

## 5. Project Governance and Accountability

Mymensingh Strategic Development Planning (MSDP) project is being implemented by Urban Development Directorate (UDD) through a dedicated team headed by Deputy Director (Research & Coordination) with the technical and financial support from Comprehensive Disaster management Programme (CDMP-II). The management, technical and operational functions are coordinated by the Project Director (PD) with responsibilities associated with day-to-day management, coordination, monitoring and reporting on project outcomes. The overall project governance and accountability frameworks as well as the roles and functions of committees are presented in table-5.1 below:

Table-5.1: Three Tires of Committees for Project Governance and Accountability

Technical Management Committee (TMC)	Quarterly Review Activity Committee (QARC)	Project Management Team (PMT)
<ul style="list-style-type: none"> <li>• Policy Level Committee.</li> <li>• Headed by National Project Director (NPD), CDMP-II</li> <li>• Consisting of ten (10) members.</li> <li>• Three meetings within the Project Period.</li> <li>• Evaluation of important Reports, assesing all adminstrative, technical and financial matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation Committee</li> <li>• Headed by Director, Urban Development Directorate (UDD).</li> <li>• Consisting of seven (07) members.</li> <li>• Eight meetings (after each three months) within the project Period.</li> <li>• Evaluation of the progress of project activites and technical matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementing Committee.</li> <li>• Headed by Project Director (PD), Mymensingh Strategic Development Planning (MSDP), UDD.</li> <li>• Consisting of eight (08) members.</li> <li>• Minimum one meeting in every month.</li> <li>• Overall responsibilities of project administrative, financial and technical matters.</li> </ul>

The above mentioned three different committees entrusted with the project governance and accountability will co-ordinate successful accomplishment of the project. The committees will work along with the administrative authority of CDMP-II & UDD. The detailed formations of those committees are explained below:

Table 5.1: Technical Management Committee (TMC)

Sl. No.	Designation	Organization	Position
1	National Project Director (NPD)	Comprehensive Disaster management Programme (CDMP-II)	Chairperson
2	Director	Urban Development Directorate (UDD)	Member
3	Mayor	Mymensingh Paurashava	Member
4	One representative	CDMP-II, UNDP	Member
5	One representative	Bangladesh Earthquake Society	Member
6	One representative	Deputy-Commissioner, Mymensingh	Member
7	One representative	Ministry of Housing and Public Works	Member
8	One representative	Geological Survey of Bangladesh	Member
9	One representative	Department of Urban & Regional Planning, BUET	Member
10	Concerned Project Director	Urban Development Directorate	Member-secretary

**Terms of Reference of TMC**

1. To evaluate the progress of the project, detection of technical problems and to provide necessary guidance to mitigate the problems.
2. The committee may co-opt new member (if necessary).
3. At least three meeting will be organized within the project period.
4. Provide sectoral decisions; minimize sectoral conflict; approve sectoral options.

Table 5.2: Quarterly Activity Review Committee (QARC)

Sl. No.	Designation	Organization	Position
1	Director	Urban Development Directorate (UDD)	Chairperson
2	One representative	CDMP-II, UNDP	Member
3	One representative	Mymensingh Paurashava	Member
4	One Representative	Ministry of Housing and Public Works	Member
5	One representative	Department of Urban & Regional Planning, BUET	Member
6	One Representative	Urban & Rural Planning Discipline, Khulna University	Member
7	Concerned Project Director	Urban Development Directorate	Member-secretary

**Terms of Reference of TMC**

1. Overall supervision for the implementation of the project.
2. To ensure the work being implemented as per approved project working schedule.
3. To solve the problems / bottlenecks that may be raised during the implementation of the project.
4. Committee may co-opt any other member if required.
5. Meeting of the committee will be held after every three months period.

Table 5.3: Project Management Team (PMT)

Sl. No.	Designation	Name & Organization	Position
1	PD, MSDP	Dr.-Ing. K.Z. Hossain Taufique, DD (R&C), UDD	Chairperson
2	PM-2, MSDP	Quazi Md. Fazlul Haque, Senior Planner, UDD	Member
3	Urban Planner	Md. Mahamud Hossain, Planner, UDD	Member
4	Social Development Specialist	Shafiqul Islam Khan Sociologist, UDD	Member
5	Social Development Specialist	Mrs. Yearnunessa Khanum, Assistant Planner, UDD	Member
6	GIS Lab, Manager	Md. Ahshan Habib, Assitant Planner, UDD	Member
7	Account Officer	Md. Mojibur Rahman, Account Officer, UDD	Member
8	PM-1, MSDP	Ahmed Akhtaruzzaman, Senior Planner, UDD	Member-secretary

**Terms of Reference of PMT**

1. Overall supervision for the implementation of the project.
2. To ensure the work being implemented as per approved project working schedule.
3. To solve the problems / bottlenecks that may be raised during the implementation of the project.
4. Committee may co-opt any other member if required.
5. Meeting of the committee will be held on every month of project period.