



ORGANISATIONAL PROFILE

This document embodies the organizational profile of **Society Development Agency (SDA)** covering basic overview of the organizations including history, vision, mission, values, working approach and thematic areas and objectives, basic information, leadership and appreciation, structure & governance, staffing, past experiences, organizational capacity & competencies, financial management system, human resource management system, risk management and flexibility, organizational SWOT analysis, future plan and working focus

This document is prepared by SDA business development team in leading of Director-Program of the organization with editorial and advisory support of executive director and other pertinent operational officials to make it conceivable in accordance with concurrent development manifesto

Society Development Agency (SDA)

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7 KEY COMPETENCIES

1. A Government registered organization along with NGO Affairs Bureau (NGOAB) and several other Govt. Department and UN Entities & International Donor requirement along with 27 years working experience in community's development.
 2. More than 27 years working experience in partnership with GOB, UN, INGO and NGOs on different community development projects and building team.
 3. A series of emergency response and rehabilitation program experiences (cyclone SIDR, AILA & AMPHAN, Mocha, REMAL etc.) and partnership with multiple donors such as UNICEF, FAO, Save the Children International, Habitat for Humanity International Bangladesh and GOB.
 4. Working experience in partnership of project implementation on several themes like Education, Health, WASH, Nutrition, Family Planning, Food Security Livelihood, ELNHA, WASH, Housing, DRR, Child Protection, Environment, Maternal Child Health and Nutrition, Homestead Food Production, VGD, Promoting Governance, Accountability, Transparency and Integrity (PROGATI) under good governance, Human Rights of Minority Community, Sexual & Reproductive Health, HIV/AIDS, Violence against Women, Gender, Agriculture, Disable Development, Solid Waste Management, Strengthening Networking of Youths Club and Life Skill Training.
 5. Working experience as direct partnership with CPI USA, JADE JAPAN, CLP USA, UNICEF, UNFPA, FAO-EU, FAO-Spain, Save the Children International, Oxfam, Habitat for Humanity International Bangladesh, TDH-Netherlands, Helen Keller International, Concern Worldwide, Action Aid Bangladesh, MJF, SAP-Bangladesh, BD Regeneration Trust-UK/GUSS, IFDC/USAID, Khan Foundation, BRAC, CAMPE, APEX Bangladesh & INAFI Bangladesh and GOB funded.
 6. Large-scale coordination, collaboration, good reputation and nice acceptance with GOB administration, donors, networking organizations, CSO, Local elected bodies (LEB) and communities
 7. Physical facility (office and training center cum trainee's dormitory), Technical resource and emergency ready team named QUICK TEAM.
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1. BACKGROUND

1.1 Brief History of the Organization

Society Development Agency (SDA) is a well-known regional, progressive coastal based and District LEAD non-governmental organization established in 1996, working with the poor and marginalized people for their empowerment through improving their situation by creating access to quality life. The organization always puts its all-out efforts to address the emerging needs of the working communities pushed by a changing global context and collaborates with various local, national and international NGOs, CSOs, and government departments in realizing their common goal of poverty eradication and social development. SDA is committed to participate in and promote national development through upgrading the socio economic condition and promoting and protecting the rights of the disadvantaged, deprived backward and poor communities of the society.

1.2 Vision, Mission & Values

VISION	MISSION	VALUES
To make a pluralistic society where the disadvantaged people enjoy their rights and social justice equally	To establish the rights of disadvantaged people particularly women and children and indigenous community through building capacity and livelihoods, ensure health care and nutritional services, protect environment involving community people.	<ul style="list-style-type: none">- Commitment and dignity- Accountability and transparency- Creativity- Coordination and Collaboration- Integrity

1.3 Organizational Strategy

SDA's Strategy involves sustainable community empowerment through coordination, participation, networking, advocacy, capacity building, teaming and awareness with diversity and focusing vulnerable coastal community especially women, men, youth and children.

1.4 Working Approaches

- Respecting community rights and humanitarian dignity
- Ensuring community's participation in the program always being considered at the top of the program planning.
- A group of motivated and dedicated team members whose are skilled and active in their jobs.
- A cultural team which making people's awareness and mobilize them for raising voice and calming their rights through organizing different cultural events.

1.5 Thematic Areas



1.6 Objectives

Our Objectives:

- Respond any humanitarian crisis affected communities fulfilling their emergency needs and further development
- Promote sustainable WASH facilities and lasting hygiene behavior change in slums & under privileged community with secured shelter solutions.
- Improve health care system strengthening focusing MCHN and communicable disease prevention and coastal health improvement
- Create scope of access to formation education as well empower underprivileged & deprived students through digital access to education.
- Promote sustainable agricultural practices for nutritional improvement, income generating aids and emergency food assistance for disaster affected communities.
- Encourage eco-friendly habits in river basin and coastal community by implementing effective programs to restore ecosystems, address climate change, Green & clean Environment.
- Protect and promote community rights especially women and children and socially excluded and ethnic community and their wellbeing.

2. LEGAL & BASIC INFORMATION

2.1 Registration Status

Registration	<ol style="list-style-type: none"> 1. NGO Affairs Bureau (NGOAB) # 2896, Dated: 14/10/2014 (13/10/29) 2. Department of Social Service (DSS) # 04434, Dated: 27/01/99 3. Department of Youth Development (DYD) # 104, Dated: 08/11/03 4. Trusty Board # 531, Dated: 11/11/07 5. Department of Family Planning, MoH & WF # 258, Dated: 21/03/10
TIN Number	825017391400
VAT	003261872-0806
DUNS Number	73-157-5804
PADOR Number	BD-2012-DTG-0112477334
UEI Number	RF7VB4LW5117 (5/4/2024)

2.2 Contact Detail

Key contact person	KM Enayet Hossain Executive Director Cell : 01712-103394, Tel: E-mail: sdabd.org@gmail.com , ed@sdabd.net Skype: sdabd fb: KM Enayet Hossain
Optional contact person	Saikat Mazumder Saurav Program Manager, SDA Cell: +88-01715951977 E-mail: saikatmazumder76@gmail.com , saikat@sadbd.net

2.3 Location/ Coverage

Working Areas (38 District+ 78 Upazila+ 210 UPs)	Patuakhali District: Patuakhali Sadar Upazila, Mirjagonj Upazila, Dashmina Upazila, Galachipa Upazila, Kalapara Upazila, Bauphal Upazila, Rangabali Upazila and Dumki Upazila. Bhola District: Bhola Sadar Upazila and Charfassion Upazila, Daulatkha Barguna District: Amtoli Upazila, Taltali Upazila, Pathorghata, Sador Pirojpur District: Kawkhali Upazila Barishal District: Barisal Sadar Upazila and Bakerganj Upazila Jhalokathi District: Rajapur Dhaka: Shymoli, Mohammadpur Gazipur, Manikgonj, Munsigonj, Rajbari, Madaripur, Faridpur, Tangail, Narsingdi, Kishorgonj, Jamalpur Chittagong District: Pashlish Thana, Baigid Thana. Chadpur, Comilla, Naokhali, Feni Khulna District, Bagerhat, Chuadanga, Kushtia, Jhenaidah Nilfamari District: Saiadpur Bogura, Gaibandha, Noator, Rongpur, Lalmonirhat, , Pabna, Sirajgonj, Kurigram, Tangail Habigonj, Netrokona
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2.3 Office Address of SDA

Type of Office	Number	Address
Head Office	01	SP Complex (5 th Floor) Kazipara Road, Patuakhali-8600
Dhaka Liaison Office	01	Ashma Mansion, 59/Ka, 5 th Floor, Pciculture Housing Society, Symoli, Mohammadpur, Dhaka-1207
Project & Area Office	01	SDA Barisal Area Office, Address: Sapno Kunja, Kazi Para, C & B Road, Barisal: 8200
Project & Area Office	01	House#366, R#02, Sonadange 2 nd Phase R/A, Sonadanga , Khulna.
Project Office	01	Officers Road, Bhola Sadar, Bhola
Project Office	01	SDA Mirzagonj Area Office, Address: College Road, Upazila: Mirzagonj, District: Patuakhali
Project Office	01	SDA Dashmina Project Office, Address: Puja Khola, Upazila: Dashmina, District: Patuakhali.
Project Office	01	SDA Amtoli Area Office, Address: Sadagor Para, Taltoli, Upazila: Amtoli, District: Barguna
Project Office	01	182 No Mahila Madrasa Road, Bakerganj, Barisal.
Project Office	01	Mohila College Road, Kalapara, Patuakhali.
Project Office	01	Vari Badh Road, Galachipa, Patuakhali.
Project Office	01	14, Bazar Road, Bauphal, Patuakhali.
Project Office	01	Al-Haz Nurul Islam Chuduri Bulding, Holding no 5395/A/6322, Road No 1, Block B,Hilview Residential Area, Bayezid Thana, Chittagong.
Training Center (SRTC)	01	SP Complex (4 th Floor) Kazipara Road, Patuakhali-8600

2.4 National and International Affiliation/Network

Sl.	Name of Organization	Nature of Activities	Position
1.	BSAF (Bangladesh Shishu Adhikar Forum)	Promotion of Child Rights (Considering CRC)	Vice-President
2.	FCDI (Forum for Coastal Development Initiatives)	Promotion of Human Rights & socio economic development in Coastal Belt	Vice- President
3.	BNC (Barisal NGO Coordination)	Local NGOs Association	Executive Committee member
4.	DNC-District NGOs Coordination	As the lead Organization SDA buildup coordination	Lead NGO
5.	Association of Development Agencies in Bangladesh (ADAB)	Coordinating Umbrella of NGOs in Bangladesh	Chapter member
6.	Child Protection in Emergency (CPiE) Upakul Cluster in Barisal	Emergency Preparedness and Response for Child Protection	Co-lead NGO, Barisal
7.	STI/AIDS Network of Bangladesh	Prevention of HIV/AIDS, STD and Reproductive health	Member
8.	District Disaster Management Committee (DDMC), Patuakhali	Emergency Preparedness and Response	Member
9.	NEARS (Network for Ensuring	Adolescents and Reproductive	Executive Member

Sl.	Name of Organization	Nature of Activities	Position
	Adolescents Reproductive Rights and Services)	Health	
10.	Bangladesh Manobadhiker Shomonnoy Parishad (BAMASP)	Advocacy for Human Rights	Member
11.	Bangladesh Red Crescent Society	Emergency Preparedness and Response	Life Member
12.	Family Planning Association of Bangladesh (FPAB)	Reproductive Health	Life Member & Ex. EC member
13.	Bangladesh Diabetic Society, Patuakhali	Health Services	Life Member
14.	BNSB Eye Hospital, Patuakhali	Health Services (Eye)	Life Member
15.	Bangladesh National Blind Association, Patuakhali	Health Services for the blind	Life Member
16.	National Alliance for Humanitarian Actors of Bangladesh (NAHAB)	Humanitarian Response and Disaster Preparedness	Member
17.	Campaign for Popular Education (CAMPE)	Child and Adult Education	Member
18.	District Flood Forecasting, Preparedness and Reconstruction Committee of Patuakhali	Humanitarian Response and Disaster Preparedness	Member
19.	District HIV and AIDS monitoring committee	Monitoring of HIV and AIDS	Member Secretary
20.	Network for Empowered Aid Response (NEAR) Int.	Emergency AID	Member
21.	CSO SUN	Child Nutrition	Member
22.	CSO Alliance	NGO Coordination and Development	Member
23.	Bangladesh CSO Coalition for Health and Immunization (BACHI)	Health and Immunization	Member

3. LEADERSHIP & APPRECIATION

- District LEAD NGO, Patuakhali since 2006 at Upazila and 2008 at District Level
- Appreciation for Excellent Leadership and contribution in expanding Urea Deep Placement Technology in AAPI by Ministry of Agriculture
- UNICEF assisted for attending Global Workshop at Geneva, Switzerland on Child protection in Emergency for outstanding performance in running Safe space immediate after SIDR hit
- Successful initiator for organizing Child Protection in Emergency (CPiE) Upakul cluster in Barisal Division Bangladesh supported by UNICEF under leadership of MOWCA, 2010
- Appreciation as a **“Best Youth Organization Award-2014”** from Department of Youth Development, Ministry of Youth and Sports of Bangladesh for good work

4. STRUCTURE & GOVERNANCE

Society Development Agency (SDA) is being operated by a legal constitution which has been approved by its' General Body. The General Body comprised of 21 members while the Executive Committee (EC) comprised by 7 members. The EC indeed is the supreme authority. The EC is elected by the General Body for 2 years. The Executive Committee (EC) is registered as Board of Trustee (BoT).

There are seven members of 'Board of Trustees' whose are the founder members of the organization. Among these seven, the board comprising with a President, a Vice-President, one General Secretary, one Treasurer and three General Members. The BoT is authority to select an Executive Director among them or hire a competent person from outside. The Executive Director acts as the functional office bearer and represents the board in all legal, financial, programs and administrative issues. The trustee board sits in meeting in every two months for reviewing organizational matters. They also sit in AGM in every year and monitor the advancement of the organization.

SL	Name	Qualification	Title	Sex	Profession
1.	Md. Samsul Haque	BA	President	Male	Social Actor
2.	ABM Mozammel Hossain	BA	Vice President	Male	Social Actor
3.	KM Enayet Hossain	B Com	Secretary/ED	Male	Senior Reporter
4.	Md. Nazmul Alam Howlader	BA	Treasurer	Male	Social Actor
5.	Md. Shahidul Islam Khan	B A	Member	Male	Social Actor
6.	Iren Parveen	BA	Member	Male	Social Actor
7.	Nurun Naher Khanam	BA	Member	Female	Social Actor

5. STAFFING & EMERGENCY TEAM

5.1 Staffs & Volunteers

Sl.	Designation/Level	Sex		Total
		Male	Female	
01	Management Level	08	03	11
02	Mid-level Management	10	05	15
03	Field level Staffs	7	16	23
Grand Total		25	24	49

Designation	Male	Female	Total
Trained Volunteers	54	54	108
Program Volunteer	5	69	74
Grand Total	59	123	182

5.2 Emergency Team Composition

Out of our community commitment and long existence within the vulnerable communities, already SDA has prepositioned with following emergency ready team named **QUICK TEAM** with senior management team members and high skilled volunteers for initiating any emergency operation at any moment with 24 hours' notice only. These team members are the core professionals of SDA, devoted for the humanitarian responses and exposed to several emergency operations. They will be ready for quick launching of any humanitarian responses in field, and shall be available all over the response and rehabilitation project period for monitoring the formal emergency team, if required.

EMERGENCY RESPONSE TEAM SDA



Society Development Agency (SDA) Emergency Response Team

SDA-Disaster Management Committee- 2023 (Re- Structured) as of the 6 th May 2023			
SL	Name	Designation	Mobile No
01	K.M Enayet Hossain	Advisor	01712103394
	Md. Kamrujjaman	Advisor	01713273955
02	Saikat Mazumder Saurav	Coordinator-DRR	01715951977
03	Shamima Nasrin	Emergency Coordinator- 1	01713956305
04	Md. Humayun Kabir	Emergency Coordinator-2	01716190350
05	Md. Mahidul Islam	Emergency Coordinator-3	01790-764720
06	Theophil Richil	Emergency Finance	01302604522
07	Md. Moajjem Hossain	Emergency Logistic	01728272066
08	Chameli Akter	Emergency Public health	01756-879774
09	Md. Akter Zaman	Quick Response Coordinator	01740652016
10	Md. Mamun Khan		01719-688717
11	Md. Abul Khayer		01716787477
12	Md. Shahin Alam	Emergency M&E Coordinator	01688-589160
13	Sveda Tanbin Jahan	Emergency Gender Coordinator	01726826877
14	Md. Mujaheedur Rahman	Emergency Admin Coordinator	01918-992211
15	Raju Ahmed	Emergency Control Room	01317513325
16	Mirtunjoy Ghosh		01757399035
17	Md. Jakir Hossen		01716953145
18	Md. Saiful Islam	Emergency Messenger	01723474054

NB: Respective volunteers of all Upazila will be enlisted with this team.

KM Enayet Hossain
Executive Director
&
Advisor DRR Committee SDA

6. EXPERIENCE OF PROJECT IMPLEMENTATION

6.1 Ongoing Project

SI	Project's Name	Donor	Duration	Area of Work
1.	"National Advancement from Governance and Rights Initiatives in Communities (NAGORIC)"	Manusher Jonno Foundation (MJF)- Embassy of Switzerland Grant	15 th May 2025 to 14 th June 2027	Paribarik Nirjaton Protirodh/ Domestic Violence Prevention
2.	"Capacity Development for Sustainable and Independent Management of WASH facilities in urban poor"	Japan Association for Drainage & Environment (JADE)	1 st April 2024 to 31 st March 2027	Urban WASH, Sanitation and Hygiene
3.	"Contingency partnership – Humanitarian Cash Transfer (HCT) in Flood and/or Cyclone affected areas for people affected by Cyclone and or Flood affected people at Barisal Division in Bangladesh	UNICEF Bangladesh-SPEAR Section	Jan 2024-Dec 2025	Humanitarian Cash Transfer (HCT) for Pregnant & Lactating mother Children 0-4 caregivers in Flood and/or Cyclone affected areas at Barisal Division in Bangladesh
4.	Digital Skills Development Program for Underprivileged Youth in Bangladesh	Computer Literacy Program Volunteers for the Underprivileged-UDA	January 2023-cont-----	Computer Literacy Program for Youth and Adolescent School Students of Bangladesh
5.	WASH & Biogas as alternative energy source for communities	Community Partners International (CPI) USA	1 st December 2022 Cont-----	Alternative Energy creation and source of community led safe environment
6.	Positive Change in Gender Norms and Harmful Behavior for Inclusive and Resilient Communities	UNFPA Bangladesh (Gender Unit)	1 st September 2022-to- 2026	Gender mainstreaming and responsive against harmful behavior and mitigation
7.	Influence schools and sub-national and national decision makers towards a more gender-responsive, climate-resilient, and digitally-oriented secondary education environment in Bangladesh, Project	Malala Found (Campaign for Popular Education)	1 st April 2022 - Cont-----	Addressing Dropout to re-schooling education and rights focusing Gender and climate sensitive response under SDG-4
8.	Right to Grow Project, SDA, Patuakhali (under R2G Program)	Max-Foundation Bangladesh (Netherlands)	10 th Feb 2022- December 2025	Under 5 Children Nutrition Advocacy. Access to nutrition support and care
9.	Child Protection in Emergency (CPiE) Upakul Cluster, Barisal	UNICEF	May 2010- Cont...	Child Rights

6.2 Completed Projects

SI	Project's Name	Donor	Duration	Area of Work
1.	Support project for communities affected by Cyclone Remal on the southwest coast of Bangladesh	NEAR Change Fund, supported by DUS	July 24- Sept 24	DRR ,Livelihood Cash Grant, Renovation

SI	Project's Name	Donor	Duration	Area of Work
2.	Partnership for Improved RMNCAH in Coastal Bangladesh (MAC-P)	Concern Worldwide, MAC-P USA	January 2023-October 2024	Mothers and Children Health Nutrition and Health Syst Strengthening
3.	Cyclone Amphan Early Recovery through Livelihood Project	Oxfam UK (CODEC-Jagonari Consortium)	January 2021 to March 2021	DRR (Livelihood Cash Grant)
4.	Accelerating Action to End Child Marriage in Bangladesh	Concerned Women for Family Development (CWFD)	1 st August 2021-31 December-2021	Child Marriage
5.	2020 Bara Bighai Disaster Resilience Improvement Project in Bangladesh	Habitat for Humanity International Bangladesh	June 2020-December 2021 (19 months)	Housing, DRR and WASH
6.	Improving Living Condition of Poor People through AHMAD FAMILY Fund in Bangladesh	Habitat for Humanity International Bangladesh	July 2018-December-2021	Housing, DRR and WASH
7.	Achieving Sustainability towards Healthcare Access (ASTHA)	Swisscontact	1 st July 2021 to June-2023	Mother and Child health care, Nutrition.
8.	Safety Wings Project, Red orange. Law related to MR & ABORATION	RedOrange Communications	1 st August 2020 to Dec 2022	Family Planning , MR & MRM
9.	Bangladesh Risky Child labor Elimination Project, Non Formal Education and Skills Development Training Program	Ministry of Labor and Employment,	1 st January 2022 to Cont----	Non Formal Education and Skills Development Training Program
10.	Formal Education via South Point Academy, Patuakhali	SDA	Jan 2013- 2019	Education
11.	Emergency "Amphan" Relief Program for affected people	Bangladesh Regeneration Trust-UK and GUSS	June 2020- Sept 2020	Relief Support
12.	Provision of Child Trafficking through strengthening community and Networking project	CPD and TDH-Netherland	Jan 2020-Cont...	Child Trafficking
13.	Non Formal Primary Education (NFPE)	ESP-BRAC	Jan 2017-Cont...	Primary Education
14.	Education Campaign Program	CAMPE	Mar 2012-Cont...	Education
15.	Mayer Hashi project on Family Planning (FP)	DGFP, GOB	July 2015-Cont...	Family Planning (FP)
16.	Strengthening Networking of Youths Club	Ministry of Youth and Sports, GOB	July 2012-Cont...	Capacity build of Youth
17.	Empowering Local and National Humanitarian Actor (ELNHA)	Oxfam	Apr 2017-Dec 2018	DRR
18.	FAO-European Union Food Facility Project	FAO-EU	Jan 2010-Dec 2010	Livelihood for small farmers
19.	FAO-Spanish Food Facility Project	FAO-Spanish	Jan 2011-Dec 2011	Livelihood for Fish farmers
20.	Child Friendly Space (CFS) in Emergency SIDR and AILA	UNICEF	2007 and 2009	Child Protection
21.	Maternal Child Health and Nutrition (MCHN), Jibon-O-Jibika	Save the Children-USA	Jan 2007 to May 2010	Health and Nutrition

SI	Project's Name	Donor	Duration	Area of Work
	Project			
22.	WATSAN (Under Jibon-O-Jibika Project)	NGO Forum/Save the Children-USA	Jan 2005 to May 2010	WASH and Livelihood
23.	Homestead Food Production (Under Jibon-O-Jibika Project)	Helen Keller International /Save the children-USA	Jan 2005 to May 2010	Food Security and Livelihood
24.	Promoting Governance, Accountability, Transparency and Integrity (PROGATI)	AVAS/USAID and Rupantar/USAID	Mar 2010- June 2012	Good Governance
25.	Accelerating Agriculture Productivity Improvement (AAPI)	IFDC/USAID	Jan 2010-Dec 2015	Agriculture
26.	Ensuring rights of Dalit, Harijan and Bede Communities	Department of Social Service (DSS), GOB	July 2014-Dec 2015	Capacity building
27.	Disability Identification and Training for Income Generating Activities	Department of Social Service (DSS), GOB	Jan 2013- Dec 2014	Livelihood for PWD
28.	Prevention HIV/AIDS in Bangladesh via Life Skill Education	HASAB consortium, Save the Children	Mar 2008-Dec 2011	Life Skill, YFHS and ACY
29.	Control the Violence against Women and Children	Khan Foundation/USAID	July 2010 to Dec 2014	Combating against Violence
30.	Provision of Sanitation Solution to Families Affected by Cyclone SIDR	Habitat For Humanity International Bangladesh	Dec 2008-Feb 2009 (03 months)	WASH and DRR
31.	Listen to Children Voice	Save the Children-Australia	Jan 2005-Dec 2009	Child Rights
32.	Stop Violence against Women	SAP-Bangladesh	Jan 2004 to Dec 2008	Prevent of Violence
33.	Narir Odhikar Project (NOP)	SAP-Bangladesh	Mar 2004 to Dec 2007	Women Empowerment
34.	Solid Waste Management	UNICEF & Patuakhali Municipal	Jan 2008 to Dec 2008	Protection of Environment
35.	Vulnerable Development Group (VGD)	Ministry of Women and Children Affairs, GOB	Jan 2017-Cont...	Food Security and Livelihood
36.	Disable Development Program	National Disable Development Foundation	Jan 2006 to Dec 2009	Rehabilitation of PWD
37.	Coastal Green Belt Project/Social Forestry	Forest Department, GOB	Aug 2005 to Dec 2008	Environment
38.	Relief and Rehabilitation Program after affected SIDR and AILA	Save the Children, TDH- Netherland, SAP, APEX & INAFI Bangladesh	2007 and 2009	Emergency Relief and Rehabilitation
39.	Emergency WATSAN Project	DPHE/UNICEF	Jan to Dec 2009	Emergency WATSAN
40.	Broad Based Coalition and Advocacy for Human Rights (BCAHR) Project	SAP- Bangladesh/USAID-AED	2003 and 2006	Human Rights

7. ORGANIZATIONAL CAPACITY & OPERATIONAL COMPETENCIES

7.1 Physical Facilities

- 3000sft X 1 Multi-storied well equipped new office rented building (05th floors, Lift facilities) at Patuakhali City.
- 03 Divisional level Office premeases at Dhaka –Shymoly, Khulna and Barishal
- Eleven sub-district offices at Barisal, Barguna, Bhola, Pirojpur and Patuakhali
- Internet facilities
- Car parking facilities
- Own Office establishment at Kalapara Upazilla, Patuakhali and Barisal Sadar readily available for building of Training and Resource center cum office campus, and temporary ware house.
- Have eight (5) motor cycle for staff movement in remote areas
- Have adequate stock of child recreation kits and quick shelter making logistics in emergency
- Stand by Electric Generator, if power off

7.2 Technical Resources

- 32 staff member trained on Emergency Preparedness and Disaster management
- Training unit have one National Level Master trainer in DRR
- Staff members skilled on conducting post emergency rapid assessment and emergency program planning
- Staff members skilled on emergency situation reporting and documenting case studies in field
- Senior Management team has several national and international level training on DRR with specific focus on child protection in emergency, emergency health and nutrition, WASH in emergency, HIV& AIDS prevention in emergency, equity and gender in emergency.
- Have highly trained volunteer and community facilitators on DRR, available to be on board with very short notice

7.3 Training Sale

SDA has been selling training to NGOs on various capacity building. We have very standard training programs that can be taught by our own resources and also we hire resources from expert organizations and individual consultants. Programs currently available are:

- Training of Trainers (TOT)-Basic
- Training of Trainers on Advocacy
- Facilitation Skills
- Good Governance
- Human Rights
- Women and Child Rights
- Gender Equality
- HIV and AIDS awareness building
- Voter Education
- Life Skills

7.4 Training Center

SRTC SDA's sister concern has been operating Training and Resources Center (cum-guesthouse) located at the central point of Patuakhali district town 4th Floor Modern building with nice facilities 02Meeting Conference Room & 11 Guest room including 5 Special VIP AC rooms . SRTC is developing the human resources and contributing for capacity development of professionals as well as providing residential facilities for development practitioners and visitors. It has AC and Non-A/C guest rooms for 30 bedded coverage with dining and entertainment facilities. SDA Training Center

located at much secured place and congenial environment with accommodation and recreation facilities for trainees and trainers.

8. OPERATIONAL MANAGEMENT SYSTEM & AUDIT

8.1 Management System

Society Development Agency (SDA) has developed adequate manuals/formats and procedures for proper financial management. It's adopted a fair sufficient Accounts Management System consultation with donors, Social Welfare Department and others related agencies and GOB rules & regulations. SDA follows accounts management system. It has formulated its own account management manual approved by EC and GC. The Organizational bank account is operated jointly by General Secretary/Executive Director, Executive member & Senior Assistant Director. The Accountant of SDA maintains the whole account of organization with assistance of others Accountants. All accountants are qualified and well trained from training institute. Each project is audited after completion of project through NGO Bureau enlisted firms. Program Annual Reports are also prepared annually. These reports are submitted to different government departments and donors as required.

Society Development Agency (SDA) maintains proper books of accounts and records for efficient and transparent financial management. These are maintained on an accrual basis. Activity- based subsidiary records for monitoring the detail accounts/key indicators also maintained. SDA has established procedures and adequate records to monitor the progress of the program and control program assets in accordance with sound accounting practices. SDA has internal audit and monitoring units with well-structured internal control systems.

8.2 Financial Management Capacity

Society Development Agency (SDA)'s present capacity is sufficient to operate a proper financial management. It has qualified and trained Accountants. SDA has developed adequate manuals and procedures for proper financial management. A monitoring mechanism developed for effective monitoring. The reporting formats designed for adequate reporting. The Organization is maintaining a mother accounts in Schedule Bank at District level and every Branch has branch accounts. All transaction has been maintaining through requisition system and analysis their demand. Through performing demand we arrange a cheque in favor of the individual Branch within stipulate period.

8.3 Auditing System

Each every end of the financial year organization has arranged for audit through chartered accountant firm enlisted by NGO affairs Bureau. All accounts and funds of the organization is audited properly as per the provision of the bye-laws of the organization approved by the concerned registration authority. An authorized audit firm is appointed for the purpose. All audit reports is available for inspection. There has a system of internal audit. All accounts has been audited by the internal auditor of the organization during the audit period, he will check & verify the all accounts, register, cash & ledger book, voucher etc. After visiting s/he will submit written report. The registered accounts firm will do every year external audit.

8.4 Books of Accounts maintain and Procurement Systems

The organization maintain separate bank accounts for general fund and project fund, project fund accounts are different for each project. The organization strictly follows Accounts policies and procedures and maintain following books of accounts regularly like: 1. Tally Software 2. General Ledger, 3. Bank book, 4. Bank reconciliation statements, 5. Purchase Ledger, 6. Fixed asset register,

7. Cheque Register, 8. Stock ledger/cards, 9. Others: Used Money Receipt, Challan Book, and Purchase requisition Form, etc.

The organization follows Calendar Year from July to June and Accounts audited by audit firm at the end of the year, i.e. after 30 June of every year. The audit reports are preserved carefully at the organization. The organization has procurement policies. The policies are different in General Fund procurement and Project base procurement. Under the policy Procurement Committee is also formed when necessary.

8.4 Accountability System

SDA always maintains its all programs by transparency and integrity in fund management which are given in details.

This organization has an approved constitution to regulate and maintain all sorts of activities. It has a general body, which is mainly responsible to the government as well as the development partner and beneficiaries. There is an executive committee to govern all the activities taken as development initiatives. Executive committee is accountable to the general body. Executive Director is the member secretary of this committee he has to design, implement and handle all the income and expenditure related works. He is accountable to the executive committee and he has to ensure all the necessary to the target groups for his activities too.

9. HUMAN RESOURCE MANGEMENT

9.1 Recruitment

SDA recruitment is done by following some predetermined processes which are as below:

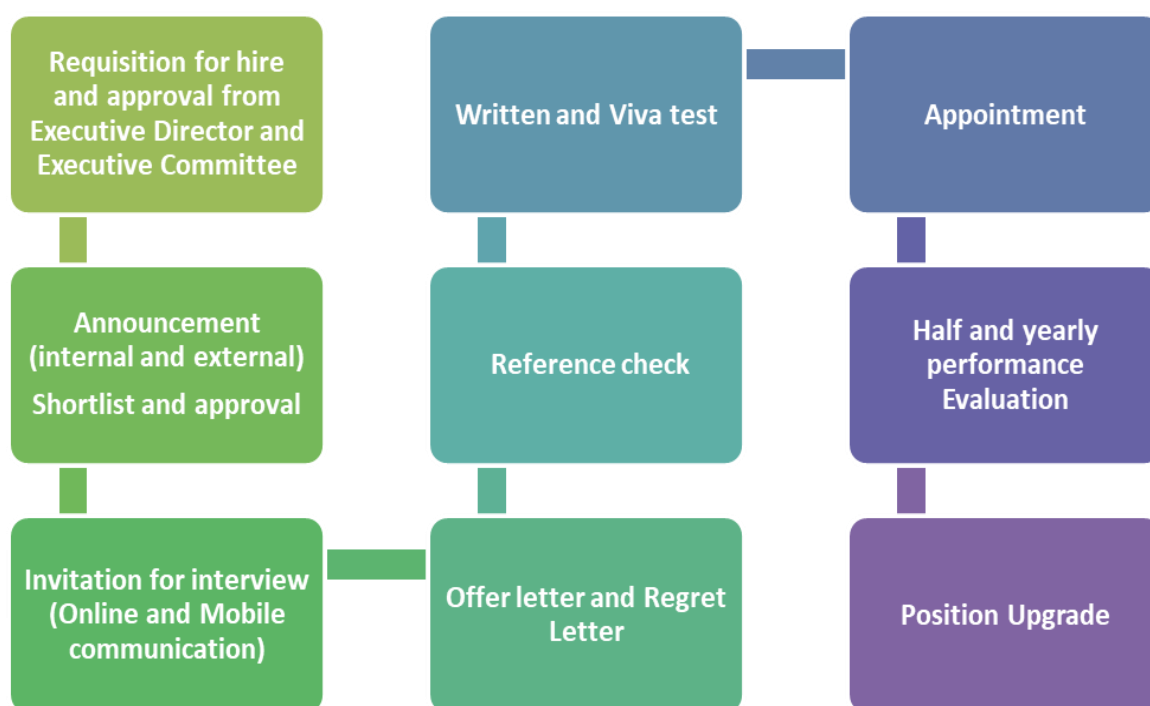


Figure 1 SDA Recruitment Process

9.2 Policies and Manual

SDA belongs following some policies and manual for the its operational purposes

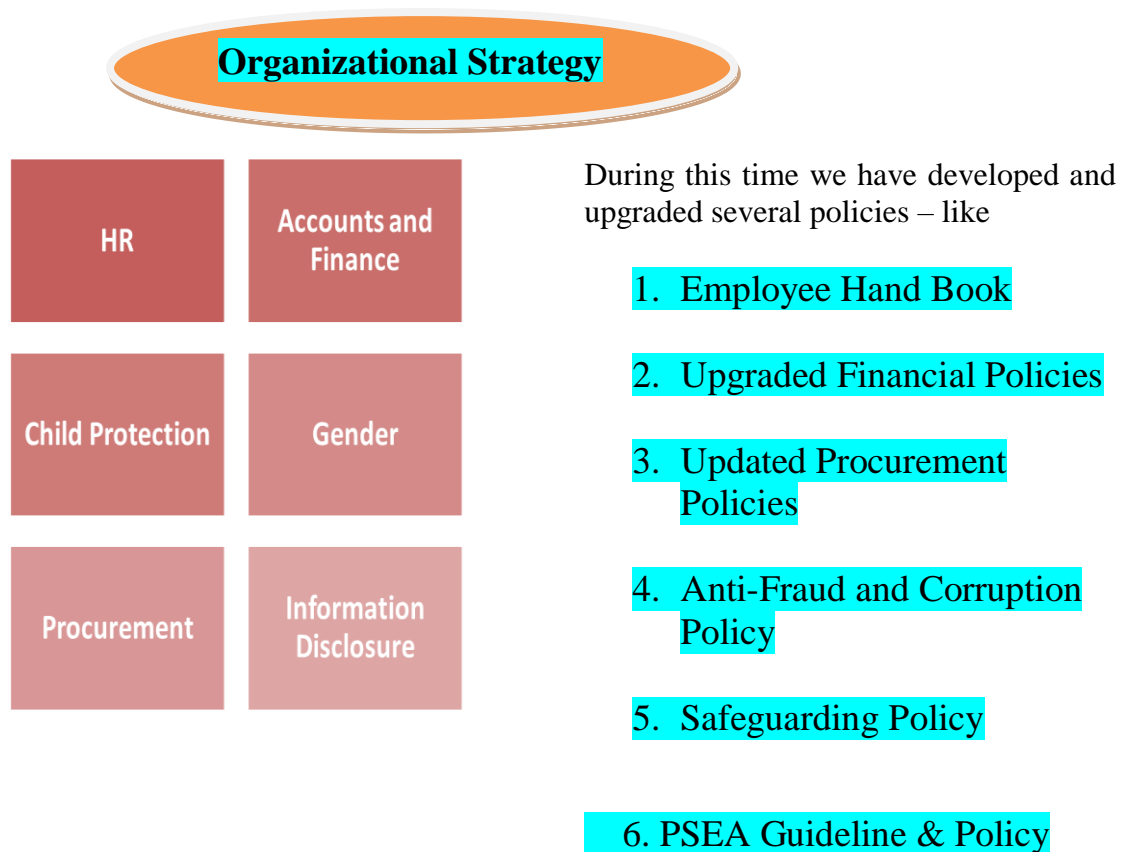


Figure 2 SDA Policies & Manual

9.3 Reporting System

The organization develops following reports (program and financial) of project implementation



Figure 3 SDA Reporting System

10. RISK MANAGEMENT & FLEXIBILITY

Risk is an apprehension based on some logical forecasting that may threaten or limit the project to achieve its immediate or long term goals, or the production of project deliverables in planned manner. In other sense this is something which may happen and if it does, will have an adverse impact over the project.

Truly, risk management always been a complex task. Still, SDA with its long 25 years work experience with different project components, multi-level management, unpleasant political environment, various community complexes, geographical difference, frequent climate change and multiple communication tracks now it is clear that risk management is not a too much complex task. Inside the communities, now we are the expert in apprehending risks and learned from projects to manage as well, our long sustainability and growth is the evidence here.

Now, risk management is our integral program planning part where we follow the stages;

Risk Identification

Risks quantification & Assessment

Risk Response

Risk Monitoring and Control

We ensure the monitoring of effectiveness of the strategies and the changing levels of risk throughout the project. Thus, we believe that it is the best, to hold regular risk reviews to identify actions outstanding, risk probability and impact, remove risks that have passed, and identify new risks. We are capable to make a risk management plan depending on the nature of risk occurrence in this project in a short space of time.

SDA shall take all sorts of precautions from their part to minimize the probable risks. We take the responsibility for ensuring the quality during implementation within the timeframe. We are capable of demonstrating flexibility to cope-up with any new situation. Our long relationship with local administrations, social leaders and good rapport with communities always becomes an asset here.

11. SWOT ANALYSIS

11.1 Strengths

- More than 25 years working experience in partnership with GOB, UN, INGO and NGOs
- A series of emergency response and rehabilitation program (cyclone SIDR, AILA and AMPHAN, Mocha, REMAL) working experiences
- District LEAD organization in Patuakhali
- Co-lead organization of Child Protection in Emergency (CPiE) Upakul Cluster in Barisal Division
- Good reputation and acceptance with Government, Donors & Community
- Networking with GOB, UN, INGO, NGOs and CBO
- Accounts and Finance Operating System

11.2 Weakness

- Skilled Manpower
- Limited fund

11.3 Opportunities

- Organizational Capacity like: Physical facility, Technical resources, Training sale, and Training center cum dormitory and Working Experience.
- QUICK TEAM
- Executive Director is Vice-President of Patuakhali Press-Club and Editor of Daily Rupantar

11.4 Threats

- Dropped out of expert employees due to fund limitation
- Natural Calamity like: COVID-19, Cyclone and disfavor environment

12. KEY RECOMMENDED AREA

- Implement a tailor-made development initiatives for the coastal zones people.
- Intended to work continuously for better and carbon free environment.
- Utilize SDA's specialize and unique contingency plan and modalities to combat disaster affects.
- Cooperative actions of all partner organization.
- More utilization the Child Friendly Spaces (CFS) program implementation learning and expertise.
- Indigenous knowledge and techniques apply to save peoples from any type of disaster.
- Build an expert team and allies to quantify exactly how much assistance is needed for how many beneficiaries and for how long.
- Equipped with the answers, an Emergency Operation, including a plan of action and a budget.
- Expertise team will use appropriately and which team will work humanitarian corridors lead to the crisis zone.
- Uses Union Parishad lowest unit of Local Government of Bangladesh and building a team consisting UP representatives.

13. FUTURE PLAN & WORKING FOCUS

13.1 Plan

Every year different types of natural disaster hit in these specific areas and all these natural disasters directly hit the agricultural at first, as a result the farmers loss their crops, poultry, fishes livestock, land, household resources and even their professions. They fall in a great danger and cannot fulfill their daily needs regarding the life and livelihoods to ensure their food security properly. All these changes threaten the food security, livelihoods, health and education especially of the poor and lower middle class families.

In light of these situations, SDA feels urge to assist the most vulnerable rural people of Bangladesh to overcome soaring food prices and boost their agricultural production and ensure food security at the household and community levels through provisions of different inputs. SDA thinks that there is a great scope to work for agro based sector through capacity development and establishing linkage to the beneficiary households with IGA for their secured and better lives and livelihoods.

13.2 Future Working Focus

Adjusting 8 thematic area, currently SDA is focusing following 9 programs more to save most affected communities through taking multi of projects and hence mobilizing fund and other plausible resources to implement and fill up the thematic objectives and target:

D) Humanitarian Program-As SDA is localized at coastal reason of Bangladesh, sever catastrophic cyclones, tidal surge and big depression hit almost every year, now SDA is giving more focus to strengthen its humanitarian programs and contribute more to comprehensive humanitarian response and recovery program. Hence SDA is mobilizing relevant resources and fund to accomplish more programs on the working arena

B) Housing & WASH- SDA has paramount experience to work on housing project as well as WASH & health related project, currently SDA is implementing a two years long project on the housing, DRR and WASH facilities in partnership with Habitat For Humanity International, coming years SDA will give emphasis to support the distress coastal inhabitants implementing more Housing and WASH focused project in partnership with national and international donor agencies.

C) DRR, Climate Change & Environmental Degradation- Bangladesh is prone to high intensity of climate impact and most vulnerable countries out of the world, where coastal region of Bangladesh having with possibilities of sea level raising that will impact the coastal livelihoods and make suffer the people a huge, So SDA is putting focus on mitigating impact through taking multi of project and programs DRR, CCA & environmental issues.

D) Livelihood, Food Security & Nutrition -As the people of coast is impacted by several hazards, their livelihoods, food security and nutritional uptake being interrupted a huge, recent COVID-19 pandemic has put added suffering the with existing socio-economic conditions, So SDA is focusing to take program on the issue same and to uplift the status of livelihood, food security and nutrition.

E) Education & Awareness Rising- Along with the basic education, Knowledge and awareness on DRR and other projection consensus is integral for the coastal inhabitants covering DRR, climate change, food security, nutrition, IGAs and other life skills education and training. So SDA will also focus the area same and upgrade the status and awareness for the costal people through taking multiple program and initiatives.

Another thematic area named **gender & protection** will be integrated all the said programs and projects planned for ensuring the protection of people with multiple context and abilities. SDA will also focus all the safeguarding the protections initiatives from the project planning to implementation.

13. Our Valued Partners /Donors

		
 A healthy start for every child.	 Korea International Cooperation Agency	
 ENDING EXTREME POVERTY WHATEVER IT TAKES		
		 National Alliance of Humanitarian Actors Bangladesh
		 Closing the gap
		
	 Developing Agriculture from the Ground Up	
		 BSAF

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