

**Coordination  
Monitoring  
and  
Reporting**

## Coordination

The excellent interagency collaboration shown during the Joint GoB/UN Needs Assessment Mission will be, continued to ensure close cooperation, pursuit of common agendas, and sharing of information during the operational stage.

To this end actual work at the programme level will be coordinated, supervised and supported, substantially as well as operationally by UNDP. These services will include; resource mobilization/ management and tracking, security management, radio and communication support, information management and technical and operational backstopping from Dhaka and the UNDP office in Rangamati and the soon to be opened office in Khagrachari. **For this purpose, the UN Appeal includes a sum of US\$ 70,000 for donor support of UNDP to carry out these responsibilities.**

UNDP will make every effort to identify, support and strengthen the capacities of national institutions, including the Regional Council and local NGOs so that they can play their part in providing humanitarian intervention assistance.

Monthly meetings will be coordinated by, UNDP in Rangamati and Khagrachari for the participating humanitarian agencies to exchange information on ongoing and planned activities, policy and operational constraints hampering assistance delivery, resource gaps, and review of opportunities for improved joint inter agency programming

Monthly meetings will be coordinated by UNDP Dhaka with the MoCHTA, the Regional Council, the District Administration and the Hills District Council and UN Agencies to ensure that the Government's primary responsibility is upheld, and its central coordination role respected and facilitated.

## Monitoring and Reporting

It is critical that assistance activities attain the highest standards of transparency and accountability and that they be monitored and reported on against the very clear TOR agreed with Government and the recommendations of the assessment mission.

The mission believes that a mutual commitment to shared action plans, monitoring and reporting and making details available to key stakeholders, including the communities themselves, will not only make it possible to meet intervention goals but also help restore confidence and stability.

Monitoring and reporting systems will be developed and operationalized based on consultation with Government (MoCHTA and CHTRC), UN, NGOs and Donor partners to monitor progress and to re-orientate programmes as circumstances change.

Agencies will monitor their intervention assistance to:

- Ensure that resources are properly used, and that food and non food assistance reaches the target beneficiaries; and
- Detect changes in the situation that might call for adjustments of objectives, plans or procedures.

As the UNDP consolidated monitoring reports to key stakeholders will depend on the substantive information received from each assistance intervention agency standard reporting formats will be used. These reports will use headings such as:

**Reporting period: Month 1.**

**1. Highlights**

- key events during the reporting period

**2. Target populations/ beneficiaries**

- numbers of people receiving assistance in each village

**3. Food and Non food situation and the pipeline**

- deliveries during the reporting period
- outstanding requirements

**4. Logistics**

**5. Distribution and use**

- how operations are progressing
- statistics on food/non food distributions

**6. Monitoring**

- recent monitoring activities and findings

**7. Actions of the government and others; coordination**

- important inputs and other actions by the government, UN agencies and NGOs of direct or indirect relevance to the intervention programme

**8. Resource mobilization**

- actions taken to mobilise additional support, contributions status
- budget revisions