

PROJECT

PLANNING & DESIGNING WORKSHOP

CAPACITY STRENGTHENING OF MULTI-ACTORS TO LIMIT CLIMATE CHANGE IMPACTS AND ENHANCE RESILIENCE (CAP-RES) PROJECT



DATE: 12-13 JUNE 2023

ANUE: DREAM SQUARE RESORT, GAZIPUR

Executive Summary

Bangladesh is well recognized for its vulnerability to climate change world-wide, and to enhance the capacity and resilience of multi-disciplinary stakeholders across the country the International Centre for Climate Change and Development (ICCCAD) has designed a four-year project titled “Capacity Strengthening of Multi-actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES)” in collaboration with the Independent University, Bangladesh (IUB), supported by the Swedish Government. To scale up, organize, and coordinate the project activities a "Project Planning and Designing Workshop" was held at the Dream Square Resort in Gazipur from June 12–13, 2023. The program was attended by the staffs of the CAP-RES project which included the project management team, youth team, research team, and capacity building team.

On the first day of the two days workshop, an introductory ice-breaking session was organized by the project management team which was followed by Mr. Sarder Shafiqul Alam (Program Coordinator, ICCCAD) brief overview of ICCCAD and its past activities. Later, the project manager Mr. Juel Mahmud talked about the CAPRES project and overall objectives. During the second session of the day, each activity focal presented their activities as per the project proposal, and also shared their activity plan for the next six months.

On the second day, the assistant project manager Ms. Maria Akhter shared a quick recap of the activities from day one. Later the project Monitoring and Evaluation Officer, Mr. Ashraf shared his update on the overall MEAL for each component of the project. During the second session, the component leads and their team developed their strategy and work plan and presented their activities. The interactive session helped to address various gaps, and resolve confusions. Some potential solutions and coordinated efforts were also highlighted during the session.

The two-day workshop ended with a vote of thanks by the Director of ICCCAD, Professor Saleemul Huq. Professor Huq, joined virtually and shared his thoughts on the project activities putting especial emphasize on “Capacity Building” and “Coordination”.



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Introduction

From Sunday 12th – Monday 13th June 2023 ICCCAD has organized and facilitated a “Project Planning and Designing Workshop” under the “Capacity Strengthening of multi-actors to limit climate change impacts and enhance resilience (CAP-RES)” project at Dream Square Resort, Gazipur. This project is a collaborative initiative between the International Centre for Climate Change and Development (ICCCAD) and Independent University, Bangladesh (IUB), with financial support from the Swedish government. The workshop was limited to project staff members only, with a total of 19 participants (the list is included as annex-1), including relevant program coordinators from ICCCAD.

Objective

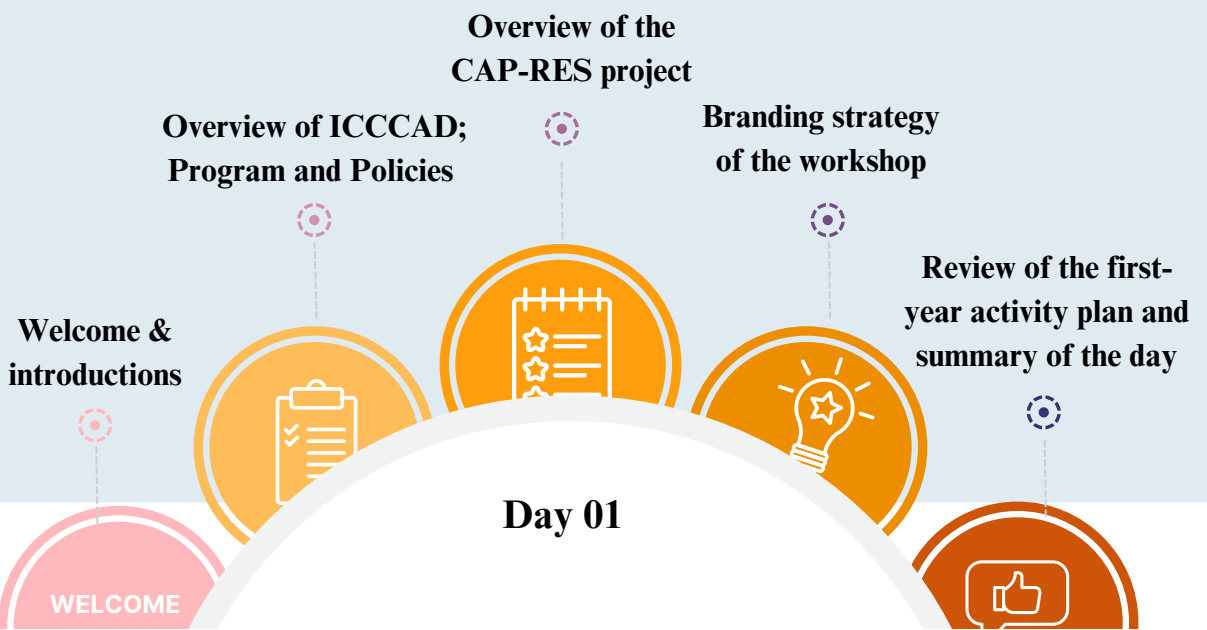
The objective of this workshop was to review the long-term project plan thoroughly, examine each detail, and, if necessary, make adjustments or reschedule any events or activities. Additionally, the event aimed to provide its member staff with a clear understanding of the project plan.

Workshop at a Glance	
Name	Project Planning and Designing Workshop
Date	12-13 June 2023
Location	Dream Square Resort, Gazipur
Participants	Nineteen (19)
Objective	Review the long-term project plan thoroughly to make adjustments or reschedule
Organized by	CAP-RES project team of ICCCAD

WORKSHOP DESIGN

The planning workshop was designed for two days with the below agenda. The details schedule of the workshop will be found [here](#).

Day 01 : Introducing the project and review its current activity



Day 02 : Develop a revised plan for the CAP-RES project

1. Recap
2. Review activity-wise detailed budget allocation for implementation
3. Presentation on M&E plan for CAP-RES project
4. Group work for revised detailed activity plan along with budget
5. Presentation of the group work and feedback
6. Adapt the newly revised plan
7. Evaluation and closing

Workshop Description

Day 1: Introducing the Project and Activity Review

Mr. Juel Mahmud, the project manager, CAP-RES welcomed his colleagues at the beginning. Right after his welcoming remarks Ms. Maria Aktar, Assistant Project Manager, talked about the workshop's goal and program in brief. The first day consisted of four sessions: 1. ICCCAD policy and programs 2. CAP-RES project overview; 3. Workshop branding approach; and 4. A review of the current work plan, including updates on progress and financial information.

Introduction and Icebreaker Activity

Through the icebreaker game participants had the chance to get to know one another better. All of the participants were split into pairs before they introduced their partners with the audience. This session helped the participants to bond better, which is essential for an effective team work.

ICCCAD program and policies

Mr. Sarder Shafiqul Alam, Program Coordinator, ICCCAD gave a brief overview of ICCCAD, its history, as well as the policies and on-going activities. He motivated the participants to work dedicatedly to achieve success and sharing his professional experiences.



Brief Overview of the CAP-RES Project

Mr. Juel Mahmud, Project Manager, CAPRES gave a brief summary of the project where he mentioned about the four components of the project: 1) The Research Grant and Fellowship (The responsible Team is Management) 2) Education, Knowledge, and Awareness through Youth Program 3) Research, network, and knowledge generation, and 4) Capacity Building and Advocacy (The responsible Team is CB). He also added that Mr. Noor-E-Elahi, Research Officer, ICCCAD would work with the CB team to build the capacity of policymakers and decision makers by organizing the Learning Hub Events (LHE).

Branding strategy of the workshop

The project branding concept was presented by the communication officer, Magnus Mayeen Ahmed. On the second day of the session, he was asked to write up a draft of the branding plan and present it. Finally, the embassy will receive this draft for final revision.



Review of the Current Work Plan, Progress, and Budget

One of the most important sessions of the workshop was the review of the current work plan, tracking the progress of activities, and developing and revising the budget. In this session, each team (a total of four-team, Management, Youth, CB, and LLA) presented their current plan and progress. After their presentation, the participants were asked to provide feedback which was considered later during the revised workplan.

A) Research Grant, Fellowship, and Project Management

The research grant and fellowship is a major component of the project. To enhance the quality and scope of research on the themes of LLA and L&D, the project intends to provide both financial and technical support to 10 university students and young researchers, and 5 students under the Climate Change and Development (CCD) program to undertake research in 1st years. Moreover, an internship opportunity will also be offered to the graduate/master's level students at ICCCAD for 6 months so that they can build their capacity with the support of ICCCAD's in-house research program.

Ms. Maria Aktar, Assistant Project Manager, CAP-RES, shared the progress on each of these activities in detail and stated that the internship circular and all research grants and fellowship announcements were completed during the first week of June. She also stated that by July the grantee, and intern will be finalized. As per the project, a committee needs to be formed to select the grant application, and the ToR for the committee formation has been developed and will be shared with Dr. Huq after returning from the workshop

Besides, the management team had some other activities which are: four internal meetings (one has been done and the other three will be organized in May, July, and October), and one Planning and Design workshop that is to be organized within the first week of October.

Feedbacks

1

A videography of the selected grantees (after completion of their research) could be recorded and be published on social media. This activity could create brand value for ICCCAD and the funding agency.

2

A detail activity plan with a timeline" should be asked from the grantee which would help to track the research progress and provide reminders according to the time frame.

3

The deadline must be rigorously adhered to

4

An orientation program can be arranged for the newly hired intern.

5

Next project planning workshop needs to be organized by September

B) Presentation on Education, Knowledge, and Awareness (Youth Programme)

Shohail Bin Saifullah (Coordinator, Youth) presented their progress and plan. The youth program of this project is mainly segregated into two parts: 1) ICCCAD Fellowship and 2) Innovation Fund. 20 participants will get the ICCCAD Fellowship training. The innovation fund will be provided under three categories: 1) Fund for ICCCAD fellowship, 2) Fund for University Clubs, and 3) Fund for Youth Catalyst. Four people from each category will receive 5,00,000 BDT for research purposes. That means, 12 participants will receive a total of 60,00,000 BDT throughout the project. As per the presentation, the team already completed the Inception along with the report. All the concept notes and ToR for the innovation fund have been prepared. The announcement for the ICCCAD Fellowship had been circulated on the website. The team is also planning for an online training platform which snapshot was also presented in the workshop.

The team will finalize the ICCCAD fellowship participants by July and the first workshop will start on the first week of August. The fund circular will be announced in the third week of June. To get the full presentation please [click here](#)

Feedback session

- Priority should be given to grassroots youth in the selection procedure.
- Create an outreach plan to spread the opportunity through a larger network to get the most applications.
- No activity should be planned during the election season because the national election could take place in November.
- Choose the best method for disseminating youth bulletins (which will be distributed every after three months).
- Budget will be requested for boosting the bulletin in social media from the next year as there is no budget for this year.
- Youth program grant disbursement should be completed within July'2023 for effective program project implementation as well as monitoring.
- The youth team should begin COP side event registration in August with a thorough plan and abstract submission
- Program detail plan should include sub-activity under each border activity on a weekly basis. Deliverables and a responsible person should be added to track the project's progress easily.
- Pre-test-post evaluation for online training can be a good way to measure the impact.



C) Presentation on Research, network, and knowledge generation (LLA)

Mr. Savio Rousseau Rozario (Coordinator, LLA) presented their progress and planning part. He mentioned that the LLA team will conduct four research all around the country over the span of four years. To get the full presentation please [click here](#)

Feedbacks:

- The work plan needs to be revised and all activities need to be wrapped up by December 2023.
- An internal budget should be prepared for the travel regarding Research.
- A timeline for ToR development (to hire a consultant who will write the article for the climate tribune as per project commitment) should be included in the plan.

D) Presentation on Project Monitoring and Evaluation

Ashraf Ahmed (Monitoring and Evaluation Manager) gave a short presentation on M&E's basic concept. He was requested to present a specific presentation on the project M&E plan which he presented on the second day.



E) Presentation on Capacity Building and Advocacy

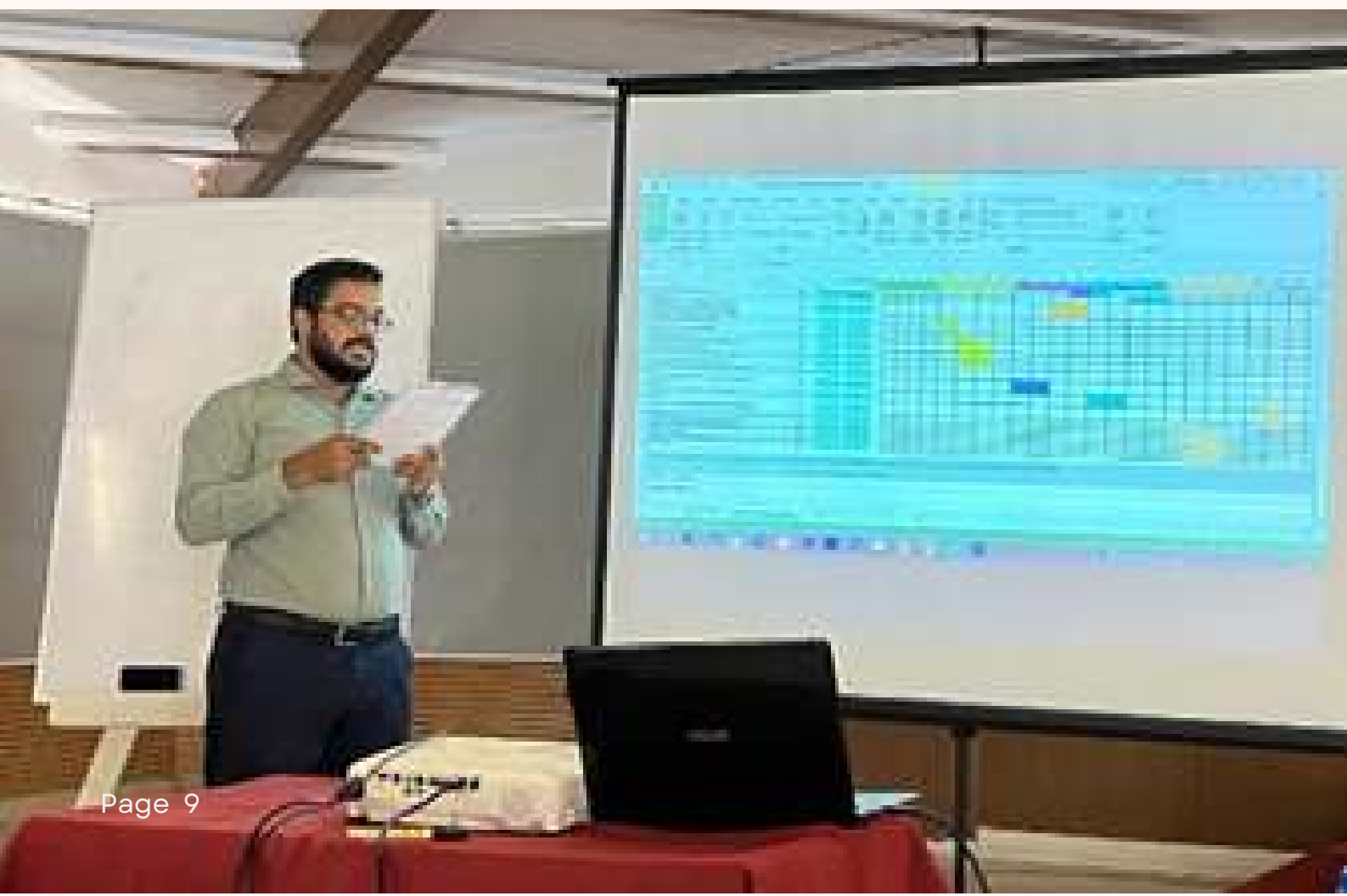
S. M. Saify Iqbal, Coordinator of CB presented their plan. The team is mainly responsible for 1. Capacity Building of LUGCC Partners and LDC Group. 2. Capacity Building of National Level Government Officials and CSOs and 3. Capacity Building of Local Government Representatives and Local Communities. The team did a number of literature reviews to plan for their training and workshop. “Capacity Building of LUGCC Partners and LDC Group” through the LLA short course in July will be their first activity. The second activity will be done in mid of September and the third one will be in November. For more details please click [here](#).

Feedbacks:

- Resource person (for training and capacity building workshop) list and their CVs should be shared soon for approval from IUB.
- CB training and workshop at the national and local level should be for 2 days instead of 3 days.
- The project can collaborate with UN-WOMAN to provide us with training participants at the local level as ICCCAD has MoU with them.

Summary from Day One:

At the end of the first day, Ms. Maria Aktar, Assistant Manager highlighted the key points of the day and shared the next day’s plan.



Day 2: Develop a Revised Plan

Ms. Maria Aktar started the workshop on the second day by welcoming all. She shared the day's agenda which mainly included 1. Recap 2. Review activity-wise detailed budget allocation for implementation 3. Presentation on M&E plan for CAP-RES project 4. Group work for revised detailed activity plan along with budget 5. Presentation of the group work and feedback 6. Evaluation and closing.

Recap

S. M. Saify Iqbal, Coordinator of Capacity Building coordinated the session. He reminded all the participants about the previous day's session summary and feedback.

Budget Discussion

Mr. Juel Mahmud, the Project Manager shared the budget allocation of this project, specifically for the first year.

Revision and Project Planning

Four teams were divided for the group work as: LLA, Youth, CB, and Management (Grant and Research). Each team was asked to make their final plan as per the feedback they received on the first day of the workshop. All the team developed their plan and presented it with the participants for their feedback. Later, all the plans were compiled which can be found [here](#).

The project is to support a number of research work. Loss and Damage (L&D) can be a component of this research. Therefore, the workshop also invited Mr. Abrar Chowdhury, Research Assistant, L&D team, ICCCAD to give a [presentation](#) on how L&D can collaborate with LLA research.

“ The project has to perform a number of research work. L&D can be a component of that research ”



Speech from Professor Saleemul Huq

Professor Saleemul Huq joined the workshop online, came to know about the updates, and shared his expectations from the team. Professor Huq concentrated mostly on capacity building (CB) initiatives. He also asked the group to put out a five-year plan. He added that creating capacity is a successful strategy for achieving long-term success and by sharing knowledge, we can strengthen social bonds.

Key Highlights

- Recognizing the limited availability of government officials during the upcoming elections, it was decided to conduct most of the project activities before the election period to ensure their government participation (where needed) and to avoid disruption.
- It was decided that the annual report and budget would be delivered to the donor in October.
- The year-end report deadline was set for February 28th, ensuring timely submission.
- A post-training follow-up session with documentation was planned to reinforce the learning outcomes.
- Surveys, including pre-post surveys, feedback surveys, and follow-up surveys, will be implemented in all training and workshop sessions.
- Interns were instructed to maintain a monthly activity list and submit a detailed report upon completion of their internship period.
- It was agreed that candidates selected for the grants would prepare video documentation. This documentation will allow donors to have a comprehensive understanding of the candidate's work and its impact.
- After the selection of the grant for proposal, it was deemed necessary to obtain a detailed work plan from the candidates. This work plan will serve as a roadmap, guiding the candidates throughout their project's execution and ensuring clear expectations and objectives.
- It was decided that candidates who have already received a grant will not be eligible to apply for future grants. This restriction aims to provide opportunities to a wider pool of individuals and avoid repetition in grant recipients.

Annex: Participant List

SL	Name	Designation	Organization
1	Afra Sayara Rahman	Intern	ICCCAD
2	Ashraf Ahmed	M&E Manager	ICCCAD
3	Chowdhary Abrar Zahin	Intern	ICCCAD
4	Fouzia Ahmed	Intern	ICCCAD
5	Gousia Islam Keye	Research Associate	ICCCAD
6	Habibur Rahman	Research Officer, CB	ICCCAD
7	Juel Mahmud	Project manager, CAP-Res Project	ICCCAD
8	Magnus Mayeen Ahmed	Communication Officer	ICCCAD
9	Mahira Rodoshee	Research Associate	ICCCAD
10	Maria Aktar	Assistant Project Manager	ICCCAD
11	Naznine Nahar	Project Officer-Youth	ICCCAD
12	Noor-E-Elahi	Programme Coordinator, Partnership	ICCCAD
13	Rawnak Jahan khan Ranon	Research Officer	ICCCAD
14	S.M. Saify Iqbal	Programme Coordinator, Capacity Building	ICCCAD
15	Sarah Farheen Khan	Program Coordinator, Gobeshona Programme	ICCCAD
16	Sarder Shafiqul Alam	Programme Coordinator	ICCCAD
17	Savio Rousseau Rozario	Programme Coordinator. LLA	ICCCAD
18	Shohail bin Saifullah	Programme Coordinator-Youth	ICCCAD
19	Sumaiya Binte Selim	Programme Coordinator-Gender	ICCCAD