by WFP or otherwise exercise any rights or remedies provided under this Agreement or applicable law.

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- 17.5 The Cooperating Partner shall include appropriate provisions in any contracts with third parties that shall enable the Cooperating Partner to suspend or terminate such contracts in the event of the suspension or termination of this Agreement by WFP.
- 17.6 Unless otherwise mutually agreed by the Parties, upon expiration or termination of the Agreement for any reason, the Cooperating Partner shall return to WFP any equipment or assets that WFP may have furnished to the Cooperating Partner for the implementation of the Programmes. The Cooperating Partner shall be liable for and shall compensate WFP for any loss of or damage to the equipment or assets, except for normal wear and tear. For the avoidance of doubt, matters pertaining to the ownership of any equipment or assets provided by WFP hereunder shall be determined in accordance with WFP's internal regulations, rules, procedures, practices, policies, and guidelines, upon expiration or termination of the Agreement.
- 17.7 Any provision of this Agreement that contemplates performance or observance by either Party subsequent to any expiration or termination of this Agreement, shall not lapse upon the expiration or termination of this Agreement.
- 17.8 This Agreement may be extended, supplemented or otherwise amended by the written agreement of duly authorised representatives of each Party. An amendment of the Agreement undertaken pursuant to the conditions set out in Article 17.1 may include, without limitation, an amendment of the Plan of Operations, the Project Proposal, and the Budget of the Agreement.

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Field Level Agreement: Cash Distribution Activities



## Field Level Agreement

### WFP Special Conditions for Cash Distribution Activities

1. *Subject to the availability of resources, WFP shall provide the Cooperating Partner with the financial resources specified in the Plan of Operations and described in the Budget. In accordance with the Plan of Operations, the Cooperating Partner shall arrange distribution of funds to beneficiaries under this Agreement, directly or via an intermediary (the "**Benefits**").*
2. *The Budget shall comprise two parts: (i) the Benefits payable by WFP in advance in accordance with Section E below; and (ii) the costs and management service charge for the activities implemented under this Agreement (the "**Cooperating Partner's Costs**") payable by WFP to the Cooperating Partner in arrears, in accordance with Section F below. The Budget for the Cooperating Partner's Costs shall contain fully justified elements for: (a) Delivery; (b) Technical or Specialist Services; (c) Management and Administration; and (d) a Management Fee equal to 7% of the aforementioned costs. Start-up and close-down costs included in the Budget will be specifically identified.*

### Section A - Special Obligations of the Cooperating Partner

In addition to its obligations under the WFP General Conditions of the Field Level Agreement ("**General Conditions**"), the Cooperating Partner shall:

3. Arrange for the reception, safekeeping and disbursement of the Benefits provided by WFP in accordance with the Plan of Operations;
4. Take all necessary measures to ensure that the Benefits reach the intended beneficiaries within the agreed timelines;
5. Maintain proper accounts of (i) all funds earmarked as Benefits received from WFP and disbursed in accordance with the accounting procedures/financial guidelines set out in the Plan of Operations, (ii) the costs incurred, and (iii) all funds received from WFP but not distributed or disbursed;
6. Provide WFP with a list of persons authorized to certify and sign for the reception and handling of funds and submit to WFP certified documents, reports and information as required under this Agreement. Such list shall also include specimen signatures of authorized persons and a specimen of the Cooperating

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### Field Level Agreement: Cash Distribution Activities

Partner's official stamp. The Cooperating Partner shall notify WFP of any change in the list;

7. Open and/or maintain a bank account, with a bank approved by WFP, specifically and solely dedicated to the deposit of the funds received from WFP earmarked as Benefits until such funds are utilized (the "**Programme Account**"). The Cooperating Partner shall not create or permit to subsist any mortgage, lien, charge, hypothecation, encumbrance or security interest or any other agreement or arrangement having the effect of conferring security over the Programme Account; and
8. Inform in writing the Programme Account bank of the status of the funds as specified in Section D, paragraph 17, and obtain written acknowledgment from the bank to this effect.

### Section B - Special Obligations of WFP

In addition to its obligations under the General Conditions, WFP shall:

9. Make payments to the Cooperating Partner and transfer funds into the Programme Account in accordance with the terms of this Agreement;
10. Inform the Cooperating Partner of any known or anticipated problems in the availability of funds; where appropriate, assist the Cooperating Partner in minimizing risks resulting from such an event;
11. Provide advice and guidance on the implementation of the Operation; and
12. Provide training, where necessary, for Cooperating Partner staff on the management of the Operation (e.g. baseline selection, verification, monitoring, accounting, reporting and finances).

### Section C - Special Provisions on Reporting

13. The Cooperating Partner shall provide **monthly** reports on quantitative data relating to its activities under the Agreement. The monthly report shall be in accordance with the reporting format specified in the Plan of Operations and shall include details of the Benefits disbursed to the beneficiaries, details of the funds disbursed to intermediaries (such as financial intermediaries), beneficiary numbers by sex and age, and fund balance in the Programme Account. Unless otherwise specified in the Plan of Operations, the reports shall be submitted to WFP within 30 (thirty) calendar days of the end of each month of implementation

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### Field Level Agreement: Cash Distribution Activities

of the Programme(s) to which they refer. Save as specified in Article 5.5 of the General Conditions, WFP shall not make any payment of Operational Costs in connection with any part of the Programmes until the related reports have been received by WFP.

14. The Cooperating Partner shall also provide **quarterly**: (i) progress reports, including both narrative and quantitative information, and (ii) financial reports in the format specified in the Plan of Operations. Narrative information in the progress report shall include: overall progress in the implementation of agreed activities, operational difficulties encountered and measures taken to overcome them, information on complementary inputs from other sources, results achieved for the direct benefit of the targeted people, expected developments and additional activities proposed. Wherever possible, information on beneficiaries shall include sex and age-disaggregated data such as percentage share of resources allocated to women/men, composition (by gender) of local Food Assistance Committees specifying positions held by women, and share of benefits by category of activities.
15. The Cooperating Partner shall inform and consult with WFP if it suspects or becomes aware of any fraud or attempted fraud in connection with the implementation of this Operation. In such cases, the Cooperating Partner shall propose remedial measures, including but not limited to investigation and recovery actions for WFP's consideration and approval, or otherwise agree with WFP on how the situation shall be managed.

#### **Section D - Status of funds earmarked as Benefits**

16. Funds earmarked as Benefits shall be transferred to and managed by the Cooperating Partner in accordance with the terms of the Plan of Operations as agreed upon by the Cooperating Partner and WFP. These funds shall be reimbursable to WFP until they are received by the Beneficiaries in accordance with the terms of this Agreement.
17. Such funds shall be immune from any form of legal process pursuant to Article II of the 1946 Convention on the Privileges and Immunities of the United Nations and Article III of the 1947 Convention on the Privileges and Immunities of the Specialized Agencies.
18. Any undistributed funds earmarked as Benefits shall be refunded to WFP in accordance with Section F, paragraphs 24 and 25 of these Special Conditions.

#### **Section E - Losses**

19. Without prejudice to Article 7 of the General Conditions, the Cooperating Partner shall assume full legal responsibility for the safekeeping, handling and management of the Benefits handed over to it by WFP, and for any sub-contracting

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### Field Level Agreement: Cash Distribution Activities

of its obligations to third parties including financial intermediaries. The Cooperating Partner shall be responsible for ensuring that the Benefits are distributed to the beneficiaries within the agreed time frame and in accordance with the Plan of Operations. The Cooperating Partner shall be liable and shall refund WFP for any losses or misappropriations of the Benefits following their transfer from WFP, which may arise from any breach of this Agreement or from any negligence, intended acts or omissions, attributable to the Cooperating Partner and/or its officers, employees, contractors, subcontractors, agents and affiliates.

20. WFP shall have the right to set off any losses for which the Cooperating Partner is liable under this Agreement against any remaining obligation to pay the Cooperating Partner.

### Section F - Special Provisions on Payments

21. The Cooperating Partner shall receive funds earmarked as Benefits as per the agreed Budget and/or Plan of Operations. No payment shall be made by WFP without the supporting documentation certified by the Cooperating Partner listed in the Plan of Operations and accepted/signed by the WFP-authorized representative specified in the Plan of Operations.
22. The first instalment of funds earmarked as Benefits shall be based on the disbursement schedule outlined in the Plan of Operations and shall cover the full amount of Benefits to be distributed during the first distribution period. Transfer to the Cooperating Partner shall occur prior to the commencement of the first distribution period.
23. Subsequent releases of funds earmarked as Benefits shall be made by WFP upon receipt of an instalment payment request from the Cooperating Partner. The Instalment Payment Request shall be supported by the necessary reports and documents, certifying the actual Benefits disbursed to the beneficiaries in the previous distribution period and the remaining balance of the previous instalment. Any subsequent release shall correspond to Benefits planned for the relevant distribution period, reduced by the amount of any remaining balance from the previous instalment.
24. The Cooperating Partner shall within seven (7) calendar days following the last day on which Benefits were to be distributed to the beneficiaries under the Plan of Operations, refund to WFP any and all undistributed Benefits on the bank account specified in Article 3.1 of the Field Level Agreement. The Cooperating Partner shall, as necessary, put in place adequate contractual requirements with other parties to ensure satisfaction of this article.

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Field Level Agreement: Cash Distribution Activities

25. The Cooperating Partner shall return to WFP all remaining Benefits immediately upon expiration, termination or suspension of this Agreement.
26. The Cooperating Partner's Costs shall be reimbursed as follows:
  - (a) The costs relating to Delivery and Technical or Specialist Services shall be reimbursed on the basis of the actual incurred costs plus 7% Management Fee; and
  - (b) The Management and Administrative costs shall be reimbursed on the basis of the actual Delivery and Technical/Specialist Services Costs incurred multiplied by the Management and Administration percentage specified in the Budget, plus 7% Management Fee.
27. Except for final payments under Article 5.1 of the General Conditions, the Cooperating Partner's Costs shall be paid by WFP within thirty (30) calendar days in accordance with Article 5.5 of the General Conditions, based on invoices submitted by the Cooperating Partner and approved by WFP, or statements of accounts in an agreed format. No payment shall be made by WFP without the supporting documentation certified by the Cooperating Partner, and accepted/signed by a WFP-authorized representative including as a minimum the following information:
  - statement of expenses incurred during the period for which payment is being made by WFP;
  - cash disbursement registers for the period under consideration;
  - reports set out in Article 4 of the General Conditions and Section C above; and
  - bank reconciliation of the WFP Programme Account supported with a bank statement.
28. In the event that WFP does not, due to unavailability of funds or to the suspension or termination of this Agreement, provide the full amount of Benefits specified in this Agreement, WFP shall provide written notice of such circumstance to the Cooperating Partner; notwithstanding such notice, WFP shall reimburse the Cooperating Partner for any actual and substantiated costs resulting from commitments incurred by the Cooperating Partner prior to the date it received the notice from WFP, to the extent that such costs do not exceed two months of Management and Administrative costs as specified in the Budget, and are proven to have been incurred in compliance with the terms of this Agreement. Any reimbursement shall be made by direct payment as arranged by the Parties or by setoff against funds to be refunded by the Cooperating Partner to WFP. In exceptional circumstances, an amount corresponding to a longer period may be agreed by WFP, at its sole discretion, if requested and substantiated. The Cooperating Partner shall use its best efforts to minimize any such costs, and to include appropriate provisions in any contracts with third parties that shall enable

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Field Level Agreement: Cash Distribution Activities

the Cooperating Partner to terminate or suspend such contracts in the event that this Agreement is terminated or suspended.

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Field Level Agreement: Data Protection Conditions



## Field Level Agreement

### WFP DATA PROTECTION CONDITIONS OF THE FIELD LEVEL AGREEMENT

These Data Protection Conditions ("**Conditions**") govern the processing of Personal Data under the Agreement. Any terms not defined herein shall have the meanings set out in other parts of this Agreement.

#### 1. DEFINITIONS

- 1.1 "**Controller**" means the natural or legal person (including public authority, agency, NGO or other body) which, alone or jointly with others, determines the purposes and means of the processing of Personal Data. For the purposes of these Conditions, WFP acts as the Controller of any Personal Data processed within this Agreement.
- 1.2 "**Personal Data**" means any information relating to an identified or identifiable natural person (each, a "**Data Subject**"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Personal Data covers digital as well as non-digital information that is provided to the Processor or its Sub-Processors by or on behalf of the Controller or is obtained by the Processor or its Sub-Processors in connection with Processor's activities under this Agreement.
- 1.3 "**Process**" or "**processing**" (or any variation thereof) means any operation or set of operations that is performed on Personal Data, whether or not by automatic means, such as viewing, accessing, collecting, recording, organizing, storing, adapting or altering, retrieving, consulting, using, aligning, combining, blocking, erasing or destructing Personal Data. This also includes disclosing by transmission, anonymization, dissemination or otherwise making Personal Data available.
- 1.4 "**Privacy Rules**" means, as in effect from time to time, in connection with the processing of Personal Data, the applicable Controller data protection rules, principles and guidelines (ref. Executive Director's Circular OED 2024/002, as amended from time to time, and any related WFP policies) and, exclusively in respect of the Processor, also any data protection and information security laws and regulations applicable to the Processor and/or any sub-processors.
- 1.5 "**Processor**" means a natural or legal person (including public authority, agency, NGO or other body) which processes Personal Data on behalf of the Controller. The Cooperating Partner acts as the Processor of any Personal Data processed within this Agreement.
- 1.6 "**Privacy Incidents**" means any actual or reasonably suspected: (1) unauthorized access to or theft of Personal Data; (2) unauthorized use of Personal Data by a person with authorized access to such Personal Data; (3) unauthorized disclosure or alteration of Personal Data; (4) accidental or unlawful destruction of Personal Data; or (5) loss of Personal Data, in each case by the Processor or its Sub-Processors.

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- 1.7 **"Representatives"** means, with respect to the Processor and any Sub-Processors, such party's directors, officers, employees, personnel, affiliates, who are involved in the implementation of the activities agreed upon under this Agreement with respect to Personal Data. The Processor shall assume full legal responsibility for acts and/or omissions of its Representatives and its Sub-Processor's Representatives in connection with these Conditions.
- 1.8 **"Security"** means technological, physical, administrative controls (including but not limited to policies, procedures, organizational structures, hardware and software functions) and physical security measures, the purpose of which is, in whole or part, to ensure the confidentiality, integrity and availability of Personal Data.
- 1.9 **"Sub-Processor"** means any Processor's contractors, subcontractors or agents, who contribute to the Personal Data processing activities of the Controller under this Agreement.

**2. PURPOSES**

- 2.1 WFP hereby authorizes the Processor to process certain types and categories of Personal Data as specified in the Agreement and/or instructed by WFP, on behalf of WFP. Such processing is necessary for the performance of the Agreement by the Processor. The Processor shall only process the Personal Data strictly needed to render the activities set forth in the Agreement and only during its duration, unless expressly otherwise agreed with the Controller in writing.
- 2.2 The Processor warrants that it has sufficient expertise and skills in conducting the specific data processing activities assumed under this Agreement, and that it has appropriate technical and organizational measures in place to comply with the Privacy Rules.

**3. PROCESSING OF PERSONAL DATA**

- 3.1 The Processor covenants and agrees to process Personal Data in accordance with the Privacy Rules and these Conditions. More specifically, the Processor shall: (i) act solely in accordance with the Controller's written instructions to adequately perform the activities under this Agreement; (ii) only process Personal Data for the purposes of performing its obligations under this Agreement; (iii) shall not apply nor use the Personal Data for any other purposes than those set forth in this Agreement; (iv) shall under no circumstances use the Personal Data processed on behalf of the Controller for its own business purposes; (v) immediately inform the Controller in writing if, in its opinion, any instruction provided by the Controller infringes the Privacy Rules; (vi) immediately inform the Controller in the event of a breach of its obligations under these Conditions; and (vii) keep confidential, and not disclose, give access to or share Personal Data with any third party (including Sub-Processors) unless expressly authorized in writing by the Controller and only in compliance with the Privacy Rules.
- 3.2 As requested by the Controller, the Processor shall clearly and transparently inform Data Subjects about the processing of their Personal Data according to the instructions provided by the Controller and keep evidence of it in the manner specified by the Controller.

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- 3.3 The Processor shall implement and maintain all the appropriate technical and organizational measures necessary to ensure the Security of the Personal Data that it processes to avoid its alteration, loss, or unauthorized processing or access, considering the state of technology, the nature of the Personal Data stored and the risks to which it is exposed, whether these are caused by human, environment, or nature. Security measures must be consistent with Privacy Rules, relevant international security standards and at least comply with the Information Security Appendix attached hereto.
- 3.4 The Processor must keep a written record of all processing activities performed on behalf of the Controller. That record shall contain at least (i) name and contact details of the Processor and its Sub-Processors for this specific Agreement; (ii) the types of processing activities performed on behalf of the Controller, (iii) purpose(s) of its processing, (iv) description of categories of Data Subjects and Personal Data processed; (v) where allowed transfers of Personal Data to a third country, and (vi) a general description of the technical and organizational security measures implemented.
- 3.5 The Processor shall communicate Personal Data to the Controller's other Processors in accordance with the Controller's written instructions.
- 3.6 The Processor shall not conduct any data transfer of the Personal Data processed on behalf of the Controller to a third country without prior written authorization of the Controller (including, without limitation, transfers relating to cloud-based services).
- 3.7 The Processor acknowledges that it has no proprietary rights whatsoever in the Personal Data processed by it.

#### **4. SECURITY AND CONFIDENTIALITY**

- 4.1 Confidentiality obligations as per Section 3.1 (vii) and this Section 4 shall prevail indefinitely, even after the expiry or termination of this Agreement. The Processor may provide access to Personal Data to its Representatives only to the extent such access is reasonably necessary for performing the Processor's obligations under the Agreement, provided that: (i) such Representative is subject to obligations no less onerous than the requirements set out in these Conditions and the Information Security Appendix, and (ii) prior to granting any such access, the Processor has ensured such requirements and consequences of non-compliance are understood and followed by such Representatives.
- 4.2 The Processor shall ensure that Security is implemented, maintained and enforced to protect Personal Data from Privacy Incidents throughout the period of processing of Personal Data under this Agreement. Security shall, without limitation, be current and compliant with Privacy Rules, relevant industry standards and the Information Security Appendix attached hereto. Utmost care shall also be taken of physical security. The Processor shall evaluate its security systems regularly. This assessment shall be conducted in accordance with relevant international industry standards and best practices. The Processor shall promptly, upon the Controller's written requests, provide the Controller with the results of such assessment(s).

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**5. REQUEST BY DATA SUBJECTS AND THIRD PARTIES**

- 5.1 The Processor shall cooperate with the Controller in responding to any requests received from individuals who exercise their rights under Privacy Rules, including without limitation requests for access, correction, deletion, or any other rights, as applicable, regarding the Personal Data in the Processor's/Sub-Processor's custody (each, an "Access Request"). This cooperation shall include, without limitation:
- a) notifying the Controller within 5 business days of the receipt of such request by email detailing (i) type of request, (ii) date of receipt, (iii) impact and feasibility
  - b) consulting with WFP before taking any action as a result or in relation to such Access Request and
  - c) responding to such Access Request following the Controller's reasonable instructions.
- 5.2 Pursuant to the conventions, agreements and laws referenced in Article 15 of the General Conditions, Personal Data subject to this Agreement enjoys privileges and immunities. In the event that the Processor or a Sub-Processor receives a request or an order for the disclosure of Personal Data, in any form, from any government authority, the Processor shall immediately (but in no event later than 24 hours after receiving such request) notify the Controller in writing by electronic mail. Such notification must include a copy of the request or order. The Processor shall refrain (and shall be responsible for the Sub-Processor to refrain) from granting the requested access to or disclosure of the Personal Data unless and until authorized by the Controller in writing.
- 5.3 The Processor must appoint a Data Protection Officer (DPO) and/or a contact person and inform the Controller of his/her name, title and contact details.

**6. NOTIFICATION OF PRIVACY INCIDENTS**

- 6.1 The Processor shall train all its Representatives and Sub-Processors to recognize and respond to a Privacy Incident.
- 6.2 The Processor shall also take all necessary actions to prevent, contain and mitigate the impact of such Privacy Incident.
- 6.3 The Processor shall immediately conduct a reasonable internal investigation of the reasons for, and circumstances surrounding the Privacy Incident and shall implement preventive and corrective actions required to mitigate the impact thereof. The Processor must also collect and preserve all evidence concerning the discovery, cause, vulnerability, exploit, remedial actions and impact related to such Privacy Incident.
- 6.4 The Processor shall provide a written notice to the Controller promptly by email, but in no event later than twenty-four (24) hours after the Processor has discovered or become aware of a Privacy Incident, together with at least the following information:
- a) A description of the nature of the Privacy Incident, including, wherever possible, the categories and approximate number of data subjects involved, and the categories and approximate number of Personal Data records involved; when (time of the Incident) and location of the Incident;
  - b) The name and contact details of the contact point where more information can be obtained;

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- c) A description of the possible consequences of the Privacy Incident; and
- d) A description of the measures adopted or proposed to remedy the Privacy Incident, including, where applicable, the measures adopted to mitigate any possible negative effects.

In addition, it shall provide periodic written reports on the status/activities completed concerning mitigation and remedial actions related to each Privacy Incident, as well as any documents and/or information reasonably requested by the Controller related to such Privacy Incident. Where the information cannot be provided promptly and simultaneously, all available information shall be provided gradually but without undue delay.

- 6.5 The Processor shall refrain from any communication of or with reference to the Privacy Incident to: (i) any Data Subject whose Personal Data was or may have been affected; (ii) any data protection authorities to which the Processor may be subject; or (iii) the media and public at large, without having agreed such communication with WFP.

### **7. SUBCONTRACTING**

- 7.1 Each Sub-Processor is a "subcontractor" as referenced in Article 16.7 of WFP General Conditions of the Agreement. The Controller may revoke its approval to retain a Sub-Processor at any time by notice.
- 7.2 The Processor shall ensure that any such permitted Sub-Processors are contractually bound to obligations that are substantively similar to, but not less than those imposed on Processor under the Agreement and these Conditions.

### **8. INDEMNIFICATION**

- 8.1 The Processor shall indemnify and hold the Controller harmless, in the event any third party brings a claim against the Controller as a result of any negligent or intentional act or omission of the Processor (including its Representatives, Sub-Processors and their Representatives) with respect to any processing described in the Agreement.

### **9. TERMINATION, CANCELLATION AND EXTINCTION**

- 9.1 Unless otherwise stated herein, upon the termination, cancellation or extinction of the contractual relationship between the Controller and the Processor, the latter must immediately return and/or delete all Personal Data processed by the Processor and its Representatives from any and all systems, devices and paper based- sources or any other source and shall send a written certificate confirming such destruction and deletion to the Controller once completed.

### **10. SURVIVAL**

- 10.1 The provisions of these Conditions shall survive the termination or expiration of the Agreement in accordance with Article 17.4 of the WFP General Conditions.

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**INFORMATION SECURITY APPENDIX**

This Information Security Appendix forms an integral part of the Agreement to which it is attached.

In addition to requirements set forth in the Agreement, the Processor shall:

1. Comply with WFP instructions on IT security and agrees to be subject to WFP information security reviews and/or audits, when requested.
2. Possess throughout the term of the Agreement:
  - 2.1. A documented information security program based on one or more of the following industry standard information security frameworks: ISO, NIST, ISACA, COBIT; or
  - 2.2. Implement the appropriate Security controls for the processing of Personal Data and provide WFP upon the signature of the Agreement with a description of such Security Controls, which shall include at least:
    - a) The pseudonymization and encryption of Personal Data;
    - b) The ability to ensure the ongoing confidentiality, integrity, and availability of processing systems and services;
    - c) A process for regularly testing, assessing and evaluating the effectiveness of the Security controls implemented;
    - d) The fast restoration of the availability of, and access to, Personal Data in the event of a Privacy incident; and
    - e) The regular verification, evaluation and assessment of the Security controls. Such measures shall at least include mechanisms to:
      1. Enforce multifactor authentication for any user access to Personal Data;
      2. Ensure encryption of all devices including mobile devices, storage devices files and databases containing Personal Data and encrypt all communications between WFP and Processor, between Processor's Representatives, between Processor and all third parties (including its Sub-Processors);
      3. Ensure that all files and databases containing Personal Data are backed up on a daily basis and paper-based information is duly secured in protected premises;
      4. Maintain a data governance framework according to the risks of the information accessed;
      5. Enforce system access controls, including granting user access, access recertification, revoking user access, administrative access and administrative user access management;
      6. Ensure that data access/ transmission/ input/ availability/ integrity/ segregation controls are in place; and
      7. Put physical access controls in place and ensure that physical security measures, in particular the ones targeted to protect paper based Personal Data and any other physical asset hosting Personal Data subject to the application of this FLA, are in place and are appropriate to the assessed security level of risk.

## Annex 1: Additional Special Conditions

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## Annex 2: Plan of Operations

### 1. Summary Table

<b>Name of the Cooperating Partner:</b>	Stichting Cordaid	
<b>Modalities (food, cash, capacity strengthening, technical and specialist services):</b>	<ul style="list-style-type: none"> <li>- Cash</li> <li>- Capacity strengthening</li> </ul>	
<b>Activities:</b>	- FFT - Food assistance for training	
<b>Environmental and social risk screening and categorization:</b>	Category C (low or no risk)	
<b>Implementation period:</b>	From: 2026-02-01	To: 2026-12-31
<b>Location / region of cooperating partner programmes within the country of operations:</b>	Camp 3, Camp 4Ext, Camp 13, Camp 15, Camp 18, Camp 20, Camp 20Ext, Ukhiya-Cox's Bazar, Bhasan Char- Hatiya Noakhali	
<b>Estimated total number of beneficiaries:</b>	Total 14,576 participants of which in GSD (Activity 2)- 14,376 participants; Strengthening food and nutrition security through livelihood programme on Bhasan Char (Activity 4)- 200 participants	
<b>Estimated quantity of resources transferred to the cooperating partner for distribution to beneficiaries:</b>	Food commodities (MT):	Cash based transfer (CBT) values (BDT): 115,979,500
<b>Cooperating Partner's Budget Eligible for WFP Funding</b>	Total cost of capacity strengthening activities:	67,374,988

	Total cost of technical or specialist services (implementation costs):	
	Total CBT delivery and distribution costs:	4,920,100
	Total food delivery and distribution costs:	
	Total CP direct support costs:	5,580,552
	Cooperating partner's total direct operational costs (BDT):	77,875,639
	7% management fee (BDT):	5,451,295
	Total cost attributable to WFP (BDT):	83,326,934
<b>Start up advance (if applicable):</b>	-	
<b>Repayment terms of advance:</b>	Start up advance and repayment terms aligned to WFP FLA General condition (Clause 5.5)	
<b>Bank Account Details of the Cooperating Partner:</b>	<p><b>For Operational:</b></p> <p>Bank A/C Title: STITCHING CORDAID (COX)</p> <p>Bank Name: BRAC Bank Ltd.</p> <p>Account Number: 1401202796842001</p> <p>Account type: Current Account</p> <p>Routing Number: 060220259</p> <p>SWIFT Code: BRAKBDDH</p> <p><b>For CBT:</b></p> <p>Bank A/C Title: STICHTING CORDAID -02</p> <p>Bank Name: AB Bank Ltd.</p> <p>Account Number: 4108-791247-000</p> <p>Account type: Current Account</p> <p>Routing Number: 020220257</p>	

	SWIFT Code: ABBLBDDH	
<b>Currency of Reporting and Payments:</b>	BDT	
<b>Addresses for Notices</b>	<p><b>WFP:</b></p> <p>UN House – House 1, Level 6-8, Road 86/88, Gulshan-2, Dhaka-1212, Bangladesh</p> <p>Attention of the Country Director (a.i.) : Simone Lawson Parchment</p> <p>e-mail: <a href="mailto:simone.parchment@wfp.org">simone.parchment@wfp.org</a></p>	<p><b>Stichting Cordaid</b></p> <p>Grote Marktstraat 45, 2511 BH The Hague, The Netherlands, acting through Bangladesh Country office, based at House 7 (Flat 5B, 5C), Road 33, Gulshan 1, Dhaka and Cox's Bazar field office at S.N Tower, Flat # 7A (6th Floor), 247, Badar Mokam Residential Area, Thana Road, Cox's Bazar, Bangladesh</p> <p>Attention of the Country Director : Douwe Dijkstra :</p> <p>e-mail: <a href="mailto:douwe.dijkstra@cordaid.org">douwe.dijkstra@cordaid.org</a></p>

**2. Cooperating Partnership Focus**

The partnership between WFP and CORDAID focuses on the implementation of green skills development and resilient livelihood interventions that strengthen food and nutrition security and promote environmental sustainability among refugee and host communities in Cox's Bazar, including Bhasan Char. The collaboration is structured around clearly defined roles and responsibilities for each activity under the WFP Resilience Programme. CORDAID will maintain regular coordination with WFP through joint planning, progress reporting, and participation in monitoring and review processes. WFP's technical teams will provide continued oversight and advice to ensure programme quality, compliance, and achievement of intended results.

- **Activity 2: Green Skills Development in Cox's Bazar Camps:** Under Activity 2, CORDAID will serve as the implementing Cooperating Partner, responsible for the design and delivery of green skills interventions that strengthen resilient food systems within refugee and adjacent host communities. These interventions include homestead gardening, aquaculture, mushroom production, and plastic waste upcycling, implemented in line with WFP's resilience and environmental sustainability objectives. CORDAID will lead the planning, coordination, and implementation of Activity 2, including conducting community consultations and vulnerability-based participant selection; organizing and delivering technical and life-skills capacity-building sessions; facilitating Cash-Based Transfers (CBT) in accordance with ISCG and WFP guidelines; managing day-to-day field operations and logistics; and ensuring compliance with WFP programme standards, safeguarding, accountability, and reporting requirements. CORDAID will also coordinate with relevant government authorities, camp management structures, and community representatives to ensure contextual appropriateness and effective delivery. WFP will provide financial, technical, and programmatic oversight for Activity 2, including guidance on programme design, quality standards, and resilience outcomes. WFP will support CORDAID through technical advice, capacity-strengthening inputs, and regular monitoring to ensure

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- ✱ alignment with WFP policies, food security and nutrition objectives, and environmental sustainability standards.
- **Activity 4: Strengthening Food and Nutrition Security through Livelihoods in Bhasan Char:** Under Activity 4, the partnership will focus on strengthening food and nutrition security through environmentally sustainable livelihood activities in Bhasan Char, with a particular emphasis on solid waste management and circular economy approaches. CORDAID will be responsible for implementing community-based waste collection, recycling, and upcycling initiatives, engaging youth and vulnerable households in income-generating activities linked to waste reduction. This includes organizing training on waste segregation and upcycling techniques, managing production centres, facilitating CBT for participants, and ensuring occupational safety and inclusion of women and persons with disabilities. CORDAID will oversee field-level coordination, logistics, and monitoring, ensuring activities are scalable, community-owned, and aligned with resilience objectives. WFP will provide technical direction, financial support, and monitoring oversight, ensuring that waste management interventions contribute to broader programme goals related to environmental protection, dignified livelihoods, and resilience building in Bhasan Char.
- **As contingency Cash-in-Hand (CIH) Business Continuity Plan (BCP):** Under Activity 7, CORDAID will integrate Business Continuity Plan (BCP) measures into ongoing green skills and livelihood activities to ensure continuity during shocks or operational disruptions. WFP will provide strategic guidance and oversight to ensure BCP measures are aligned with WFP's risk management and resilience frameworks. Cordaid will perform BCP for maximum 4 instances for Activity-2 in Cox's Bazar and 11 months in for Activity-4 in Bhasan Char.

### 3. Anticipated Coverage

Green Skills Development will support the homestead gardening, aquaculture, mushroom production activities and waste upcycling covering a total of 7 FDMN camps in Cox's Bazar, (camp 3, 4Ext, 13, 15, 18, 20 and 20Ext). Homestead gardening consists of providing training to the project participants in 7 camps (camp 3, 4Ext, 13, 15, 18, 20 and 20Ext), providing them with inputs and supporting them with mentoring and coaching and Household level follow up to produce crops that help in bolstering food production to mitigate challenges around food and nutrition insecurity. Aquaculture consists of providing training to the project participants in 2 Camps (Camp-20 and 20Ext), supporting with Input to produce fish to improve the nutrition status of FDMNs and Cash for work for engaging in this activity. Mushroom production consists of providing training to the project participants in two Camps (Camp-13 and 15), providing inputs to produce mushroom to improve the nutrition status of FDMNs.

In addition to that, seedling sampling grower, kitchen composting producer, poultry by youth, pigeon, hydroponic, aquaponic, green skills development hub, commercial fish firming activities will be implemented under Green Skills Development.

In terms of waste upcycling, the project will manage 4 centers in 4 camps (Camp-3, 4Ext, 13 and 15) and in Bhasan Char, where the plastic waste (super cereal packages) will be collected and converted to innovative products. This solid waste management activity will be producing growing bags which will be used in Homestead Gardening activity and grocery bags for GFA centers in the Camps.

### 4. Specific Objectives

- Improve Household Food Security through Climate-Smart Agricultural Practices such as homestead gardening, and mushroom production systems that enhance local food security by enabling 12,050 (12,000 homestead gardening and 50mushroom) participants to grow climate-resilient crops and produce fresh fish and mushrooms.

- Develop green skills training programs focused on composting and plastic waste upcycling (400 participants) that will equip participants with marketable skills and promote eco-friendly economic activities within the camps and host communities.
- Equip participants with climate-adaptive techniques such as raised-bed gardening and pond-dyke vegetable cultivation to build resilience against climate risks/shocks.
- Training on sustainable aquaculture and other adaptive agricultural methods will help communities better withstand and recover from natural disasters, such as floods and landslides, common to Cox's Bazar reducing their overall vulnerability.
- For BCP, timely cash-in-hand distribution as cash transfer agents as part of the contingency plan.

## 5. Expected Outputs

### Green Skills Development (GSD):

#### **Outcomes:**

- 2.1 Strengthening capacity among the FDMNS for homestead gardening (Agriculture, Aquaculture and Mushroom cultivation)-
- 2.2 Providing input support to FDMNS for homestead gardening (Agriculture, Aquaculture and Mushroom cultivation)
- 2.3 Increased solid waste management and income in the camps by engaging FDMNs in collecting and up-cycling WFP generated food waste (Solid waste management)
- 2.4 Improved food security and nutritional status of FDMNs through cash-based transfer (CBT)

#### **Indicators:**

- 10,500 targeted FDMNs trained on homestead gardening (disaggregated by age, gender, and person with disabilities)
- 500 targeted FDMNs trained on aquaculture (disaggregated by age, gender, and person with disabilities)
- 50 targeted FDMNs trained on mushroom cultivation (disaggregated by age, gender, and person with disabilities)
- 11,050 targeted FDMNs received input support
- 1,000 targeted FDMNs received capacity building training on tailoring, disaggregated by age, gender and person with disabilities
- 1,000 targeted FDMNs received training on collecting, sorting and manually cleaning aluminum foils, (disaggregated by age, gender, and person with disabilities)
- 1,000 FDMNs received training on life skills, (disaggregated by age, gender, and person with disabilities)

- 1,000 targeted FDMNs received Human-Centered Design (HCD) workshop (disaggregated by age, gender, and person with disabilities)
- 11,050 targeted FDMNs received cash-based transfer (CBT) support

### **Strengthening Food and Nutrition Security through Livelihoods in Bhasan Char:**

#### **Outcomes:**

- 4.1 Increased solid waste management and income in the camps by engaging FDMNs in collecting and up-cycling WFP generated food waste (Solid waste management)
- 4.2 Improved food security and nutritional status of FDMNs through cash-based transfer (CBT)

#### **Indicators:**

- 200 targeted FDMNs received capacity building training on tailoring, disaggregated by age, gender and person with disabilities
- 200 targeted FDMNs received training on collecting, sorting and manually cleaning aluminum foils, (disaggregated by age, gender, and person with disabilities)
- 200 FDMNs received training on life skills, (disaggregated by age, gender, and person with disabilities)
- 200 targeted FDMNs received Human-Centered Design (HCD) workshop (disaggregated by age, gender, and person with disabilities)
- 200 targeted FDMNs received cash-based transfer (CBT) support

## **6. Reporting**

- **Weekly report** to submit to WFP Cox's Bazar Area Office On 5th working day of each week (Thursday)
- **Monthly reports** including (Monthly Progress Report quantitative and narrative, Detailed Implementation Plan Progress report, Monthly work plan, Monitoring plan and report, NFI stock balance report, relevant sector report, monthly combined report) to submit to WFP Cox's Bazar Area Office by 7th working day of each following month
- **Quarterly Progress Report and Detailed Implementation Plan Progress report** to submit to WFP Cox's Bazar Area Office by 21st of each following quarter
- **Payment Advise File** to submit to WFP Cox's Bazar area office Within 2 working days after closing engagement
- **Local Distribution Plan** to submit to WFP Cox's Bazar area office Within 4 working days after closing engagement
- **Distribution tracking and incident report** to submit to WFP Cox's Bazar area office Within 2 working days after closing engagement

- **Beneficiary engagement plan/CBT distribution plan for next month** to submit to WFP Cox's Bazar area office by 5th of each month
- **Cash Forecast** to submit to WFP Cox's Bazar area office by 23rd of each month
- **Expected Expenditure** to submit to WFP Cox's Bazar area office Within 2 working days of each following month
- **Monthly financial Report** to submit to WFP Cox's Bazar area office by 10th of each following month
- **Project completion Report** to submit to WFP Cox's Bazar area office Within 15 calendar days from the date of termination of this agreement with a final report consolidating information covering all activities carried out under this agreement (The "Final Report")
- **Weekly/Biweekly Product mapping report** to submit to WFP Cox's Bazar area office Weekly/ Biweekly
- **Event Report** (as applicable training, meeting, workshop progress) to submit to WFP Cox's Bazar area office as required
- **Programme monthly Monitoring Report** to submit to WFP Cox's Bazar area office 5th of each following month
- **ESRS and ESMP report** to submit to WFP Cox's Bazar area office to Conduct ESRS and the report and ESMP (if applicable) for all subproject as and when required
- **Environmental and Social Safeguard Performance Progress Report** to submit to WFP Cox's Bazar area office to Share the progress incorporating in monthly progress report and quarterly report
- **Incident and Accident Report including SEA/SH** to submit to WFP Cox's Bazar area office to a) Notify the WFP no later than 24 hours after learning of the incident or accident, b) Provide the report on SEA/SH incidents to the WFP within 8 calendar days of the notification, and the report on any other incident or accident to the WFP within 25 calendar days of the notification.
- **Fixed Asset List** to submit to WFP Cox's Bazar area office at the end of the project (The organization will purchase and maintain the asset with prior approval from WFP and create dedicated fixed and other asset list. Upon the completion of the project, WFP will decide about the final ownership or transfer or handover of the Asset.)

**7. Additional Contacts**

	<b>WFP Contact</b>	<b>NGO Contact</b>
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