



NAHAB Meeting with OXFAM on Interim Proposal

Date: 19 February

Venue: Board meeting Room, DAM

Name of Participants:

- a) Dr. M. Ehsanur Rahman, Chair, NAHAB and Executive Director, Dhaka Ahsania mission
- b) Shamnaz Ahmed, Humanitarian capacity Building Coordinator, OXFAM
- c) Md. Abdul Latif Khan, DM Specialist, NAHAB
- d) Badrun Nahar, Program officer, NAHAB Secretariat

NAHAB submitted an interim proposal to OXFAM. A discussion took place with OXFAM feedback and resulted with following action points.

1. Modeling of Localization at Selective District

Action Point:

- a) Tentative Timeline: March to April, 2018
- b) Proposed Need Assessment Training will be conducted by OXFAM and NAWG jointly by 3rd week of March with basic orientation course on need assessment and in April a ToT will be organized. NAHAB proposed for 1 training in Sunamgonj.
- c) Travelling and administrative cost should break down.
- d) 2 Advocacy Workshop will be held on 22 March, 2nd week of April, 2018

2. Capacity strengthening training on Humanitarian Proposal Writing

Action Point:

- a) Tentative Timeline: 2nd week of March, 2018
- b) Training will be organized out of Dhaka.
- c) Session on identifying Donor Criteria which can be meet up and which cannot for writing proposal and getting fund by participants can be added
- d) Participants will focus on “How present information in proposal format” mostly
- e) Common Proposal format will be made by blending institutional donors format/ HRGF/ HCDF format
- f) Real time simulation of proposal writing will be added
- g) Those who are participating in this training they should be involved in proposal writing from organizational level previously
- h) Resource pool database will be made
- i) Those who are getting this training, they will have to be committed to do any skill development training / workshop/ guidance related to proposal in their respective district
- j) NAHAB and OXFAM will jointly choose participants from those organization who have previous or ongoing partnership with OXFAM

3. C4C sharing workshop

Action Point:

- a) Tentative timeline: 2nd week of April
- b) Workshop target will be map out what is the status of C4C Signatories in Bangladesh and gap identifying without referring the name
- c) Preparing a Follow up report
- d) Feeding report in C4C global coordination meeting so that global initiative can be taken
- e) Identifying Global Way forward so that more and more signatories and endorser come
- f) Other stakeholders will be invited for campaigning for more signatories
- g) Oxfam study can be used in working paper
- h) 'Travel cost for the government staff' - this head of budget will be adjusted with OXFAM

4. Alliance Building with government initiatives on NDPD

Action Point:

- a) Supplement should address the importance of localization

A revised copy interim proposal should be submitted by NAHAB to OXFAM on 20 February, 2108.

CHS Training in Cox's bazaar

- a) Tentative timeline: Mid march- Mid April
- b) Collaboration with Humanitarian Leadership Academy and Shahana Apa
- c) NAHAB will provide participants list
- d) Resource person will be both from NAHAB and Oxfam
- e) Training Module will be developed by NAHAB
- f) ToT participant will be from NGOs, Govt and ISCG

Meeting Minutes Prepared By

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