

COAST Foundation

Subject: Project Development and Management Checklist, October 2022

Serial	Point to be maintained	Responsible Person
01.	Searching Expression of Interest (EoI)/Called of expression/ project proposal from donors/partners sides/direction selection as retention of project from donors/partners	Head-HR/ Respective Project Focal Person
02.	Meeting with sectoral members on Project development	Head-HR
03.	Developing need assessment/stakeholder consultation report methodology (Sample questionnaire, FGD, KII) and tools	Head-HR & PC
04.	Conducting need assessment/ stakeholder consultation from respective field of project	Project team support from PIU
05.	Collecting quantitative and qualitative information	Project team and MEAL section
06.	Conducting community and stakeholders and field staff consultation meeting.	Head-HR
07.	Reviewing secondary literatures and relevant previous project documents	Head-HR
08.	Preparing a need assessment/ stakeholder consultation report	Head-HR
09.	Context analysis of the project/ Situation analysis	Head-HR
10.	Drafting project proposal by sectoral parts (management, program, finance, MEAL, Gender & training) as per donor prescribe formats	Head-HR
11.	Reviewing the proposal by central project review team/committee	Head-HR
12.	Submitting the proposal to donors/partners	Head-HR
13.	If approve, signed MoU	Head-HR
14.	Receiving the letter of intent from the donor	Head-HR
15.	Taking approval from government part like NGOAB/DC office/RRRC office	PC & Head-HR
16.	Sending fund request letter to the donor (s)	Central Finance section
17.	Submitting the government approval copy to respective government offices	RTL/ PC/PM
18.	Staff recruitment process and setting	HRM
19.	Setting Project Implementation Unit (PIU)	HRM
20.	Signing the code of conduct (CoC) by the all staff	HRM
21.	Opening the separate project account in the project area in a government approved bank	Central Finance section
22.	Developing Plan of Operation-PoP (detail implementation plan)	Project Implementation Unit (PIU)
23.	Uploading the Plan of Operation in the organizational website	IT section
24.	Organizing project inception meeting at project level with key stakeholders	PIU
25.	Organization staff basic training and orientation program	PIU
26.	Project implementation and management	PIU
27.	Conducting Risk Assessment and identifying prevention measures	PIU and MEAL section
28.	Introducing Beneficiaries Feedback, Community Orientation on PSEA, CoC, CRM, Safeguarding, Gender and Whistle Blowing	PIU and MEAL section
29.	Monitoring and supervising by central MEAL, Audit, Program and Finance sections	PO
30.	Developing exist strategy and phase out strategy	PIU
31.	Organizing learning sharing meeting at project level and central levels	PIU
32.	Submitting different progress and financial reports to the donor (s)	PIU
33.	Conducting Project completion report	PO
34.	Conducting audit (internal or external)	Central Finance and audit
35.	Evaluation (internal or external)	Central MEAL section
36.	Taking project completion certificate from DC and UNO office	RTL/ PC/PM


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Approved



17 NOV 2022

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