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**Standard Operating Procedure (SOP) for Agricultural intervention/**

**Projects in Cox’s Bazar**

As a part of the national COVID-19 response, Bangladesh Government has prioritized agriculture as one of the top priority area which require immediate and collective efforts to ensure food security for all. Hon’ble Prime Minister (PM) Sheikh Hasina therefore emphasized, ‘the most important thing is food security. Our food production must go on. We have to ensure that not a single inch of agricultural land remains uncultivated so that we can fulfil our food security’.

Agriculture interventions are linked with livelihood, food security and socio-ecomonimic lives of the people. Impact of any agricultural interventions must be analyzed properly since unwanted interventions may negatively affect the health of people, soil and environment. To ensure effective and technically appropriate intervention, and to mobilize support to the appropriate target group avoiding duplication, it is important that all interventions in Agricultural sector by Government, UN and NGOs are coordinated properly.

In line with the above, the following Standard Operating Procedure (SOP) will be followed by all UN agencies, NGOs and other actors working in Cox’s Bazar.

1. **Prepare concept note and brief work plan**

**Agency**

**4. Share the action plan and guidelines**

**Agency, FAO and FSS**

**5. Activity implementation and field coordination**

**Agency, DAE, FAO**

1. **Introductory meeting with FAO and FSS**

**Agency, FAO, FSS**

**3. Technical review of concept note and strategy setting**

**DAE, FAO**

**6. Information management and learning sharing**

**Agency, DAE, FSS FAO**

**AGENCY**-IMPLEMENTATION WITH FINANCIAL AND LOGISTIC SUPPORT

**FSS – ENSURE HARMONIZATION AND SHARING LEARNING**

**DAE & FAO - OVERALL COORDINATION AND TECHNICAL SUPPORT**

*Note: FSS - Food Security Sector; FAO - Food and Agriculture Organization of the United Nations; Agency - refers to any UN, NGOs or other actor(s) interested to implement agricultural activities/projects in Cox’s Bazar.*

**Followings are the steps in implementing the activities:**

**Step 1: Prepare Concept note and brief work plan**

* Interested agency/organization to develop the Concept Note (CN) including background, rationale of the activity, geographical context, objectives, targeted beneficiaries, expected results and a brief work plan with time frame.

**Step 2: Introductory meeting with FAO and FSS**

* FSS will organize an introductory meeting with the Agency and FAO.
* This meeting will have a preliminary observation and review of the submitted CN and make necessary changes, if required;

**Step 3: Technical Review of Concept note and strategy setting**

* FAO and DAE will organize a meeting within three working days after preliminary review of the CN and proceed to final technical review and endorsement;
* DAE and FAO will provide guidance on beneficiaries and area finalization based on priority and need on the ground to avoid duplication of interventions.
* Any observation note may be provided with the endorsed document for further improvement of the CN before developing the detailed implementation procedure or SOP;
* FAO will communicate the endorsed document to the agency and advise for development of SOPs/detail activity implementation plan.

**Step 4: Develop the Implementation Plan**

* The agency will share the Implementation Plan with FSS and FAO for harmonization with other actors and avoid duplication.
* FAO will communicate with the DAE for providing all sorts of support to the partner organization in implementing the planned activity.

**Step 5: Activity implementation and Field Coordination**

• DAE will play an active role to support the partner organization in implementing the activity/event at the field level;

• FAO will play the coordinating role together with DAE, FSS and partner organization.

**Step 6: Information Management and Learning Sharing**

* The partner organization will maintain an analog / digital data in prescribed format of the beneficiaries supported by the activity;
* This recoded information will be provided to the FSS;
* FSS in coordination with the FAO will take all required actions to enter and store the beneficiaries’ data to the DAE’s data management system. This will avoid future duplication of beneficiaries’ support and make the process efficient and sustainable.

**COVID-19 related safety and security**

**ROLE AND RESPONSIBILITIES**

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| **Actors** | **Roles and Responsibilities** |
| Implementing Organization/Agencies | * Concept note/program details sharing; * Guidance to IPs (LNGOs/INGOs); * Implement activities at ground in coordination with FAO and DAE. |
| Department of Agricultural Extension (DAE)  and  Food and Agriculture Organization of the United Nations (FAO) | * Technical review of the Concept Note (CN) and strategy setting; * Technical clearance and guidance to agencies; * SOP and action plan development; * Process facilitation- location mapping-Farmers’ Groups (FG) information, beneficiaries and area finalization based on priorities and need; * Field coordination and monitoring; * Provide technical support to the IP field staff through DAE field staff; * DAE will update the DC about agricultural activities by all partners on monthly basis. |
| Food Security Sector (FSS) | * Facilitate inter-agency harmonization; * Support targeting; * Stakeholders’ information (activity mapping) sharing; * Data mobilization for dash board. |