



SUSTAINABLE FORESTS AND LIVELIHOODS (SUFAL) PROJECT

INNOVATION GRANT MANUAL
(Ver. 1.0)

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BANGLADESH FOREST DEPARTMENT
MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE



Sustainable
Forests And
Livelihoods Project



THE WORLD BANK

Abbreviation

ACF	Assistant Conservator of Forests
ANR	Assisted Natural Regeneration
APD	Assistant Project Director
BFD	Bangladesh Forest Department
CCF	Chief Conservator of Forests
CFM	Collaborative Forest Management
CFMC	Collaborative Forest Management Committee
DCCF	Deputy Chief Conservator of Forests
DFO	Divisional Forest Officer
DPD	Deputy Project Director
EMMP	Environmental Mitigation and Monitoring Plan
GRC	Grant Review Committee
IAS	Invasive Alien Species
IEE	Initial Environmental Examination
IGM	Innovation Grant Manual
NTFP	Non-Timber Forest Product
PD	Project Director
PMU	Project Management Unit
RPEC	Research Proposal Evaluation Committee
SIG	SUFAL Innovation Grant
SUFAL	Sustainable Forests and Livelihoods

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1. SUFAL INNOVATION GRANT PROGRAM

In this new millennium, society is fast becoming knowledge based. Scientific and technological knowledge, experience and expertise on forestry have become the crucial element in the forest ecosystem production and services that leads to play a significant role to improve the forestry sector in general and livelihoods of forest dependent communities in particular. SUFAL Innovation Grant (SIG) program is a funding opportunity under the Sustainable Forests and Livelihoods (SUFAL) project with its unique nature of arrangement to provide funding opportunity for conducting scientific and technological research on forestry for individuals and institutions. SIG support is expected to contribute towards creating knowledge and achieving the project goal of strengthening institutions, information systems and training. Along with providing support and services to conduct research on climate change impact on forest and biodiversity conservation, it will contribute to develop qualified mass of professionals in the areas of forest science and technology. The research and academic institutions will be able to derive spin off benefits from these researches for the M.Sc., M Phils and PhDs program.

1.1 Objectives

The overall goal of the SIG program is to provide resources to individuals and institutions covering researcher and academicians of public and private institutions, national and local organizations to strengthen institutions, private companies, information systems and training which will facilitate to improve collaborative forest and Protected Area (PA) co-management in Bangladesh. However, to achieve the main goal, following specific objectives are set to select research program for funding under SIG:

- To build up knowledge base of forestry science and technology in gap areas of national interest, more particularly ecosystem based collaborative forest and PA management and biodiversity conservation;
- To address unsolved forests management technical issues of forestry sector particularly on forest biodiversity through joint collaboration of forest dependent communities and Bangladesh Forest Department;
- To develop human resource in critical areas of forestry giving impetus to fellowship program and further development of the programs for MS or equivalent degree/MPhil/PhD within the country;
- To provide supplementary support for research and development related activities in forestry sector;
- To promote international, regional scientific program for effective collaboration with scientific communities abroad in areas of forestry with national interest;
- To improve forest biodiversity through joint collaboration of forest department, research institute/companies in the public and/or private and local communities; and
- To improve institutional research capacities of public and private universities and Forestry research entities that will contribute to a greater understanding of climate change impact on forest and biodiversity conservation, natural resources management (NRM), forest and biodiversity conservation through collaborative forest management.

- ❑ To improve researchers Capacity Building in Bangladesh.

1.2 Purpose of the SUFAL Innovation Grant/s

The main purpose of this grant is to provide partial or full fund for proposed and agreed research project under specific ‘call for research proposal’ under the Sustainable Forests and Livelihoods (SUFAL) Project, Bangladesh Forest Department (BFD). At least 30% of the recipients of a SIG should be female.

To support climate change related research on sustainable forest management and conservation, Sustainable Forests and Livelihoods (SUFAL) Project will also award individuals and organizations with SIG for applied research by following policies or guideline outlined in this innovation grant manual. Under SIG funding, SUFAL project will target national organizations, public and private universities, research organizations, national and international NGOs, including implementing partners, to develop their capacity so that they will be capable of managing direct funding from other sources.

In order to evaluate and short list of qualified research proposals for funding a Research Proposal Evaluation Committee (RPEC) under SIG, will be formed by the Project Director, SUFAL Project. After evaluation of all research proposal by the RPEC, short-listed research proposals will be placed to the Innovation Grant Review Committee (GRC), who will recommend for awarding for SIG under SUFAL project. Detail composition and terms of reference of RPEC and GRC are presented in the following sections.

1.3 Purpose of the Innovation Grant Manual

As per signed financing agreement of Sustainable Forests and livelihoods (SUFAL) Project between People’s Republic of Bangladesh and International Development Association (IDA), Innovation Grant Manual (IGM) is referred to in Section I.E of Schedule 2 of the agreement, containing detailed criteria, arrangements and procedures for financing SIG. This IGM outlines the terms and conditions to review, appraise and administer selected innovation grant’s proposals to be funded under innovation window of the project.

Preparation of this IGM also becomes part of the withdrawal condition of the project. It was agreed that the offered innovation grant will be administered under a sub-grant agreement with the respective selected beneficiary under terms and conditions acceptable to the Association. The terms and conditions include, inter alia, the Beneficiary’s obligations to: (i) carry out the innovation grant with due diligence and efficiency and in accordance with sound technical, economic, financial, procurement, managerial, environmental and social standards and practices satisfactory to the Association; (ii) to maintain policies and procedures to enable it to monitor and evaluate the progress of the innovation grant in accordance with indicators acceptable to the Association; (iii) prepare financial statements in accordance with consistently applied accounting standards acceptable to the Association; (iv) procure the goods, works and services to be financed out of the innovation grant in accordance with the provisions of financial agreement; (v) complete the carrying out of the activities financed by the innovation grant before the closing date; (vi) maintain policies and procedures to enable to monitor the progress of the activities financed by the innovation grant and the achievement of its objectives; (vii) abide by, and comply with, the terms and conditions of the ESMF, as applicable; and (viii)

accept physical or documentary inspection by the Association, in relation to the carrying out of the activities financed by the innovation grant;

This manual is a guiding document for managing the SIG under SUFAL project. The main theme of this manual focused on the following SUFAL project statement and the stated specific objectives set for the SIG:

“An Innovation Window will fund proposals related to climate change and forests and biodiversity conservation or other topics that support the objective of SUFAL, from individuals, companies, educational institutions, NGOs, etc.”

This manual explains the implementation arrangement by covering institutional arrangement, review and appraisal of research proposal with specific terms and conditions to facilitate the scopes of applied research in the field of impact of climate change on forest and biodiversity conservation, choice of species for future considering changing climate, cultural practices of forest, nursery techniques and management wood and non-wood processing technologies, biodiversity conservation, wildlife management or other relevant topics to achieve the objectives of SUFAL project. The manual also provides, open window for proposals from individuals, Master/MPhil/PhD researchers, educational institutions, NGOs and private companies.

The manual illustrates the innovation management activities particularly procedure for applying, modalities for selection, administering, monitoring, reporting, verifying and accounting procedures for every research grant under the innovation grant of SUFAL project. By and large, the manual is conceptualized and developed to ensure implementation arrangement of SIG for identifying innovations that brings in environmental and social benefits and also helps community to reduce their reliance on forest resources. Innovation grant will follow a transparent and accountable process.

1.4 User of This Manual

The primary audience of this manual is individuals and institutions who are interested in availing opportunities of innovation window under SUFAL project. This manual is also a guiding document for project staff, the field-based staffs, and the implementing partners who have been involved in the implementation of the SUFAL project.

Members of the Research Proposal Evaluation Committee (RPEC) and Innovation Grant Review Committee (GRC) will also use this manual. It may be mentioned here that RPEC will be engaged in grant management and monitoring research progress as required. This committee for grant management will arrange a number of pre and post award workshops and training program for the successful research beneficiaries on the following topics. SUFAL PMU may outsource following trainings and workshop programs to private consulting houses with similar expertise.

- Workshops on Innovation grant proposal development (include SUFAL Innovation grant strategy, IEE, Budget and Work plan preparation, Proposal development guides, selection procedures, etc.)

- Post-award training on Innovation grant, procurement and financial management (include fund disbursement, field implementation and monitoring, accounting, technical and financial reporting, branding/marketing, environmental mitigation and monitoring, procurement, compliances, HR/Administrative issues, etc.)

1.5 Legal Basis or Policy Implication

Section 12 of the Constitution (Fifteenth Amendment) Act, 2011 (Act XIV of 2011) provides a new Article 18A to safeguard the natural resources, biodiversity, wetlands, forests and wildlife for the present and future citizens.

Any Innovation grant application must adhere to the major laws, acts and policies for the forestry sector of Bangladesh particularly the Forest Act 1927, Forestry Sector Master Plan for 2017-2031 (drafted in 2016), Forest Policy 2016 (draft), Wildlife (Conservation and Security) Act, Bangladesh 2012, Forest Investment Plan 2017, a recent GoB gazette to ban felling in natural forests through 2022, Social Forestry Rules 2004 (amended through 2011), Protected Area Management Rules, 2017 etc.

The Brick Burning (Control) Act enacted for the first time in July 1989 to ban firewood for brick burning that has been substituted by the Brick Manufacturing and Kiln Construction (Control) Act, 2013 (Act No. 59 of 2013) with effect from July 1, 2014 to meet the current context. Enforcement of these laws is weak, primarily due to the lack of adequate and skilled man power and also inadequate financial support. Lack of coordination with law enforcement agencies and local administration further aggravates the situation.

2. STRATEGY AND CRITERIA FOR INNOVATION GRANT SELECTION

The SUFAL Innovation grant program will contribute in strengthening research skills and will build the capacity of Bangladeshi individual/s and government and non- government organization (s) and public and private companies to improve their ability to conserve and improve biodiversity. Each of the beneficiary required to contribute in the conservation of forest ecosystems or develop approach, methods, tools and technology towards sustainable conservation of forest resources. Therefore, the Innovation grant program will:

- Strengthen collaboration among forest department, public and private universities, Government and non-government research institutions, local communities, private companies and other GO-NGO stakeholders to protect and regenerate forest biodiversity.
- Build the capacity of local stakeholders within SUFAL project areas and conduct relevant research and contribute to the larger body of knowledge towards SUFAL objectives;
- Address knowledge gaps by using research techniques and methods to understand the value of ecosystem services and improve conservation management that support adaptation to climate change in forestry sector.

2.1 Strategy

SUFAL project will provide SIG to selected beneficiaries who represents individual or researchers from the government or non-government academic and research institutions, registered social group, cooperatives, foundation, private companies and CBOs and come up with real innovative ideas to improve forest ecosystem health and yield (through collaborative forest management and other livelihood activities, alternative fuel or energy which really divert peoples energy demand from forest to other renewable option such as biogas, bioenergy) to implement climate change adaptation and forest conservation activities that improve forest ecosystems services. All beneficiaries will be administered under a sub-grant agreement with terms and conditions acceptable to the Association.

Researchers (potential SIG beneficiary) for field-based research will collaborate with concerned DFO while identifying the areas of research and interventions to apply for SIG. Concerned DFO will collect comments and suggestion from concerned Range and Beat offices where necessary. Similarly, researchers interested in policy-based research will collaborate with Project Director or Deputy Project Director of SUFAL Project while identifying area of research to apply for SIG. SUFAL PMU will announce call for research proposal for SIG. The research proposal format developed under this manual (See Annex I to IV) need to be used while applying for SIG. The research proposal format includes four annexures on personal information of researchers, research proposal, budgetary outline and innovation grant contract. Maximum duration of research proposal will be two years only.

2.2 Themes or Research Areas

The natural forests in Bangladesh are not uniformly distributed and concentrated only in the 12 districts, however, Forest Department is pursuing Social Forestry activities in rest of the

districts. While 28 densely populated districts don't have any forest area. Having extreme anthropogenic pressure with large population density in a relatively small land surface, Bangladesh has been experiencing continuous degradation of forest both in quantity and quality. As a consequence, provisions of goods and services from forest land reduced significantly over the year. The forest ecosystem has been modified by anthropogenic influence, especially by the change of land uses. Ever increasing use and dependence on limited forest goods and services by the fast-growing population are the main problem. Hence, it is apparent that the key problem lies outside the forestry sector. Associated problems including those within the forestry sector such as declining productivity and sustainability of forest resources are manifestations of the main problem. In these socio-economic circumstances, climate change (CC) appears as an additional and emerging threat for sustainable forest management (SFM).

SIG gives priority to SUFAL innovation theme: Climate change impact on forest and biodiversity conservation, livelihood diversification leading to reduced dependency on forest ecosystems. Potential areas of intervention that could be funded through SIG may include, but not limited to the following broader themes.

Themes	Description
Collaborative Forest Management, forest restoration and biodiversity conservation; Forest governance and Institutions	BFD still lacks the resources capability, and skilled manpower for sustainable management, monitoring and coordinating with other ministries and agencies. It does not have representation with qualified professionals at Upazila and district levels. Hence, coordination with other agencies suffers. One forest guard is responsible for patrolling on an average 1430 hectare of forests in Bangladesh compared to 500 hectares in India. It is impractical to monitor and control such a large forest area which is freely accessible from all sides. Forestry is specialized technical professional discipline which requires both academic and technical understanding on ecosystems dynamics and forests resources. It is urgently come up with institutional framework under which BFD can work with forest dependent communities in a collaborative approach so that their dependence on forest ecosystem may be reduced or diverted to other livelihood practice and enhance their income. Research on site-species matching, ecological integrity assessment, ecological risk assessment, silvicultural research will be encouraged.
Impacts of climate change on forest, forest species and biodiversity Choice of species for future	As the global climate changes, forest ecosystems would also change, and biophysical processes will be altered. If the climate parameters (temperature, precipitation, humidity, etc.) change, forest composition and structure

Themes	Description
adaptation and mitigation	<p>also get altered by stressed conditions. Studies found that tropical forests in Bangladesh are already facing consequences of changing climate. The primary challenge for SFM is finding ways to continue to produce ecological services despite the complex problem cited above.</p> <p>Bangladesh is characterized by both natural and plantation forests which, however, account for 17.5 percent of the total land in documents, but only 6-7 percent in reality. The notable natural forest ecosystems are tropical wet evergreen and semi-evergreen forest (hill forests), moist deciduous forestry (sal forest), tidal forest (mangrove forest), and village forestry. The plantation forests are now increasing under different programmes. Each forest type possesses particular stand structure, composition and functional groups (i.e., the groups of species that perform multiple and also builds site specific responses to climate variability. The gap between demand and supply has been increasing with the increase of population. The gap may be narrowed by planting appropriate species (indigenous) in denuded areas, wastelands, chars, marginal lands as well as homestead areas.</p>
Infrastructure optimization, assessment and monitoring through digital monitoring system	Research based on assessment of current management structure on the national and international reporting requirements and monitoring to enhance/strengthen the digital monitoring system.
Habitat restoration/conservation: ANRNTFP conservation, wildlife habitat conservation	Policy development and revision: Academic research which will have positive impact on policies, legal frameworks, regulations, Acts relating to forest biodiversity, wildlife, collaborative forest management.
Improved collaborative, conservation, management and Protection ANR, NTFP conservation, wildlife habitat conservation and restoration Wildlife ecology and habitat	<p>Regeneration of forest biodiversity (Plantation in degraded forest land with native species, gradually bringing back social forestry plots/areas under fast growing indigenous tree species, etc. by analyzing ecological and economic value, energy nexus;</p> <p>Improved management and protection for endangered species and animals (community patrolling for to protect illegal tree felling, encroachment and poaching</p>

Themes	Description
	wild animals like elephant, tiger, birds etc.) Ecological studies of rare and endangered wildlife species
Improving financial management of BFD	Improving financial management of BFD. Ban Bhavan is connected online for financial management at DFO offices with PMU and CCF office/Head Quarter.
Integration of digital data base for decision support and e-service delivery	Integrated database of forest and Protected Area management spatial map for remote access to information (example: digital index map, land use maps of forest areas, forest classification maps, forest characteristics, carbon and inventory maps, etc.) by users. Improvement of current forest management and communication system and services into digital platform.
Public Private Partnership	Scope of Public Private Partnership in context of forest biodiversity conservation; appropriate business model developing market linkage and value chain to strengthen access to market for local community. Capacity building of local communities specially women and youth through training (entrepreneurship development, livelihood training, value chain etc.)
Eco-tourism Development	Development of parks, collaborative tourism facilities like home stay, tourism amenities in the touristic areas, communication, entry fee collection and other tourist facilities to increase revenue sharing with local communities and forest department
Collaborative Forest Management- in hill forest, plain land forest and coastal forest area for biodiversity conservation	The proposed development objective is to improve collaborative forest management and increase access to alternative income generation activities for forest-dependent communities in targeted sites. This will be achieved by these expected results: (i) Improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration. (ii) Reducing direct dependence and unmanaged

Themes	Description
	<p>extraction of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for tress outside forests.</p> <p>Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increase job opportunities for some of the poorest and most vulnerable forest dependent communities, including women and tribal groups.</p>
Ecosystem Service Valuation	Ecosystem service valuation of PAs or important forest areas so that conservation importance can be highlighted
Coastal ecosystem, afforestation in the accreted land with multiple species	<p>The coastal population are mostly poor, some of them are landless and they earn their livelihood through agriculture, fishing, shrimp farming, salt farming and collection of NTFP etc. Climate change induced disasters destroy their livelihood assets, options and increase people’s vulnerabilities. The recurrent cyclones historically killed thousands of people and destroyed inhabitation and infrastructures in the coastal areas of Bangladesh. Creation of mangrove and non-mangrove forests along the coastline as green shelterbelt. Bangladesh Forest Department has already raised large scale plantations mainly with <i>Sonneratia apetala</i> in all along the coastal belt to create a green shelterbelt. But these established plantations are facing tremendous pressure due to insect infestation, rising up forest floor and lack of inundation resulted large gaps inside plantations. From the available research findings, some of the other mangrove species are found suitable for planting inside the gaps of these plantations. Moreover, some of the non-mangrove species are found promising for planting in the raised coastal lands and embankment. Therefore, the selected promising species can be planted in the accreted lands, roadside, embankment and marginal lands for creating dense vegetation which can reduce the impact of all-weather events resulting from climate change. Multi-species mangrove plantations and also coastal agroforestry can also be established in the accreted lands for enhancing</p>

Themes	Description
	long term sustainability of coastal ecosystem and support for livelihoods. The coastal community can be engaged in collaborative forest management approach and can develop coastal agroforestry model for the sustainable development of coastal forestry. Thus, they will be socially and environmentally benefited. Further researches are needed to better understand the engagement approach, strategies and business model for coastal regions.

2.3 Eligibility Criteria

To ensure the selection of the qualified beneficiaries for SIG, following eligibility criteria may be used:

- This program specially emphasizes on conducting research on collaborative forest and PA co-management which help to nurture the approach of providing livelihood of forest dependent communities, livelihood diversification, intensification & value chain development.
- The project must have shown a proven track of significant scientific outcome after completion and will contribute to forest sector and socio-economic development of nation in future as well.
- Supports innovative scientific work aimed to provide funds to researchers of Public/private research organizations those who are engaged in similar research work previously, that have shown a good performance
- Allocation of fund will enable them to complete the ongoing innovative, forestry/wildlife related research work.
- Request for funding must be submitted for this program by using application format enclosed with the manual (See Annex I to IV).
- Research organization with proven track record and affiliation with a public/private university, NGOs or private companies with proven background in conducting research projects in the areas of collaborative Natural Resource Management (NRM), forestry and conservation activities.
- International research institution/companies/organization must form a joint venture or association/partnership consortium with one or more Bangladeshi institute/companies/organization.
- In case of consortia/consortium with international research institution/companies/organization Bangladeshi institute/companies/organization will be the main contracting party with SUFAL/BFD/SIG.
- In case of independent or academic researcher, the applicant must have Bachelor's degree with previous research experience in the relevant fields. And the applicant must

have been associated with an academic institution if the applicant is perusing for any degree program from the research work and support from SIG.

- The independent researcher will conduct the project under a supervisor from his/her institution. If s/he is not involved with any institution should submit two references acceptable to the committee. Must have good understanding about SUFAL program objectives and forestry/ ecosystem/wildlife issues in Bangladesh.
- Must have commitment to participate in relevant events (training, consultation etc.) of SUFAL project or as suggested by SUFAL/BFD authority.
- Must submit completed Application Form (Annex I to IV).

2.4 Management

IGM will be uploaded in the BFD website for a wider circulation of SIG opportunity of SUFAL project. Notice of the call for proposal will be published in the national newspapers as well as to be uploaded on the BFD website. SUFAL PMU will take measures through communication and outreach program for motivating women candidates to apply for SIG.

PD, SUFAL project will propose CCF to form a Research Proposal Evaluation Committee (RPEC) by comprising 07 (seven) members of following representatives.

Project Director, SUFAL Project	Chairman
Conservator of Forests (to be nominated by CCF)	Member
Conservator of Forests, Wildlife and Nature Conservation Circle, Dhaka	Member
Academia with Forestry Background	Member
Academia with Wildlife Background	Member
Researcher, BFRI	Member
Deputy Project Director, SUFAL Project	Member
	Secretary

ToR of the RPEC will be as follows:

- To evaluate and recommend for shortlisting of quality proposals from proposals received at PMU, SUFAL project under call for proposal of SIG.
- Organize quarterly meeting to manage and monitor awarded research under SIG.
- Provide comments on periodic progress report of the SIG beneficiary
- Arrange field visit where necessary
- Arrange training for the awardees as and when required.
- Coopt members/experts when necessary

PD, SUFAL Project will also propose to CCF to form an Innovation Grant Review Committee (GRC) by comprising 08 (Eight) members of the following representatives:

Chief Conservator of Forests, BFD	Chairman
Deputy Chief Conservator of Forests, Planning Wing, BFD	Member
Deputy Chief Conservator of Forests, Education and Training Wing, BFD	Member
Deputy Chief Conservator of Forests, Management Wing, BFD	Member
Academia with Forestry Background	Member
Academia with Wildlife Background	Member

Researcher, BFRI (To be nominated by Director, BFRI)
Project Director, SUFAL Project

Member
Member Secretary

ToR of the GRC will be as follows:

- To review and award quality proposals from shortlisted proposals by RPEC.
- Set indicators to monitor research progress of SIG
- Organize half-yearly meeting to oversee progress and provide advisory support to PREC for necessary action in management and monitoring
- Coopt members/experts when necessary.

Cost of travel (in any mode) and accommodation (Maximum BDT.5000/- per day) at actual and fooding cost @ BDT.1500/- per day. will be provided to the members of the PREC and GRC while engaged in the evaluation of proposal, field visit for management and monitoring of research work. In case of attending PREC and GRC meeting, members will be entitled honorarium @ BDT.3500/-from GOB.

PMU staffs (DPD, APD, Procurement Specialist and Financial Management Specialist) of SUFAL project will organize field trip for field inspection, progress review and fiduciary review of procurement and financial management of each of the SIG.

3. INNOVATION GRANT APPROVAL AND AWARD

Research Proposal Evaluation Committee (RPEC) will evaluate and recommend for shortlisting of quality proposals from all proposals received at PMU, SUFAL project under call for proposal of SIG. RPEC will also assess the procurement capacity and the procurement process of the beneficiary. Once a shortlist of a research proposal will be recommended, Innovation Grant Review Committee (GRC) will review and award quality proposals and will set indicators to monitor the research progress of awarded SIG. PMU, SUFAL will arrange to approve awarded SIG which will be administered under a sub-grant agreement with terms and conditions acceptable to the Association.

Beneficiary who had received SIG under this program and have not yet completed their research project within the stipulated time and have not submitted project completion report in due time will not be allowed to participate in the second-round call for proposal of SIG.

3.1 Award Cycle

SUFAL project will employ an award cycle closely linked with work plan activities that seeks applications to support and strengthen specific SUFAL activities. In order to encourage the application process and effectiveness of the SIG, the RFA will be adapted to the capacity of targeted organizations.

In order to ensure that the application process is timely and efficient, SUFAL project has developed the following table that describes each step and the estimated time for completion. When changes to the innovation grant process are identified and incorporated, the timeline must be considered and adjusted accordingly. The goal for the turnaround time is 13 weeks total between the time of SIG Application Call announcement and innovation grant project start-up.

Application Process Timeline 3 weeks

Event	Time Period in weeks	Total Elapsed Time
SIG Application call announced	Timeline Begins	0 weeks
Facilitation and guidance for proposal development/pre-submission meeting	1 weeks	1 weeks
Full proposals due	2weeks	3 weeks
Proposal evaluation complete	3weeks	6 weeks
Recommendation list ready	1 week	7 weeks
Submitted for approval	1 weeks	8 weeks
Negotiation and Innovation Grant agreements finalized	1 week	9 weeks

3.2 Environmental Review

The appointed Environmental Safeguard Coordinator of the SUFAL project in coordination with the beneficiary of SIG and associated site-based teams will carry out an Initial Environmental Examination (IEE) for the shortlisted SIG applications and proposed activities

that have the potential for adverse impacts on the environment. These impacts primarily affect three areas: small-scale construction activities, alternate income generating activities, and procurement of computers and other electric and electronic equipment related to project support. To ensure that recommendation of the Environmental Mitigation Plan (EMP) will be followed by innovation grantees (beneficiary) of SUFAL project. He will take actions on potential impacts, and initiate appropriate mitigation measures, monitoring measures and reporting schedule.

3.3 Grant Application Selection Criteria

Grant application selection criteria will be as follows:

- Priority will be given to the government or non-government academic and research institutions, NGOs, private companies who are interested in forest and biodiversity conservation;
- Preference will be given to research proposal that directly address the objectives of SUFAL project and Bangladesh Forest Department in conservation of forest ecosystems and improvement of floral and faunal biodiversity in the forests through ecosystem based collaborative forest and PA co-management.
- Proposal from International research institution/companies/organization forming a joint venture or association with one or more Bangladeshi institutes/companies/organizations must ensure Bangladeshi researchers get the maximum research opportunity on forestry and biodiversity related issues and problems in Bangladesh.
- If degree requirement is in the proposal, an international institute may award the degree to Bangladeshi researchers. However, maximum support from SIG would be up to two years. Researchers must look for support from other sources if his/her degree requires more support for a period beyond two years. Important, any researchers who have already availed Bangladesh Government or any bilateral Fellowship or Scholarship may not be considered for SIG for any degree program below Ph.D.
- Application has to include Bangladeshi academic/researcher, organization or individuals with a good record in implementing research/development projects;
- BFD officials and staff, if applying for research, will be encouraged to do so as part of organizational capacity building. BFD officials and staff are ineligible to receive any compensation, or remuneration from the Innovation Grants.

BFD and SUFAL project will actively assist the beneficiaries.

The following information is required in each proposal

- Two (02) copies photographs of the Principal Investigator and Associate Investigator.
- Organizations/Universities/Institutes should submit a Project Proposal through their respective authority. The Principal Investigator and/or Co-Investigator should put on their signature with official seal. All applicants present evidence of official endorsement of the application from their respective institutional head/ legal representative of their institution. If s/he is not involved with any institution should submit two references acceptable to the committee.

- In the case of consortia/consortium with international research institution/companies/ organization, Bangladeshi institute/companies/ organization will be the main contracting party with SUFAL/BFD/SIG. However, they must show the evidence of joint venture/consortia/partnership in written agreement on an official letterhead, signed and stamped.
- Organizations that received financial support under innovation fund earlier but did not comply with obligation (required by the grant contract) will not be considered for any other funding.

3.4 Evaluation Criteria

The minimum benchmark to be approved for innovation grant will be Acceptable. Proposals that do not meet this minimum benchmark will not be forwarded for funding.

To ensure fairness in selecting the most deserving beneficiaries, following thematic criteria for evaluating proposals will be emphasized:

- Level of understanding and explanation regarding the proposed research project
- Innovativeness and sustainability
- Technical feasibility
- Proven Experiences of the organizations/researcher
- Logical framework and methodology
- Level of contribution to the project and forest conservation or a particular ecosystem;
- Financial and procurement management, and cost-effectiveness of the proposed budget;
- Level of alignment of the work plan with proposed activities
- Equal representation of beneficiaries, especially women, ethnic communities and youths.

The Innovation grant Review Committee (GRC) will rank applications according to a Likert Scale of 0 to 4 (as benchmark):

- 0-Not Acceptable
- 1-Acceptable with modification
- 2-Acceptable
- 3-Very Good
- 4-Excellent

However, GRC will make a matrix on Likert scale for important parts of in their first review meetings. So that it can objectively assess all the proposal.

Description of the proposal	Likert Scores
Innovation idea	
Alignment of research with SUFAL/BFD objective of forest and biodiversity conservation	
Research study relevant to assess ecosystems and community resilience as a result of project (SUFAL) interventions	
Clarity of objective	

Description of the proposal	Likert Scores
Clarity of research question	
How well approach and method defined and outlined?	
How realistic is the work plan and timeline?	
How realistic is the resource allocation?	
Opportunity for capacity building of Bangladeshi researchers/BFD professionals	
So on (To be decided by GRC and RPEC)	

3.5 Grant Agreement

Regardless of innovation grant size, an approved and signed Innovation Grant Agreement document is required for all Innovation grants.

After program/project selection, the Principal Investigator/Researcher will execute a bond duly countersigned by the Head of the Organization/Institution/ Principal Investigator/Researcher on a non-judicial stamp of BDT 300.00.

A Standard Grant Agreement format can be seen in ANNEX IV

The following table summarizes the primary responsibilities of all persons involved with the SIG activities of SUFAL Project.

Environmental and Social Safeguard matters will be determined on case by case basis and accordingly will be elaborated during Innovation Grant agreement preparation and budgeting.

VAT (Value Added Tax) and IT (Income Tax) shall be included in the financial proposal

Project Director/Innovation Grant Review Committee (GRC)	DFOs/ACCF or his/her higher authority	Research Proposal Evaluation Committee (RPEC)	PMU
<ul style="list-style-type: none"> • Management of GRC and RPEC • Coordination with WB, CCF and MoEFCC • Guide Innovation grants review committee (GRC) and Innovation Research Proposal Evaluation Committee (RPEC) to utilize innovation funds properly and by finding out good innovation 	<ul style="list-style-type: none"> • Be informed about the research proposal and worth to make comments for the project implementation to PD, SUFAL • Review the innovation project proposals and make his opinion on the eligibility of the proposal 	<ul style="list-style-type: none"> • Provide technical review on the submitted proposal • Provide guidance to PMU for short listing and finalization the projects for grants awarding • Provide technical insights to the organizations and applicant for 	<ul style="list-style-type: none"> • Announcement of call for proposal for innovation grants in print and electronic media in consultation with PD • Arrange briefing on the call for project proposal • Maintain record of submissions and make short list of the applicants as per the recommendations

Project Director/Innovation Grant Review Committee (GRC)	DFOs/ACCF or his/her higher authority	Research Proposal Evaluation Committee (RPEC)	PMU
<p>proposals and its implementation</p> <ul style="list-style-type: none"> • Lead the approval, negotiation and timely implementation of Innovative grants proposals 	<ul style="list-style-type: none"> • Communicate with PD and PMU regarding the proposal and its effectiveness for his forest area 	<p>properly and timely implementation of the project</p> <ul style="list-style-type: none"> • Monitor and evaluate project activities along with field visit (where necessary) • Attend meeting with SUFAL and World Bank team for sharing updates and information on innovation grants projects 	<p>of Research proposal Evaluation committee.</p> <ul style="list-style-type: none"> • Respond to the queries of the applicants • Monitor progress and quality of the project • Ensure finalization of the projects

4. POST AWARD ADMINISTRATION

In performing the post-award administration of the SIG, SUFAL PD will:

- Provide necessary and required data and information including post-award approvals, instructions and guidance to the innovation grantees (beneficiary).
- Ensure that the proper monitoring and evaluation mechanisms are in place to monitor the progress of activities with special reference to the indicators developed by GRC.
- Communicate with the beneficiaries regarding clarification on financial and procurement matters and other relevant issues.
- Be responsible for oversight of the procurement of reimbursable items.
- Ensure timely submission of activity progress, simplified procurement status report and financial reports (quarterly) from the beneficiaries and make comparison with work plan to measure the progress and gaps.
- Maintain all innovation grant pre-award and post-award files in good order.
- Ensure that the beneficiaries maintain their financial, procurement and operational reports in good order, and retain them for three years after final payment.
- Perform timely close-out of all expired innovation grant.

4.1 Advances and Disbursements

All payments will be made directly to the organizational/Researcher's separate bank account opened in any branch of Agrani Bank. All innovation grant including mobilization advance (maximum 10% of Agreement Value) will be made in the Bangladeshi currency. To receive mobilization advance researcher/Organization have to submit equivalent Bank Guarantee/Pay Order. All payment will be made in accordance with the payment schedule of Innovation Grant Agreement.

Records of all expenditures have to be maintained by relevant researcher/organization at their own custody. PMU may ask any clarification or demand any evidence of expenditures if any kind of complaint is raised by anybody or auditor.

4.2 Procurement

A grant agreement will be signed with all the innovation grantees (beneficiary) in accordance with the financing agreement of the SUFAL Project. This innovation fund will be provided for conducting scientific and technological research on forestry knowledge in Bangladesh. Therefore, the grant agreement will be signed directly with the Beneficiary (means a selected individual and/or entity, who has proposed to receive an Innovation Grant after meeting the selection criteria outlined in the Innovation Grant Manual). The grant agreement will be a lump-sum contract type. This will be a fixed price (i.e. no price escalation will be allowed) agreement and payment will be made against deliverables to be submitted within a timeframe which will be finalized through negotiation and agreed in the grant agreement. Generally, the financial proposal will include two parts (a) Remuneration and (b) Reimbursable (such as equipment, consumables, travel, communication, etc.). When any civil servant or Government official will engage in supervision or research, in any position independently or in association with other organization/university or other researcher, and submit the financial proposal, s/he

will not be allowed for calculating cost of remuneration for himself/herself under part (a) of the financial proposal. In such case financial proposal will include additional part (c) Fixed Financial Incentive @BDT25,000/- per month to cover his/her cost of additional hour of research supervision or engagement. To avail this benefit of fixed financial incentive of part (c), concerned civil servant/government official has to produce endorsement letter of his/her head of the department. During the negotiation meeting, the cost of the research will be fixed based on the financial proposal and both parties shall agree and include a breakdown of the agreed total cost in tabular format as much as possible in the grant agreement. The beneficiary shall be responsible for the procurement of Reimbursable items. **The beneficiary will follow its procurement practice and in case of a private institution or individual, the beneficiary will follow best commercial practices in the procurement process. The beneficiary will maintain record keeping of expenditures and submit for auditing if required.** The research proposal will include details of technical specification, quantity and unit cost of equipment. Equipment purchased by the Beneficiary wholly or partly with funds provided under the innovation grant shall be the property of the Bangladesh Forest Department (BFD).

4.3 Reporting

The beneficiaries must fulfill the required information in the specified and prescribed form in the innovation grant agreement. Only after providing the required information, the beneficiaries will receive funding disbursements. The reporting and compliance issues will be shared with the beneficiaries through a workshop where participation of all beneficiaries is mandatory.

4.3.1 Technical Reporting

Submission of Reports:

All innovation grantees (beneficiary) are required to submit quarterly progress reports (or at regular intervals as per the innovation grant agreement) during the grant period. Concerned DPD for innovation grant, the signatories of the letter of acceptance of the innovation grant are responsible for the timely submission and the content of these reports. The inability to submit anticipated reports on time will entail a delay in further payments or the suspension or the termination of the innovation grant agreement at the discretion of SUFAL head quarter. A copy of every report should be submitted to the SUFAL concerned DPD.

Purpose of Progress Reports:

Progress Reports serve to assess the progress achieved in the implementation of SIG activity and permit the identification of problems that need to be resolved or taken into consideration by the program and the project management team. The progress reports constitute a permanent archive of the accomplishments of the project. They enable the SUFAL PMU and results planned for the grant period. If the objectives are not reached, it is necessary to give the reasons and to propose corrective measures.

Publication from research work: Any publication from research work with support from SIG must have prior approval from PMU/PD/BFD. No popular article in any form media or per reviewed publication be made without prior and written permission of the PD, SUFAL.

Completion Report:

Completion report is linked to disbursement of final installment of grant. The final/completion report must be submitted before last week or at least five working days before the end of grant period. Until the final report and recommendation from RPEC and PD, disbursement of the final installment of the grant will remain suspended. All payments will be made as per the payment schedule of the Innovation Grant Agreement.

- A description of the main activities covering the entire period of the innovation grant, and a comparison of accomplishments with respect to the objectives, activities and results outlined in the innovation grant request;
- If necessary, indicate any changes in the organization of activities in relation to those included in the initial innovation grant application;
- Describe any plans for the continuation of the activity beyond the period of the innovation grant;
- Include an assessment of the impact of the innovation grant on the targeted population; and
- Include a sample or copy of all products or documentation that would help to better understand the accomplishments or completed activities.

Presentation of the Inception, Mid-terms and Final/Completion Reports. Technical reports will include the following information:

- Expected results as per innovative grant agreement Feedback from participants/stakeholders/reviewers etc. A description of problems encountered and possible solutions
- A description and explanation of any deviations from the work plan
- Publications and outreach: e.g., copies of published articles, brochures, web pages, videos, photographs
- Planned activities for the upcoming period.
- *Cover Page.* The cover page should include the following information in this order:
 - Type of report
 - Period covered
 - Innovation Grant Agreement Number
 - Title of the activity or program
 - Name of the innovation beneficiary
 - Date of Submission

4.3.2 Financial Documentation

All evidences of expenditures/original bill-vouchers will be kept by researchers and properly documented.

4.4 Monitoring and Evaluation (M&E)

RPEC with experts from different backgrounds will monitor and evaluate the progress of SIG activities against set milestones in the grant agreement. Technical reports and quality of

deliverables submitted or completed will be monitored and evaluated by the members of RPEC. Monitoring implementation activities of the innovation grant is a critical step in the innovation grant administration process.

Steps to ensure good monitoring of the Innovation grant may include:

- Collect impact data as defined by the innovation grant agreement
- Site visits of selected innovation beneficiaries
- Review of impact data to determine effectiveness of innovation grant program.

SUFAL PMU may engage third party individual /institution to evaluate the field data collection and impact/s assessment of any particular grant/s.

MTR/Mid Term Evaluation-has to take corrective measures so that all the measures suggested during MTR need to take by the beneficiary. If this is not done in consultation with concerned DFO/DPD and PD

4.4.1 Field Site Visits

Field site visits are a very important part of the overall communications and monitoring relationship established with the innovation grantee (beneficiary of SIG). The beneficiary must have a clear impression that the SUFAL project is serious about proper implementation of innovation grant activities, timely reporting, and compliance with the terms and conditions of the innovation grant agreement. This impression is strengthened and supported by the physical presence of SUFAL staff at the project site. The beneficiary should also have the impression that the Forest Department and SUFAL staff can provide feedback, advice, and assistance to support and stimulate successful project implementation.

Beneficiary/s required to inform one week prior to planned visit to concern DFO office and SUAFAL team. Field visits are carried out by appropriate SUFAL staff.

All staff will be trained on how to conduct and monitor the beneficiaries. The purposes of the site visit include confirmation or assurance that:

- Information contained in beneficiaries technical and financial reports are accurate (to verify results)
- Project activities are proceeding as per plan, and/or, in the case that major problems, delays, or obstacles exist, that the beneficiary is effectively and constructively attempting to resolve such issues
- The beneficiary complies with the terms and conditions of the agreement and particularly including those related to proper management and security of SUFAL funds and equipment purchased under the agreement

Notifying the beneficiary and Scheduling Site Visit. When the innovation grant manager contacts the beneficiary to set up the site visit, the reason for the visit should be stated (e.g., routine or to discuss a particular issue). The details of the appointment should be confirmed in writing either via email, fax or letter, if possible. Prior to the visit, the person(s) conducting the visit should review the SUFAL Project files of the beneficiary, including the project agreement, monthly reports, etc.

Performing Site Visit. A normal site visit may include some of the following steps to conclude the organization's performance under the terms of the agreement:

- *Program issues.* Technical Component Managers, Regional Coordinators and/or other program staff should interview the project director. The purpose is to discuss the course of project implementation and the activities planned, as well as to listen to their evaluation of implementation, existing problems, and difficulties.
- This is a time to evaluate how well the innovation grant activities are in compliance with the agreement. This could include site trips to review innovation grant activity—for example, to nature reserves or enterprises, or to attend a workshop or seminar and or to meet the partners and the beneficiaries of the beneficiary, and representatives of local administrations involved in project implementation.
- In the event that the site visit is targeted towards a specific issue or problem, the steps in the review may be focused or expanded. At the end of the site visit, a debriefing should be scheduled with the beneficiary project management team (Director, PIC, and/or the accountant) to discuss any preliminary conclusions. The debriefing allows the reviewer to clear up any potential misunderstandings or inaccurate conclusions prior to report preparation.

Site Visit Report. The report should include background information regarding the visit such as:

- The date of the visit
- Who carried out the visit?
- The names and positions of beneficiary staff visited
- A summary of the findings and recommendations
- All results, success stories and major accomplishments

In the event that further investigation is required, a decision will need to be made as to whether an additional visit should take place prior to issuance of the site visit report. A copy of the site visit report, including a cover letter signed by the innovation grant Manager, is mailed or transmitted to the beneficiary agreement authority. A summary of the recommendations and findings should be mentioned in the cover letter. The letter requests a written reply from the beneficiary which includes a suggested action plan for resolution in the event there are any findings or problems which require attention.

4.4.2 Remedies for Innovation Grant Non-Compliance

There may be the unfortunate experience of dealing with cases where beneficiaries do not comply with agreed terms and conditions as spelled out in the Innovation Grant agreement. Should such occasions arise, the innovation RPEC will arrange for review to identify the causes and take appropriate actions to include thorough reviews, physical verification, investigation, suspension of activities and financial transactions, and termination of the innovation grant agreement.

Closeout of Innovation grant Award. The assigned DPD will verify that all technical and financial reporting requirements and any other agreement terms have been fulfilled prior to

project closeout. Such closeout requirements must include:

- Collection of all required deliverables (e.g., technical/progress reports, patent/invention documentation, equipment reports, etc.) to be provided by the recipient and final verification of technical completion by the technical representatives, indicated by their signature and date on the final invoice
- Completion of any necessary final review of costs charged to Forest Department by the recipient and final closeout of all commitments, accrued costs, or payables
- De-obligation of any outstanding funds, if necessary.

ANNEX I
Application for/

SUFAL Innovation Grant Application Form
(Research to be carried out maximum up to two years)

Two copies of
recent passport
size photograph/s
of Principle
Investigator

1. Personal details

a) Name	:	
b) Father's Name	:	
c) Mother's Name	:	
d) National ID No. or Passport No.	:	
e) Nationality	:	
f) Date of Birth	:	
g) Postal Address	:	
h) Permanent Address	:	
i) Phone	:	
j) E-mail	:	

2. Qualification (Chronologically downward from the most recent)

a) Education

Name of Degree	Major Subject	Institution	Year of degree obtain	% of Marks
PhD				
MPhil				
MSc				
BSc				

b) Training

Name of Training	Topics covered	Institute	Year

c) Professional experience

Duration	Employer	Position	Major responsibilities

3. Research Topic (a detailed research proposal has to be annexed describing rationale, objectives, methodology and expected outcomes along with references)

--

4. Statement of purpose (Why do you want to obtain this SUFAL Innovation Grant and what did motivate you? It should be within 200 words)

--

5. What innovation will you bring to SUFAL and Forestry Sector in Bangladesh and elsewhere?

6. Do you have any publication plan from the SIG supported work? Please specify the topic on which you like to publish or target journal. SUFAL will support with payment of publication fee/s.

7. What skills, experience and knowledge will you bring to SUFAL and forestry from you research work?

8. Is there any policy implication of your research? If yes, explain it in 150 words.

9. List of your recent publication (please list them in reverse chronological or descending order).

10. Anticipated challenges or issues to be considered for successful completion of your proposed activities.

11. Referees

Referee 1	Referee 2
Name	Name
Position	Position
Affiliation	Affiliation
Address	Address
Telephone	Telephone
Fax	Fax

Email	Email
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- You can add or delete additional columns or rows as needed
- A detailed up-to-date curriculum vitae have to be added with this application form

Date

Place

Signature

ANNEXII

Template for SUFAL Innovation Grant Proposal

1. **Background and context** (300 words and 500 words)
(it is expected to be with relevant citations from recent [max past 10 years] peer-reviewed publication and/or government reports. However, crucial older literature may be cited as well.).
 2. **Problem statement (max 800 words only)** with necessary citations from recent [max past 10 years] peer-reviewed publication and/or government reports.
 3. **Objectives**
 - a) Specific objectives not more than two
 - b) Research questions not more than three
 - c) Please specify, if you have any research question.
 4. **Approach and methods**
 - a) Describe the research approach you would pursue to attain your objective and answer your research questions.
 - b) The study area (a brief description of study area; how it is linked the research problem? why this is the best study to carry out the research?)
 - c) Map of the study area/site
 - d) Please describe the qualitative and quantitative approach
 - e) Sampling design with a statistical analytical approach
 5. **Research process flow**

Schematic diagram showing the conceptual flow of the approach and methods leading to attaining the anticipated results. Brief description elaborating on the schematic diagram.
 6. **Work plan**
 - a) A detail work plan with milestones has to be inserted here
 - b) A matrix of quarterly deliverable/s plan-in which quarter which deliverables or milestone/s would be achieved?
 - c) A Gantt Chart or work calendar (which activity when where and does)
 7. **Budget**

Budget has to be prepared in the supplied format (Annex III)
-

SUMMARY OF INNOVATION GRANT(S) COST

Item	Cost		
	{Researcher must state the proposed Costs in accordance with the Proposal; delete columns which are not used}		
	Qty	Rate	Total Cost (BDT)
(1) Remuneration			
(a) Team Leader/ Researcher			
(b) Co-researcher			
(c)			
Sub Total of Remuneration Costs			
(2) Reimbursable			
(a) Research Materials/Equipment			
(b) Consumables/Stationery/Report Printing/etc.			
(c) Workshop, Seminar			
Sub Total of Reimbursable Costs			
Total Cost of the Financial Proposal including Income Tax: (1+2)			
(i) Add Value Added Tax @ 15%			
Grand Total Proposed Cost inclusive of all Taxes			

BREAKDOWN OF REMUNERATION

No.	Name	Position (as in Proposal)	Person-month Remuneration Rate in BDT	Time Input in Person/Month (from Proposal)	Bangladeshi Taka (BDT)
	Researcher				
K-1			[Home]		
			[Field]		
K-2					
	Support Staff				
N-1			[Home]		
N-2			[Field]		
				Total Costs inclusive Income Tax	

BREAKDOWN OF REIMBURSABLE EXPENSES

No	Type of Reimbursable Expenses	Unit	Unit Cost in BDT	Quantity	Bangladeshi Taka (BDT)
	{e.g., Per diem allowances**}	{Day}			
	{e.g., Domestic/International flights}	{Ticket}			
	{e.g., In/out airport transportation}	{Trip}			
	{e.g., Communication costs between Insert place and Insert place}				
	{e.g., reproduction of reports}				
	{e.g., Office rent}				
	{Workshop cost}				
	{Training of the Client's personnel – if required in TOR}				
	Environmental Management and Social Framework mitigation cost (if any)				
Total Costs inclusive Income Tax					



ANNEX IV

Innovation Grant Agreement

This Innovation Grant Agreement (hereinafter called the “Agreement”) is made the [number] day of the month of [month], [year], between, on the one hand, “Sustainable Forests and Livelihoods (SUFAL) Project [hereinafter called the “Employer”], being implemented by Bangladesh Forest Department, Bon Bhaban, Agargaon, Dhaka 1207, Bangladesh under Ministry of Environment, Forest and Climate Change and, on the other hand, [name, address of Beneficiary] (hereinafter called the “Beneficiary”).

WHEREAS

- a) the Employer has requested the Beneficiary to conduct a research [Theme/Research Areas] as defined in this Agreement (hereinafter called the “Research”);
- b) the Beneficiary, having represented to the Employer that it has the required professional skills, expertise and technical resources, has agreed to conduct the Research on the terms and conditions set forth in this Agreement;
- c) the Employer has received Innovation Grant under a credit from the International Development Association (IDA) toward the cost of the Research and intends to apply a portion of the proceeds of this Innovation Grant to eligible payments under this Agreement;
- d) the Beneficiary will conduct scientific and technological research on forestry knowledge arena in accordance with the scope of the proposal. The Research Proposal attached hereto shall be deemed to form an integral part of this Agreement.

NOW THEREFORE the parties hereto hereby agree as follows

Law Governing Agreement

1. This Agreement, its meaning and interpretation, and the relation between the Parties shall be governed by the law of the People’s Republic of Bangladesh.
2. The Beneficiary will also be subject to the World Bank’s Anticorruption Guidelines, dated October 15, 2006, revised in January 2011 and July 2016.

Language

3. This Agreement has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Agreement.

Effectiveness of Agreement

4. This Agreement will come into effect on the date of signing and continues for, subject to the provisions for earlier termination as per this agreement

Modifications or Variations

5. Any modification or variation of the terms and conditions of this Agreement, including any modification or variation of the scope of the Research, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.



Force Majeure

6. For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies

Suspension

7. The Employer may, by written notice of suspension to the Beneficiary, suspend part or all payments to the Beneficiary hereunder if the Beneficiary fails to perform any of its obligations under this Agreement, including the carrying out of the Research, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Beneficiary to remedy such failure within a period not exceeding fifteen (15) calendar days after receipt by the Beneficiary of such notice of suspension.

Termination

By the Employer

8. The Employer may terminate this Agreement in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Employer shall give at least fifteen (15) calendar days’ written notice of termination to the Beneficiary in case of the events referred to in (a) through (d); at least thirty (30) calendar days’ written notice in case of the event referred to in (e); and at least five (5) calendar days’ written notice in case of the event referred to in (f):

- (a) If the Beneficiary fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 6;
- (b) If the Beneficiary becomes (or, if the Beneficiary consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Beneficiary fails to comply with any final decision reached as a result of conflict resolution pursuant to Clause 30;
- (d) If, as the result of Force Majeure, the Beneficiary is unable to perform a material portion of the Research for a period of not less than thirty (30) calendar days;
- (e) If the Employer, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement;
- (f) In case of resignation /absence of researcher(s) of the Beneficiary or withdrawal by the Principal Investigator/Co-Investigator/ Referee/Institution/Companies/Organization.

9. Furthermore, if the Employer determines that the Beneficiary has engaged in Fraud and Corruption in competing for or in executing the Agreement, then the Employer may, after giving fourteen (14) calendar days written notice to the Beneficiary, terminate Beneficiary’s employment under the Agreement.

By the Beneficiary



10. The Beneficiary may terminate this Agreement, by not less than fifteen (15) calendar days' written notice to the Employer, in case of the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause

- (a) If, as the result of Force Majeure, the Beneficiary is unable to perform a material portion of the Services for a period of not less than thirty (30) calendar days.
- (b) If the Employer fails to comply with any final decision reached as a result of conflict resolution pursuant to Clause 30.

Payment upon Termination

11. Upon termination of this Agreement, the Employer shall make the following payments to the Beneficiary:

- (a) payment for Research satisfactorily performed prior to the effective date of termination; and
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause 7, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Agreement.

Conflict of Interest

12. The Beneficiary shall hold the Employer's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own research institution/companies/organization interests

Confidentiality

13. Except with the prior written consent of the Employer, the Beneficiary and the Researcher shall not at any time communicate to any person or entity any confidential information acquired in the course of the Research, nor shall the Beneficiary and the Researcher make public the recommendations formulated in the course of, or as a result of, the Research.

Accounting, Inspection and Auditing

14. The Beneficiary shall make all reasonable efforts to cause its Researcher to keep accurate and systematic accounts and records in respect of the Research and in such form and detail as will clearly identify relevant time and costs.

15. The Beneficiary shall permit, the Employer and/or persons appointed by the Employer to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or agreement execution, and to have such accounts, records and other documents audited by auditors appointed by the Employer.

Proprietary Rights of the Employer in Reports and Records

16. All reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Beneficiary for the Employer in the course of the Research shall be confidential and become and remain the absolute property of the Employer herein after refer to BFD. The Beneficiary shall, not later than upon termination or expiration of this Research, deliver all such documents to the Employer, together with a detailed inventory thereof. The Beneficiary may retain a copy of such documents, data and/or software but shall not reproduce the document for purposes unrelated to this Agreement without prior written approval of the Employer. Intellectual Property Right of the each of the

research work will remain with Bangladesh Forest Department. Researcher has to share his/her research data with BFD as the custodian of the result of the research work. Except for journal publication, all other publication based on SIG funding has to use BFD logo.

Equipment, and Materials

17. Other than consumables, equipment, and materials made available to the Beneficiary by the Employer or purchased by the Beneficiary wholly or partly with funds provided by the Employer, shall be the property of the Employer and shall be marked accordingly. The Beneficiary should keep record of use of consumables. Upon termination or expiration of this Agreement, the Beneficiary shall make available to the Employer an inventory of such equipment, and materials and shall dispose of such equipment, and materials in accordance with the Employer's instructions. While in possession of such equipment, and materials, the Beneficiary, unless otherwise instructed by the Employer in writing, shall insure them at the expense of the Employer in an amount equal to their full replacement value.

Replacement of Researcher/Principal Investigator/Co-Investigator/Referee

18. Except as the Employer may otherwise agree in writing, no changes shall be made in the Researcher/Principal Investigator/Co-Investigator/Referee.

19. Notwithstanding the above, the substitution of Researcher/Principal Investigator/Co-Investigator/Referee during Agreement execution may be considered only based on the Beneficiary's written request and due to circumstances outside the reasonable control of the Beneficiary, including but not limited to death or medical incapacity. In such case, the Beneficiary shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of Remuneration (if applicable).

Removal of Researcher/Principal Investigator/Co-Investigator/Referee

20. If the Employer finds that any of the Researcher/Principal Investigator/Co-Investigator/Referee has committed serious misconduct or has been charged with having committed a criminal action, or if the Employer determines that a Beneficiary's Researcher/Principal Investigator/Co-Investigator/Referee has engaged in Fraud and Corruption while performing the Research, the Beneficiary shall, at the Employer's written request, provide a replacement.

21. In the event that any of Researcher/Principal Investigator/Co-Investigator/Referee is found by the Employer to be incompetent or incapable in discharging assigned duties, the Employer, specifying the grounds therefor, may request the Beneficiary to provide a replacement.

22. Any replacement of the removed Researcher/Principal Investigator/Co-Investigator/Referee shall possess better qualifications and experience and shall be acceptable to the Employer.

Responsibilities of the beneficiary

23. The beneficiary will conduct the research to achieve the following:

- To build up the knowledge base of forestry science and technology in gap areas of national interest more particularly ecosystem based collaborative conservation and management of forest and biodiversity;
- To address the serious unsolved management technical issues applying research and experimentations of forestry sector particularly on forest biodiversity through a joint collaboration of forest dependent communities and Bangladesh Forest Department;



- To develop human resource in critical areas of forestry giving impetus to fellowship program and further development of the programs for MS or equivalent degree/MPhil/Ph.D. within the country;
- To provide supplementary support for research and development related activities in the forestry sector;
- To promote international, regional scientific programs for effective collaboration with scientific communities abroad in areas of Forestry with national interest;
- To improve forest biodiversity through the joint collaboration of forest department, research institute/companies in the public and private and local communities; and
- To improve institutional research capacities of public and private universities and Forestry research entities that will contribute to a greater understanding of climate change, natural resources management (NRM), forest and biodiversity conservation through collaborative management.
- To improve researchers Capacity Building in Bangladesh.

24. The Beneficiary should furnish all outputs/deliverables/reports to the Employer in accordance with the Agreement and Innovation Grant Manual.

25. The beneficiary will provide regular feedback about the research in accordance with the Agreement and Innovation Grant Manual.

Agreement Price

26. The Agreement price is: _____ [insert amount and currency] inclusive of taxes (AIT & VAT).

Mode of Billing and Payment

27. The Employer shall pay the Beneficiary upon submission and acceptance of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The total payments under this Agreement shall not exceed the Agreement price set forth in Clause 25.

28. The payment schedule:

29. All payments under this Agreement shall be made to the following account of the Beneficiary

Account Number:

Environmental Management and Social Framework

30. The Beneficiary shall comply the policy framework, principles, standards and process of Environmental Management and Social Framework “EMSF” of the Employer throughout the Research.

Conflict Resolution

31. Any conflict between the Parties arising under or related to this Agreement that cannot be settled amicably may be settle by following:



- a) Any conflict about this agreement or the conduct of either party in relation to it may be referred to the Chief Conservator of Forests, Bangladesh Forest Department (BFD) for resolution
- b) If the conflict is not resolved within two weeks the issue will be forwarded to World Bank for their suggestion and this will be central consideration of final decision.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

Signed by:

..... on behalf of the Beneficiary Date: Place: Dhaka on behalf of the Employer Date: Place: Agargaon, Dhaka
--	---

Witness:

1. Signature: -----
 Name: -----
 Position-----
 Institution -----
 E-mail: -----
 Mobile: +

2. Signature: -----
 Name: -----
 Position-----
 Institution -----
 E-mail: -----
 Mobile: +