

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

নং-৫১.০৪.২২০০.০০৬.০১.১৫(১).২০২৬- ২৪৩৪

তারিখ: ৩০ এপ্রিল ২০২৬ খ্রি.

বিষয়: "IRC" নামীয় সংস্থার মানবিক সহায়তা কার্যক্রম বাস্তবায়নকরণ।

- সূত্র : (১) IRC এর পত্র নং.-২৭২৭, তারিখ: ১৩ এপ্রিল ২০২৬ খ্রি.
(২) ক্যাম্প-ইনচার্জ (ক্যাম্প-২ ইন্সট) এর পত্র নং.-০১-০২(৫)/২০২৬, তারিখ: ১৬ এপ্রিল ২০২৬ খ্রি.
(৩) ক্যাম্প-ইনচার্জ (ক্যাম্প-৫) এর পত্র নং.-৮১, তারিখ: ১৫ এপ্রিল ২০২৬ খ্রি.
(৪) ক্যাম্প-ইনচার্জ (ক্যাম্প-২৫) এর পত্র নং.-৮৬, তারিখ: ১৫ এপ্রিল ২০২৬ খ্রি.
(৫) এনজিও বিষয়ক ব্যুরোর পত্র নং.-০৩.০৭.২৬৬৬.৬৬৩.৬৮.০১০.২৫-১৯৯, তারিখ: ১৫ জানুয়ারি ২০২৬ খ্রি.
(৬) UNOCHA এর সাথে পিডি/চুক্তিপত্র নং.-CBPF-BGD-26-R-INGO-NSFT-39295, তারিখ: ০২ এপ্রিল ২০২৬ খ্রি.

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে বলপূর্বক বাস্তবায়িত মিয়ানমার নাগরিকদের মানবিক সেবা প্রদানের লক্ষ্যে IRC নামীয় সংস্থার ছকে বর্ণিত কার্যক্রম নিম্নোক্ত শর্তের আলোকে ক্যাম্প অভ্যন্তরে বাস্তবায়নের জন্য নির্দেশক্রমে সম্মতি জ্ঞাপন করা হলো;

FD-7 Reference No.-03.07.2666.663.68.010.25-199, Date: 15/01/2026

Donor: IRC-USA

Project Title: "Integrated Health, Education, Protection, Livelihood & DRR Interventions for FDMN and Surrounding Host Community in Cox's Bazar"-Phase-2"

Duration: 01 January 2026 to 31 July 2026

Camp: 22

SL. No	FD-7 Sl. No.	Name of Structures/ Services	Month	Quantity	Unit Cost	Total (BDT)	Remarks
1	3.7	Protection Case Worker -SAWP	3	1	64,307	192,921.00	20% Cost for these camp since Protection Manager WPE will be responsible for the five camps;
2	3.16	Senior Protection Manger -WPE	3	0.2	158954	95,372.40	20% Cost for these camp since Protection Manager WPE will be responsible for the five camps;
3	3.17	Protection Manager-WPE	3	0.2	137,543	82,525.80	20% Cost for these camp since Protection Manager WPE will be responsible for the five camps;
4	3.18	Senior Protection Officer-WPE	3	0.2	86,514	51,908.40	20% Cost for these camp since senior officer will be responsible for the five camps;
5	3.19	Protection Manager - GBVIMS	3	0.2	55,017	33,010.20	20% Cost for these camp since Protection Manager -GBVIMS will be responsible for the five camps;
6	3.2	Office Supplies	1	1	2,002	2,002.00	Office Supplies for 5 Camps (2002bdT for each camp)

7	3.21	Hotline Airtime	1	1	2,503	2,503.00	Hotline for 6 Facilities
8	3.22	MPCC Monthly Rent	3	1	39,879	119,637.00	
9	3.23	Supplies and Utilities	3	1	501	1,503.00	Supplies for 5 PHCC
10	3.24	Referral Support	3	1	668	2,004.00	Referral Support for 6 Facilities
11	3.25	Provide Dignity Kit	1	30	2002	60,060.00	30 Dignity Kits for each facility
12	3.26	Monthly incentive for community Volunteers (Cleaner, Guard and Volunteer)	3	5	10513	157,695.00	
13	3.27	Case Conference	1	1	10012	10,012.00	1 Case Conference per camp
14	3.28	Local Transport (SAWP)	3	1	2403	7,209.00	
15	3.29	Communication Cost (SAWP)	3	6	225	4,050.00	Cost for 6 facilities
16	3.3	Car Rent (SAWP)	3	2	22828	136,968.00	Transportation Cost for 5 Camps
17	3.31	Staff Fringe Benefit (SAWP)	3	3	12273	110,457.00	1 Staff 100%, and 4 Staffs per person 50%
18	5.08	Facility risk assessment and emergency response plan development.	1	1	33574	33,574.00	It will be conducted in Camp 11,15,16,22,25. Based on the assessment we will provide support (Fire extinguisher, Fire ball, Sand Bucket to IRC Facilities if needed
Total:						11,03,412/-	

UNOCHA's PJ Ref. No.-CBPF-BGD-26-R-INGO-NSFT-39295, Date: 02-04-2026

Donor: UNOCHA

Project Title: "RELIEF-HP: Refugee Emergency Lifesaving Intervention for Health & Protection"

Duration: 01 April 2026 to 30 September 2026

Camp: 2E

Sl. No.	Name of Structures/ Services	Quantity	Unit Cost	Month	Total (BDT)	Remarks
1	Protection Coordinator - Child Protection 20%	1	14,477	6	86,862	Coordinator child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.
2	Senior Protection Manager-CP	1	37,682	6	226,092	Senior Manager child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.
3	Manager Child Protection	1	33,077	6	198,462	Manager child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.

4	Senior Protection Officer-CP case Management	2	20,671	6	248,052	2 Senior Officer case Management is responsible for Five locations. The salary has been proportionally allocated across all locations.
5	Protection Case worker-CP	2	71,109	6	853,308	2 Case worker per location
6	Sr. CP Database officer	1	20,671	6	124,026	Total amount has been proportionally allocated across all locations.
7	Incentive for day and night guard for case management office/MPC	2	9,000	6	108,000	One day and one night guard for each location.
8	Incentive for Cleaner for case management office/MPC	1	8,000	6	48,000	One day and one night guard for each location.
9	Incentive for case management Volunteers	2	11,000	6	132,000	2 Case management volunteers for each location.
10	Case Management tools and logistics	1	8,000	6	48,000	Total amount has been proportionally allocated across all locations.
11	Emergency need base Case Management Support	100	5,000	1	500,000	One-fifth of the total amount(Need based on support for most vulnerable CM beneficiaries such as Food/NFI, Referral cost, Funarel cost etc.)
12	Interim Care Support Package for UASC and at risk Children	20	5,000	1	100,000	Total amount has been proportionally allocated across all locations.
13	Capacity Building Training on Case Management	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
14	Recreational Materials for Children Under Case management support in case management office	1	180,005	1	180,005	One-Fifth of total amount has been proportionally allocated across all locations.
15	Capacity Building Training on CAFAAG Case Management	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
16	Capacity Building Training for staff on alternative caregiver	1	14,000	1	14,000	Total amount has been proportionally allocated across all locations.
17	Capacity Building Training for parents and caregiver on alternative caregiver	1	20,000	1	20,000	Total amount has been proportionally allocated across all locations.
18	Capacity Building Training For project staff on Structured psychosocial support	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
19	Group Based Psychosocial support for distressed children under case management	150	1,200	1	180,000	Total amount has been proportionally allocated across all locations.
20	Group Based Psychosocial support kits(Age and Gender Appropriate)	150	2,000	1	300,000	Total amount has been proportionally allocated across all locations.

21	Case Management office/MPC operation and utilities cost	1	10,000	6	60,000	Total amount has been proportionally allocated across all locations.
22	Case Management /MPC repair and Maintainance cost	1	206,455	1	206,455	Total amount has been proportionally allocated across all locations.
23	Monthly Self Care and learning events	1	10,000	6	60,000	Total amount has been proportionally allocated across all locations.
24	Family Well Being Package for Caregivers	100	5,500	1	550,000	Total amount has been proportionally allocated across all locations.
25	Vehicle Rental Program(Child Protection)	1	65,335	6	392,010	One-fifth of total amount has been proportionally allocated across all locations for child protection.
Total					47,43,284/-	

UNOCHA's PD Ref. No.-CBPF-BGD-26-R-INGO-NSFT-39295, Date: 02-04-2026

Donor: UNOCHA

Project Title: "RELIEF-HP: Refugee Emergency Lifesaving Intervention for Health & Protection"

Duration: 01 April 2026 to 30 September 2026

Camp: 5

SL. No.	Name of Structures/ Services	Quantity	Unit Cost	Month	Total BDT	Remarks
1	Protection Coordinator - Child Protection 20%	1	14,477	6	86,862	Coordinator child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.
2	Senior Protection Manager-CP	1	37,682	6	226,092	Senior Manager child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.
3	Manager Child Protection	1	33,077	6	198,462	Manager child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.
4	Senior Protection Officer-CP case Management	2	20,671	6	248,052	2 Senior Officer case Management is responsible for Five locations. The salary has been proportionally allocated across all locations.
5	Protection Case worker-CP	2	71,109	6	853,308	2 Case worker per location
6	Sr. CP Database officer	1	20,671	6	124,026	Total amount has been proportionally allocated across all locations.
7	Incentive for day and night guard for case managemnt office/MPC	2	9,000	6	108,000	One day and one night guard for each location.
8	Incentive for Cleaner for case management office/MPC	1	8,000	6	48,000	One day and one night guard for each location.
9	Incentive for case management Volunteers	2	11,000	6	132,000	2 Case management volunteers for each location.

10	Case Management tools and logistics	1	8,000	6	48,000	Total amount has been proportionally allocated across all locations.
11	Emergency need base Case Management Support	100	5,000	1	500,000	One-fifth of the total amount(Need based on support for most vulnerable CM beneficiaries such as Food/NFI, Referral cost,Funarel cost etc.)
12	Interim Care Support Pacakge for UASC and at risk Children	20	5,000	1	100,000	Total amount has been proportionally allocated across all locations.
13	Capacity Building Training on Case Management	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
14	Recreational Materials for Children Under Case maangement support in case management office	1	180,005	1	180,005	One-Fifth of total amount has been proportionally allocated across all locations.
15	Capacity Building Training on CAFAAG Case Management	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
16	Capacity Building Training for staff on alternative caregiver	1	14,000	1	14,000	Total amount has been proportionally allocated across all locations.
17	Capacity Building Training for parents and caregiver on alternative caregiver	1	20,000	1	20,000	Total amount has been proportionally allocated across all locations.
18	Capacity Building Training For project staff on Structured phychosocial support	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
19	Group Based Phycosocial support for distressed children under case management	150	1,200	1	180,000	Total amount has been proportionally allocated across all locations.
20	Group Based Phycosocial support kits(Age and Gender Appropriate)	150	2,000	1	300,000	Total amount has been proportionally allocated across all locations.
21	Case Management office/MPC operation and utilities cost	1	10,000	6	60,000	Total amount has been proportionally allocated across all locations.
22	Case Management /MPC repair and Maintainance cost	1	206,455	1	206,455	Total amount has been proportionally allocated across all locations.
23	Monthly Self Care and learning events	1	10,000	6	60,000	Total amount has been proportionally allocated across all locations.
24	Family Well Being Package for Caregivers	100	5,500	1	550,000	Total amount has been proportionally allocated across all locations.
25	Vehicle Rental Program(Child Protection)	1	65,335	6	392,010	One-fifth of total amount has been proportionally allocated across all locations for child protection.
Total (BDT)					47,43,284/-	

UNOCHA's PD Ref. No.-CBPF-BGD-26-R-INGO-NSFT-39295, Date: 02-04-2026

Donor: UNOCHA

Project Title: "RELIEF-HP: Refugee Emergency Lifesaving Intervention for Health & Protection"

Duration: 01 April 2026 to 30 September 2026

Camp: 25


SL. No.	Name of Structures/ Services	Quantity	Unit Cost	Month	Total BDT	Remarks
1	Protection Coordinator - Child Protection 20%	1	14,477	6	86,862	Coordinator child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.
2	Senior Protection Manager-CP	1	37,682	6	226,092	Senior Manager child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.
3	Manager Child Protection	1	33,077	6	198,462	Manager child protection is responsible for Five locations. The salary has been proportionally allocated across all locations.
4	Senior Protection Officer-CP case Management	2	20,671	6	248,052	2 Senior Officer case Management is responsible for Five locations. The salary has been proportionally allocated across all locations.
5	Protection Case worker-CP	2	71,109	6	853,308	2 Case worker per location
6	Sr. CP Database officer	1	20,671	6	124,026	Total amount has been proportionally allocated across all locations.
7	Incentive for day and night guard for case management office/MPC	2	9,000	6	108,000	One day and one night guard for each location.
8	Incentive for Cleaner for case management office/MPC	1	8,000	6	48,000	One day and one night guard for each location.
9	Incentive for case management Volunteers	2	11,000	6	132,000	2 Case management volunteers for each location.
10	Case Management tools and logistics	1	8,000	6	48,000	Total amount has been proportionally allocated across all locations.
11	Emergency need base Case Management Support	100	5,000	1	500,000	One-fifth of the total amount(Need based on support for most vulnerable CM beneficiaries such as Food/NFI, Referral cost, Funarel cost etc.)
12	Interim Care Support Package for UASC and at risk Children	20	5,000	1	100,000	Total amount has been proportionally allocated across all locations.
13	Capacity Building Training on Case Management	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
14	Recreational Materials for Children Under Case management support in	1	180,005	1	180,005	One-Fifth of total amount has been proportionally allocated across all locations.

	case management office					
15	Capacity Building Training on CAFAAG Case Management	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
16	Capacity Building Training for staff on alternative caregiver	1	14,000	1	14,000	Total amount has been proportionally allocated across all locations.
17	Capacity Building Training for parents and caregiver on alternative caregiver	1	20,000	1	20,000	Total amount has been proportionally allocated across all locations.
18	Case Management Facility/MPC Rent	1	30,988	6	185,928	
19	Capacity Building Training For project staff on Structured psychosocial support	1	36,000	1	36,000	Total amount has been proportionally allocated across all locations.
20	Group Based Phycosocial support for distressed children under case management	150	1,200	1	180,000	Total amount has been proportionally allocated across all locations.
21	Group Based Phycosocial support kits(Age and Gender Appropriate)	150	2,000	1	300,000	Total amount has been proportionally allocated across all locations.
22	Case Management office/MPC operation and utilities cost	1	10,000	6	60,000	Total amount has been proportionally allocated across all locations.
23	Case Management /MPC repair and Maintainance cost	1	206,455	1	206,455	Total amount has been proportionally allocated across all locations.
24	Monthly Self Care and learning events	1	10,000	6	60,000	Total amount has been proportionally allocated across all locations.
25	Family Well Being Package for Caregivers	100	5,500	1	550,000	Total amount has been proportionally allocated across all locations.
26	Vehicle Rental Program(Child Protection)	1	65,335	6	392,010	One-fifth of total amount has been proportionally allocated across all locations for child protection.
	Total				49,29,215/-	

শর্তাবলী:

- (১) কাজ শুরুর পূর্বেই সংশ্লিষ্ট ক্যাম্প-ইনচার্জ এর নিকট প্রস্তাবিত কাজের বিস্তারিত কর্ম পরিকল্পনার কপি প্রদান করে অনুমোদনসূচক লিখিত প্রাপ্তি স্বীকার গ্রহণ করতে হবে;
- (২) কর্মসম্পাদনের ক্ষেত্রে সর্বদা ক্যাম্প-ইনচার্জ এর সাথে সমন্বয় করতে হবে;
- (৩) প্রকল্প বাস্তবায়নের ক্ষেত্রে এনজিও বিষয়ক ব্যুরোর এফডি-৭ ও Framework for NGOs এ বর্ণিত নির্দেশাবলী এবং এতদসংক্রান্ত অন্যান্য নির্দেশাবলী আবশ্যিকভাবে প্রতিপালন করতে হবে;
- (৪) কার্যক্রম বাস্তবায়ন পর্যালোচনা করার জন্য এ কার্যালয়ের কর্মকর্তা, ক্যাম্প-ইনচার্জ বা উপর্যুক্ত প্রতিনিধি যেকোন সময় কার্যক্রমস্থল ও ক্যাম্প কার্যালয় পরিদর্শন করবেন;
- (৫) উল্লিখিত কার্যক্রম ব্যতীত অন্য কোন কার্যক্রম বাস্তবায়ন তথা আর্থিক লেনদেন করা যাবে না;
- (৬) কাজ বাস্তবায়ন শেষে একটি লিখিত প্রতিবেদন বাস্তবায়িত কাজের প্রয়োজনীয় সংখ্যক ইনভেলাপ আকারের ছবিসহ সংশ্লিষ্ট ক্যাম্প-ইনচার্জ এর প্রতিস্বাক্ষর গ্রহণপূর্বক এ কার্যালয়ে দাখিল করতে হবে; এবং

(৭) নিয়মিতভাবে সভাসমূহে উপস্থিত থাকতে হবে এবং প্রতিবেদনসমূহ দাখিল করতে হবে।


৩০.০৮.১১
নওশের ইবনে হালিম
সহকারী সচিব
মোবাইল: ০১৮১৮-৭২৬৮৭২
ই-মেইল: contact@rrrc.gov.bd

ডেপুটি ডিরেক্টর অপারেশন

ইন্টারন্যাশনাল রেসকিউ কমিটি (আইআরসি)
কক্সবাজার।

অনুলিপি: সদয় জ্ঞাতার্থে/জ্ঞাতার্থে (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। অতিরিক্ত শরণার্থী ত্রাণ ও প্রত্যাবাসন কমিশনার, এ কার্যালয়।
- ২। জেলা প্রশাসক, কক্সবাজার।
- ৩। ক্যাম্প-ইনচার্জ, ক্যাম্প-২ ইস্ট, ৫, ২২ এবং ক্যাম্প-২৫, উখিয়া/টেকনাফ, কক্সবাজার।
- ৪। সহকারী প্রোগ্রামার, এ কার্যালয় (ওয়েবসাইটে প্রকাশের জন্য)