Contents/events:

01) **Name of the organization**

Social Development Programme (SODEP).

02) **Address of the organization**

Sadar Road, Shariatpur-8000, Bangladesh.

Tel. and Fax: +88 0601 51009, E-mail: sodepbd@yahoo.com , Web site: www.sodepbd.org

03) **Legal status of the organization**

SODEP is an organization registered with the **NGO Affairs Bureau, Bangladesh** under the 1978 the foreign donation regulation ordinance. **Registration No.: 2080, Dated: 06 March 2006 and** registered with Social Welfare Ministry of Government under the 1961 Registration and Control Ordinance. **Registration No.: Shari-84, Dated: 12 January 1993.**

04) **Contact details**

Name   : **M. Shamim Khandaker**
Designation   : Executive Director
Contact phone   : +88 0601 51009 (Off), +88 0601 61179 (Res.), +88 01713 017116 (Cell)
E-mail   : sodepbd@yahoo.com, or shamimsodep@yahoo.com

05) **Goal of the organization**

With the overall goal of fighting poverty and illiteracy. SODEP aims to develop and promote of rural socio-economic development run by the women groups. SODEP also aims at turning the supply of savings and credit services to the women into sustainable activities. Empowerment of the rural disadvantaged women towards self-reliance.

06) **Vision of the organization**

SODEP is a secular NGO with a participatory bottom-up and non-directive approach. SODEP want that all types of disparity, discrimination, torture and injustices are removed from the society. SODEP wishes that everybody is respective of their gender, caste, creed and religious beliefs is enabling to live in peace and harmony. Just enlightened, healthy and democratic societies free from hunger, poverty, environmental degradation and all forms of exploitation based on age, sex, religion and ethnicity.

07) **Mission of the organization**

SODEP works with people whose lives are dominated by extreme poverty, illiteracy and other social needs. With multifaceted development interventions. SODEP strives to bring about a positive change in the quality of life of the poor people of Shariatpur district. SODEP is committed to make its programs socially, financially and environmentally sustainable, using innovative methods and appropriate technologies. SODEP believes and is actively involved in promoting human and women rights, human dignity and gender equity. Although the emphasis of SODEP's work is at the individual level, sustaining the work of the organization depends on an environment that permits the poor to break out the cycle of poverty and hopelessness, which frustrates them. To this end, SODEP endeavors to bring about change the level of regional/local policy on poverty alleviation and social progress. The fulfillment of SODEP's mission requires the service/contribution of competent professionals committed to the goals and values of SODEP. For work implementation its two tire steps are available. For development decision in makers are target group members. And in institute there is an elected Committee. Working manpower and volunteers is sufficient and self-sustained to run the program. Assistance and support on different issues like: policy and decision-making, skill development, women empowerment, non-formal primary education, non-formal education micro finance program for poverty alleviation, right's activities and sustainable and environment development activities.

08) Governing structure

SODEP is governed by its General Committee consisting of 25 members. This committee is the highest authority for policy dialogue, determination of implementation strategies for different programs and overall development of the organization. Under the General Committee there is an Executive Committee (EC) consisting of 5 members and this committee is responsible for the implementation of policy and programs enunciated and directed by the General Committee. The EC is the immediate authority responsible for program implementation and development of new strategies. The Executive Director under the guidance of the EC executes all programs/project activities. SODEP has approved constitution as per relevant registration act and holds elections regularly.

09) Management system of the organization

In the management system of SODEP Executive Director is the managerial head of the organization and responsible for designing and implementing project activities. He is assisted by program/project heads and other staff at head office and the field offices in discharging his duties. He also discharges responsibilities for ensuring effective implementation of programs at the field level. The management and administration is governed by hierarchical arrangement of the staff in terms of seniority. Every staff is individually and collectively accountable for his/her activities. Executive Director oversees the entire management of the organization including its day to day business. He maintains liaison with the donors, stakeholders and the field staff. He is accountable to the Executive Committee of the organization.

10) On going projects and programs

SODEP's goal is empowerment of the poor and poverty alleviation required more than awareness raising and skills training. The people needed access to financial resources. Extending credit becomes a cornerstone of SODEP's strategy. SODEP's research clearly showed that women in Shariatpur district of Bangladesh played a much more vital role in production than had been hitherto acknowledge. Most women were economically and socially deprived, yet they were for the most part responsible for the management of households. Women also had the potential to bring maximum change in the rural family in particular and the community in general.

Non-Formal Primary Education Program (NFPE)

The goal of the non-formal primary education project is to provide primary education to the children of the poorest families from the rural areas in Shariatpur. Since 1999, BRAC-ESP began providing full financial support, staff development training, technical helps, and strategically, follow-up, feed-back and other support to us for 37 NFPE schools for the whole three years NFPE cycle. 1110 children aged 8-10 years who have been enrolled in schools. On the other hand, another 1260 students already completed the primary education.

Location(s) of the project	:	Shariatpur Sadar and Goshairhat Up-zala in Shariatpur.
Funding sources	:	**EuropaAid-122992/L/ACT/BD**
Duration	:	January 2009 to December 2011.
Target groups	:	Children, Child Laborers, Street Children, Orphan Childs.
Target reached	:	Direct beneficiary: Children 1260 through 42 schools.
Budget	:	**For three years, BDT-7956205 or USD-117000.**
Major Activities	:	Providing education to children, increasing awareness on health hygiene, promoting education for other children, conducting psycho-social counseling for the children and helping the students indirectly to be protected from being abused through creating awareness on children abusing.

⬛ Productive income generating activities (Micro finance project)

SODEP views poverty in a wide sense and regards it as a complex syndrome that requires extensive and innovative efforts to overcome. The main objective of the employment and income generation program is to create scope of money earning for the disadvantaged rural women towards their economic emancipation. Since economic dependence is one of the major reasons of their low status at homes and in the society. As well as, cash income will certainly contribute towards improving their status and lowering oppression and injustice on them. SODEP observers that these rural women are capable to carryout small economic activities efficiently, if they are provided with necessary scope. Each village group consists of 15-40 members from village community and they have permanent set-up in locally.

- ⬛ Location(s) of the project : Shariatpur Sadar and Goshairhat Up-zala in Shariatpur.
- ⬛ Funding sources : BRAC and BRAC Bank Limited.
- ⬛ Start dated : April 1999.
- ⬛ Target groups : Women member of poor, marginal and ultra poor family.
- ⬛ Major Activities : Providing proper skill development training to group members, increasing awareness on health hygiene, promoting education, awareness of rights and credit support for income generation.

SODEP believes that access to credit can play an important part in creating that enabling environment. Lack of access to the formal banking system is one of the major constraints for the rural poor that deprive them of the facility to borrow, save and invest in productive activities. The objective of SODEP's micro credit project is to provide rural banking services to the women, creating to their special needs.

List of Sectional loan disbursement: (From start to till date)

Name of sector	No's of browsers	Disbursement		Percentage	Remarks
		BD TK.	USD		
▪ Agriculture production	848	8240 000	121 190	22%	-
▪ Crops production	578	5618 000	82 630	15%	-
▪ Livestock	501	4869 000	71 613	13%	-
▪ Fisheries	540	5244 000	77 122	14%	-
▪ Poultry	887	8615 000	126 700	23%	-
▪ Small business	503	4873 000	71 613	13%	-
Total:	**3857**	**37459 000**	**550 868**	**100%**	**-**

At a glance of Micro Finance Project (June/2011)

Sl no.	Particular/Description	Cumulative Figure
01)	No.'s of program participant	1021
02)	Weekly savings in Taka	4450596
03)	Savings refund to members	2329862
04)	Interest for savings deposit	101055
05)	Loan disbursement in Taka	36459000
06)	Loan realization in Taka	29222960
07)	Loan outstanding in Taka	**8471446**
08)	No.'s of lone disbursement	3857
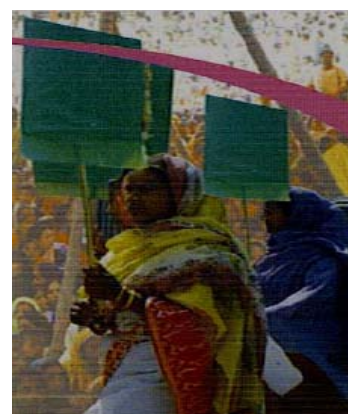
◼ Program of Non-formal Junior Secondary Education Related to the SSC Program of Open University

Under the program SODEP is operating a non-formal junior secondary education centre at Angarirea Union of Shariatpur District. 35 children are taking junior secondary education in the center. A permanent teacher, visiting teacher, lecturer of collage and delegate of Open University and other prominent educational expert also taking class on text oriented issues and development agenda.

◼ Location(s) of the project	:	Shariatpur Sadar Up-zala in Shariatpur district.
◼ Funding sources	:	Bangladesh NGO foundation (BNF) through Ministry of Finance (Government).
◼ Participants	:	15 male and 20 female.
◼ Start dated	:	January 2009.
◼ Target groups	:	Rural adolescents, drop out student from junior secondary school and non-formal education completed.
◼ Budget	:	BDT-334175 (USD-4915).
◼ Major Activities	:	Providing non-formal junior secondary education (six, seven and eight) according to the government NCTB text and curriculum. Increasing awareness on health hygiene and rights.

◼ Rights & legal aid assistance activities

SODEP started the rights and legal aid assistance activities in June 2001 to create awareness among women about their individual rights and privileges in society and to socially empower them. The idea was that, through greater awareness of their rights and knowledge of some basic laws, women would gain protection from illegal and unfair social practices. As component of the micro credit program, the specific objectives of the component are:

- ◼ To give the VO members access to information about law.
- ◼ To demystify the law through legal literacy.
- ◼ To raise their awareness about they're legal rights.
- ◼ To empower the rural poor legally and socially.
- ◼ To aware the child right, Muslim family laws, Muslim inheritance law, Hindu family laws, Hindu inheritance law, constitutional law, criminal procedure code, land law, birth registration, fundamental rights and other rights.

◼ Climate change and disaster risk reduction response activities

Disaster Preparedness and Climate Change Unit was recently created. The unit is a result of the cyclone Sidr and AILA. SODEP, traditionally, has been reacting to natural disasters in a reactive way, i.e. responding after the disaster has struck. Sidr and AILA made SODEP realize that traditional response as inadequate in most circumstances and that climate change would, in fact, potentially worsen the situation as the frequency and severity of these occurrences increase. The objective of the unit is to build SODEP capacity for a more reactive response to natural disasters in an environment which is increasingly threatened by rapid climate change. The unit Program comprises an interdisciplinary core team committed to developing capabilities for promoting better disaster preparation and management. It seeks to increase awareness about climate change and its impact on deepening existing vulnerabilities and other SODEP program staffs to the disasters common to Shariatpur, and to undertake research to identify successful risk reduction and coping mechanisms. Three development staffs are working under the unit and following the strategy: **1) Capacity building for risk reduction and institutionalization within SODEP and its communities, 2) Risk reduction and adaptation strategies, 3) Linkages and knowledge generation.**

 ICT and computer literacy training for 600 vulnerable women youth in Shariatpur, Bangladesh.

11) Past projects, programs and donors of the organization

Sl no.	Name of funding agency	Amount in BD Tk.	Duration	Activities
Previous projects and assignments:				
01)	● Directorate of Non-formal Education (DNFE)	12650000	2003-2008	◄ Post literacy and continuing education for human development ◄ Non-formal education project
02)	✚ BRAC	4230000	2000-2009	◄ Non-formal primary education
03)	● **Foundation Western Union, USA**	**680000**	**2008-2010**	◄ **ICT and computer literacy program**
04)	● Phadhakahap (Save the Children, USA)	350000	2003-2005	◄ HIV/AIDS motivation and awareness
05)	● USC-Canada	750000	2006-2007	◄ Basic education for adolescents
06)	● BNWLA	550000	2004-2005	◄ Legal aid clinic
07)	● USC-Canada, BRAC	750000	-	◄ Disaster response
Ongoing projects and assignments:				
08)	● BRAC and BRAC Bank	4225000	2000-2009	◄ Micro finance and economic empowerment project
09)	● BRAC ✚ European Commission	4956205	2008-to till now	◄ Non-formal primary education (NFPE)
10)	● Bangladesh NGO Foundation(Government)	300000	2008-2009	◄ Junior secondary education relate to the Open University SSC program
11)	✚ Phadhakhap (Save the Children, USA)	250000	2009-2010	◄ HIV/AIDS motivation and awareness
12)	● Campaign for popular education (CAMP)	175000	2009-2010	◄ 1 Goal: Education for all camping project

12) Banking information

Name of the account	: **Social Development Programme (SODEP).**
Name of the bank	: Agroni Bank Limited.
Address of the bank	: Shariatpur Branch, Sadar Road, Shariatpur-8000 , Bangladesh.
Account number	: CD 1200.
Account operators	: 1) M. Shamim Khandaker (Executive Director) and 2) Md. Zakir Hossen (Finance Secretary).
SWIFT code	: **AGBKBDDH.**

13) SODEP staff position

Name of the project or activities and unit	Permanent		Temporary		Voluntary		Total	
	Male	**Female**	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**
◄ Non-formal primary education project	4	-	-	43	1	1	5	44
◄ Micro finance project	6	2	-	1	-	-	6	3
◄ Open University linkage program	2	1	-	-	-	-	2	1
◄ ICT training (technology transfer)	1	-	-	-	1	1	2	1
◄ HRD, Accounts & audit, Training, Publication, Monitoring	3	2	1	1	-	-	4	3
◄ **Climate change and disaster response**	**3**	**1**	**1**	**1**	**15**	**15**	**19**	**17**
Total:	**19**	**6**	**2**	**46**	**17**	**17**	**38**	**69**

14) Auditor of the SODEP

MM Rahama & Co., Chartered Accountants, 54, Dilkusha C/A, Dhaka-1000.
Tel. No.: 02-9561553, 9561605. E-mail: rikahan@agni.com

15) Experience of ICT and computer education project, economic empowerment livelihoods through human resource development and credit support

15.1) Women empowerment and reducing poverty through ICT training program: The mission of our present government was to make Bangladesh digitalized. This project has contributed a lot to this mission. Within the project at lest 60 women and their family & community people have become acquainted with internet literacy, information communication technology (ICT) and communicative ways in cooperation with *Foundation Western Union, USA.* And now with it they can access themselves in job market based on ICT and computer operation. Now whole community people are attending to the digital library. In this library they become able to communicate with others through e-mail. They can share there ideas on information and communication technology (ICT), with other professionals, they can share other information's on disaster & climate change related information's, eco-tourism, higher education, heritage and etc.

15.2) Post literacy and continuing education for human development project-1 (World Bank component): The constitution of the country has clearly spelt the kind of the basic education the country must have and it enjoins upon the Government to impact such education within a given time frame. Help the learners to improve their acquired basic literacy skills, IGA related long training, encourage them to get regularly involved in the post literacy activities and become aware of their rights and responsibilities. **Available opportunities for skill training in the area improve the social standard of the neo literate by helping improving their living condition and livelihood; develop technical skill and capacity of neo literates for getting them involve in continuing education.**

Program area and participants: The main development objective is increase the functional of literacy skills by providing post literacy and continuing education to neo littermates through a more comprehensive and enhanced system of non-formal education. To fulfill the commitment SODEP is implementing program through Ministry of Primary and Mass education at Mymenshing, Shariatpur and Borguna District. SODEP have covered totaling 4500 under skill training and basic education under the assignment.

Name of training course	Participants	Duration	Funding by	Project area
◄Tailoring and garments	2250			
◄Crops production	450		DNFE (Government) World Bank IDA Credit support (Credit No.: 3467)	◄Shariatpur ◄Shariatpur ◄Mymenshin ◄Borguna
◄Cow fattening	450	180 days		
◄Fisheries culture	450			
◄Poultry rearing	450			
◄Candle production	450			
Total:	**4500**			

15.3) Micro finance project

The main objective of the employment and income generation program is to create scope of money earning for the disadvantaged rural women towards their economic emancipation. The objective of SODEP's is to provide rural banking services to the women, human resource development through IGA oriented training, creating to their special needs.

Name of training course	Participants	Duration	Funding by	Project area
◄Agriculture production	450			
◄Crops production	420			◄Shariatpur ◄Shariatpur ◄Mymenshin ◄Borguna
◄Cow rearing	390	6 days	BRAC and Commercial Banks	
◄Fisheries culture	360			
◄Poultry	450			
◄Small business	900			
Total:	**2970**			

01) Title of the project

ICT and computer literacy training for 600 vulnerable women youth in Shariatpur, Bangladesh.

02) Summary of the project

Aims of the project are to bring those vulnerable women youth in touch with the modern Information and Communication Technology (ICT), Basic knowledge on computer literacy and communicative English language and upgrade them from their existing condition. And take initiative e-learning, agriculture, climate, bio-diversity, environment, eco-tourism, telemedicine system and data collection will be increased information access through internet. Right to information awareness has been co-opted under the program. The proposed project interventions will mobilize the poor women in one network for sharing latest achievements and success in self employment through ICT based training and computer education. Proposed action and methodology is designed on practical problems and prospects of past experience. All activities of the proposed project are designed to deliver specific outcomes. The outcomes of the proposed project will be directly helpful and supportive to change the socio-economic condition. 30 seated training centre accomplished with modern facilities in Shariatpur district head quarter in Bangladesh. Two Facilitators will run the training course. Per course will continue for two months (daily 4 hours). Total 20 batches and 600 participants will take the training according our syllabus, text, curriculum, program schedule and training module.

03) Project period/duration

2 years from starting date.

04) Project location

Shariatpur Sadar, Shariatpur, Bangladesh.

05) Who will be the beneficiaries of project

Target people of the vulnerable and poor women youth, climate refugee, including physically challenged, indigenous, fisherman, landless and climate migrant women. Directly 600 women will participate under the proposed project interventions to self-employment and changing economic situation due to vulnerability. Final beneficiaries are 5000 in numbers and they will get benefits from the project in the mid term and long term of project including implementer, government ICT department and other community based organizations, non state actors and disadvantaged community people.

06) What are the overall aims and objectives of the project and what do we want to achieve

Overall goal of the project

To contribute to promote of human resource development and economic empowerment through modern ICT, computer literacy and communicative English language training for the extreme poor, marginalized and climate migrant's women in Shariatpur district in Bangladesh.

Objectives of the project

To bring those vulnerable women youth in touch with the modern Information and Communication Technology (ICT), Basic knowledge on computer literacy and communicative English language and upgrade them from their existing condition. And take initiative e-learning, agriculture, climate, bio-diversity, environment, eco-tourism, telemedicine system and data collection will be increased information access through internet. Right to information awareness has been co-opted under the program.

- To provide them basic computer knowledge (MS word, Excel, Photoshop, hardware and software related basic function).
- To provide them idea on modern Information and Communication Technology (ICT).
- To aware on communicative English language.
- To make them involved in modern Information and Communication Technology (ICT) basis job.
- To establish women access on GDP.
- To take initiative E-learning, education and heritage.
- To arrange improved health, agriculture, environment, climate change, biodiversity eco-tourism and telemedicine systems and data collection.
- To research and managing areas of digital entry and networking coverage of technology with western and develop countries.
- To develop and share with people the modern technology and develop the rural governance.
- To create and increased information access via internet and reduce social economic in qualities and information gaps.

The success of the project will be measured through the following indicators

- 600 women found employment and income opportunities through ICT based training project and intervention.
- Poor people get batter access to internet and will connect to digital world and enjoy the fields of e-learning, agriculture, climate, bio-diversity, environment, eco-tourism, and telemedicine system and data collection in the targeted area.
- Relationship developed with private and public sectors and those who are extending their business in rural communities engaging poor women.
- Local Government and Local Administration are taking into account in the ICT training, and computer education movement extension strategy in their local human resource development and economic development plan and policy.

07) Background, research and situation/problem analysis and relevance of the action

Bangladesh has made significant strides towards poverty reduction and literacy movement over the past decade. Yet, it is one of the poorest countries in the South Asia. Unequal excess to economic opportunities, frequent disasters and social complexities disproportionately harm poor and marginalized population. 52% population lives below poverty line (below: $ 1 per day) while 25% live in extreme poverty **(latest MDG progress report-2010)**. Proposed project area is disaster porn and it is situated on the three big rivers and south costal zone in Bangladesh. Shariatpur district is one food deficit district out of twelve food deficit districts in Bangladesh.

Due to low literacy rate and lack of knowledge on technological access about 95 percent of the citizens of the country face some extend of IT technological problem, employment, social and democratic crisis and other problems, when a huge number of women have been facing discrimination in the society and their rights are also deprived. In the situation, they never think of modern ICT. Even our national Government cannot take any initiatives in this regards. But our neighboring country India is earning much foreign currency in IT sector. Bangladesh Government has adopted ICT policy and formulated national development goals and process such as **Millennium Development Goal (MDG)** and have created special space on eradication of poverty through ICT based human resource development access for vulnerable women and needy groups **(source: *www.moict.gov.bd*).**

Moreover, the proposed action is very much in line with **European Commission, Bangladesh Country Strategy Guideline (2007-2013)** consistent with three focal areas i.e. Promoting human and social development, good governance and human rights and economic development.

Our proposed project will cover the EC priority areas and fields in smoothly and effectively (source: *http://www.eeas.europa.eu/bangladesh/csp/csp_07_13_en.pdf*)**,** proposed project in line with **Swiss Development Cooperation (SDC) strategy Bangladesh (2008-2012)** addresses two major challenges: governance and the increasing gap between rich and poor which implies a growing number of extreme poor in the country. The cooperation strategy focuses on two thematic areas: (1) Employment and income generation, (2) Local governance (source: *www.sdc.org.bd* or *www.admin.ch/dhaka*)**,** it is in line with latest **IFAD Bangladesh strategic framework 2011-2015 and Rural poverty report 2011**(source: *www.ifad.org*) *USAID Bangladesh Mission have been specially considering our initiatives and it is very much line with USAID Bangladesh strategy on ICT , 1) ICT sub sector study in Bangladesh, 2) Elements of national strategy for development on ICT sector in Bangladesh, and 3) Gender initiatives in Bangladesh (Community impact assessment in networking) (source: www.usaid.gov/bd/files/ict_gender_assessment.pdf or www.usaid.gov/bd).*

600 vulnerable women youth acquainted with information and communication technology (ICT). But they can access themselves in job market through ICT oriented human resource development training. Trained and educated women would be involved in IT job/services. Community will participate the digital library through e-learning. The proposed project will create special spaces for needy women in job market that solve the unemployment problem. Our local agriculture, environment, climate change, bio-diversity, telemedicine and tourism will upgrade through internet based web searching and globally our village based rural community is engaging with developed countries. Finally proposed project will contribute to **Millennium Development Goal (MDG)** *(goals: 1 eradication of poverty, 3) Gender development and women empowerment).* So, our proposed project is more relevance to national and international goal and strategy and also it is fully justified/rational.

In May 2011 according your *(Global Giving)* funding guideline we conducted a PRA, FGD and simple baseline survey in three unions under Shariatpur district to know the problems of the beneficiaries. We have analyzed problems with the concerned vulnerable people in several villages and similar problems have been identified by the Facilitators of the PRA and FGD team. The problem and the recommendation by community people, other stakeholders and PRA and FGD team. That's why the urgent initiative will contribute to our poverty eradication and IT technology based human resource development program.

08) Project activities

Directly 600 women will participate under the proposed project interventions. Final beneficiaries are 5000 in numbers and they will get benefits from the project in the mid term and long term of project including implementer, Government ICT Department, educational institutions and other community based organizations, non state actors, various private sectors and disadvantaged community people. Proposed action and methodology is designed on practical problems and prospects of past experience. All the activities of the proposed project are designed to deliver specific outcomes. The outcomes of the proposed project will be directly helpful and supportive to change the socio-economic condition and human resource development of the proposed beneficiary groups and vulnerable communities.

Inception activities:

One month inception period will be undertaken to enable the quality of ground work that includes setting up project management, staffs recruitment, staffs development training and orientation, coordination and staffing, responsibilities distribution to existing staffs, fund clearance from concern government department (NGO Affairs Bureau-Prime Ministers Office, Government of Bangladesh), stakeholders consultations, participations selection and development of monitoring and evaluation and reporting mechanism.

Result:

To improve computer literacy, communicative English language and Information and Communication Technology (ICT) capacities through development training of 600 extreme poor women youths-to ensure access in job market, economic empowerment and improve family status in the proposed area for needy families. Provide awareness on rights to information to community people and to develop relationship with public and private sector and who extending their business in rural communities engaging poor women get better access to internet and have connected with digital world.

Activities

■ *Mobilize community people (women participants):* Staff selected for the project interventions will mobilize the community people on extreme poor women through participatory approach. They will organize yard meeting and sharing information with the benefits of the project goal and objectives and activities with the vulnerable people in Shariatpur district.

■ *Participant's selection and groups/batches formation:* After mobilization of the community people SODEP will prepare baseline questionnaires to assess the need of the beneficiaries and their ICT and computer education status and socio-economic and vulnerable status. SODEP will share the interventions proportionately and compile data and information's report further enhancement of the program and planning. On the basis of baseline reports implementer will take part informing small groups in Shariatpur district. 600 vulnerable women will be selected under the process for development activities through 20 small groups in respective project area.

■ *Establishment of training centre:* The project administration will arrange a rental training venue at Shariatpur district headquarters. May be it is located in Sadar Road/Zero point. Training equipment and materials (participants chair, table, facilitator chair & table, computer, multimedia projector, sound system, VCD & DVD, generator, etc) will be arranged by SODEP. All modern and digital facilities in training class will be organized by project administration.

■ *Arrangement of course syllabus, schedule and module:* Training course syllabus, schedule and module also will be provided by SODEP. A professional group/team will be arranged in this regards. Our facilitators will follow the method and strategy smoothly.

■ *Organize the training class:* The training program is the main task in the proposed project. So, it will carefully operate by SODEP for 2 months/200 hours. Lecture, participatory learning, re-learning proses will be followed. The course will cover basic computer literacy (knowledge on hard ware and soft ware, MS word, Excel, Photoshop operation and other basic operation) Information & Communication Technology (Internet operation, mail checking, searching, browsing, web page design and other basic operation) and communicate in English language method. By the course all participants will attend the final evaluation. If success, participant will get a certificate for her learning.

■ *Supervising and monitoring:* The Project Coordinator will be responsible for implementation the project. He will operate the program and supervision and monitoring activity will be conducted by Project Coordinator/Executive Director. Monthly progress report, Annual report, other progress report and project completion report will be provided by Project Coordinator. Other stockholder like: Community, Local Government, Local Administration, NGO Affairs Bureau and the participants will monitor the program activities. So, it may be successful and estimated result/out come may change our community and reduce our poverty through our proposed palanning.

Plans for visibility activities

SODEP will communicate to project stakeholders about the project, its implementation progresses and impact acknowledging the financial contribution of *Donor and Global giving*. All materials produced and developed by the project will be prominently marked with *Donor and Global giving* logo. In addition, the *Donor and Global giving* contribution will be acknowledged through signboards and banners at offices and project events.

◄ Project inception workshops will be held at Shariatpur district to inform a broader audience about the intervention. Local and national level media will be invited, together with other relevant stakeholders at the district level. The events will duly acknowledge the *Donor and Global giving* contribution.

◄ Bags, folders, visiting card, certificates etc will be made for project staffs and participants to be use to unsure *Donor and Global giving* visibility at community level. *Donor and Global giving* logo will be incorporated in all the information and communication materials that the project will produce and use. All durable equipments, materials will be marked with *Donor and Global giving* logo.

Exit strategy

Smooth project phase out will be ensured by the fact that the proposed project built into a framework of ongoing programs and has planned for learning, sharing and policy influence event at local level. The tested ICT based human capacity based approach focusing empowering communities and their platforms will develop relationships with all related actors. The project will build grassroots commitment, ownership and skills working towards lasting change. SODEP will ensure supervision on the ground that during project implementation become robust and continue beyond the timeframe of the proposed project.

09) Methodology of the action

9.1) The methods of implementation and reasons for the proposed methodology

◄ *Demand based strategies to address the underlying of poverty through ICT based human capacity building*

Across programming, SODEP seeks to address the systemic challenges that entrench by analyzing the underlying causes of poverty through ICT training. Promoting greater engagement of the human capacity for poor women aligns well with SODEP's emphasis on facilitating change via programming to address the poverty and economic empowerment. The project will employ demand based strategies taking into consideration the contextual analysis to strengthen local service, technology and mechanism and to empower the poor women to engage more profitably by leveraging the economic incentives and social and ICT structures.

◄ *Program approach*

SODEP's program approach is based on deep understanding of the under poverty line and marginalization and our ICT status/access. Program integration and coordination with other actors will be made to ensure consistency, optimum strategies to leverage resources, quick and efficient implementation and sustainable impact.

◄ *Partnership and capacity building*

The project design and modes of operation are set up to enable the groups and various government agencies involved to strengthen, complement and learn from each other. SODEP has existing relationships with local government, local administration and community based organizations selected to partners and special/key stakeholders for the proposed intervention, and intends to deepen it's relationship through this project.

◄ *Women empowerment*

The action will seek to empower women. Engagement with the target groups (public-government agencies and private-business and traders associations) will be established in the area.

- *Learning, innovation and influencing*

The project will have systematic approach for documentation of the learning and reflection to capture knowledge and innovations for replication and policy influence. The documentations of evidences will be used to influence and advocate with Government, national NGO's, development associates and private sectors to strengthen support services for the poor and marginalized and to promote a conducive enabling ICT activities.

9.2) The procedures for follow up and evaluation

The project will set up an appropriate monitoring and evaluation system that will provide relevant information for reporting purpose, decision making and sharing with stakeholders. The monitoring and evaluation system will be linked to learning and reflection system that enables insights and lessons from the field, experience of project participants, government agencies, local administration and SODEP to feed into evaluation and project decision making.

- *Baseline*

A baseline study will be conducted in a participatory way at the beginning of the action. Baseline data and analysis will be used to measure project results and objective(s) impacts.

- *Project monitoring system*

Economic empowerment and ICT based human capacity sensitive and participatory practices particularly the poor, marginalized and climate migrants to monitor process will be developed involving all the stakeholders to regularly monitor the progress made towards the targeted outputs and results.

- *Yearly review meeting*

Yearly project review meetings will be organized by SODEP to develop operational plans and make operational adjustments in the light of previous year's progress using data from monitoring system.

- *Regular reports*

Regular reports as per donor demand (like: monthly and yearly) will be prepared and disseminated to all stakeholders and donors.

9.3) The role and participation in the action of the various actors and stakeholders

Apart from the main target groups marginalized, poor and climate migrant's women engaged in economic empowerment through ICT based capacity building activities, the action will engage with a wide range of organizations and institutions including district administration, local government agencies as well as relevant departments and actors.

9.4) Organizational structure and team proposed for the implementation of the project

A project steering committee will be formed consisting of SODEP and its associates. From SODEP the Executive Director, Project Coordinator, Facilitators and representatives of concern professionals/departments will provide strategic direction, leadership and coordination support. The operational management of the action will be leaded by the Project Coordinator. The action will be managed by SODEP office. The proposed action will have direct involved of the Executive Director. All new staffs recruited will receive intensive capacity building inputs through a foundation training and orientation. This will focus largely on improving their understanding of community led approaches, building skills for facilitation and use of participatory local monitoring/evaluation methods.

9.5) The main means proposed for the implementation of the project

The project will capitalize on the existing network and relationship with local administration, local government agencies and including the poor and climate migrant's platforms developed by SODEP. 30 computers for participants, 1 laptop Facilitator,

1 Multimedia projector, 1 set sound system, 1television and 30 internet modem will be procured for smoothly project operation, Printers and other accessories (VDO camera and spiral machine) will be procured and used for documentation, data analyses and reports preparation. Venue will be rented for organizing deferent events such as training, workshops, seminars and etc. Communication equipments such as telephone, e-mail internet will be used to establish effective coordination, monitoring and management of the project.

9.6) The attitudes of all stakeholders towards the action in general and the activities in particular

SODEP has a tremendous acceptance at the grassroots level for its quality of work and accountability to the communities with who SODEP work with. Local administration, local government and Government departments and stakeholders has general appreciation for SODEP's work on economic empowerment, local governance, literacy movements, livelihoods in the targeted area and as well as other districts.

10)   Expected outcomes and impacts

The project is to bring those women in touch with the modern information, communication technology (ICT), basic knowledge on computer operation and English language. 600 women acquainted with ICT. So, that they can an access themselves in job market. Educated women would be involved in IT job/service. Community wills participates the digital library, tale-medicine, agriculture knowledge through e-learning. So, that the project is more rationale and demand based. When the program would be benefited for the program then other NGO, Community Based Organization, Civil Society Organization and our National Government will take necessary action/initiatives. The program will qualitative because, the participants will take day long training; handout and practical practice for ensure the best quality. SODEP supervise and monitoring method/tool will cover the training class, participants attendance, training schedule & module, timing, participatory mythology, friendly behave & attenuate and other necessary step. End of the training bass all participants will participate the final evaluation then. Quality and below performance will set by the evaluation. If necessary, extra nursing and care will arrange by the project. That's why the program will earn the best quality. Specifically the following are the expected effects/outcomes of the project:

- *600 extreme poor women getting updated and sustainable modern technology through ICT based human resource development training.*
- *600 vulnerable women are situated on the permanent income generation activities through ICT oriented services.*
- *600 rural program participants have developed inclusive self employment professional and business sensitive development various and outline long term action plans for own and personnel gain.*
- *Community people aware the issue of Right to Information and other social rights.*
- *Field experience, lesson learned and good practices are documented and disseminated among different stakeholders.*
- *Lesson learned of the proposed intervention for technical networks and advocacy arenas at Global Giving and donors desk, national and international and UN agencies.*
- *Extreme poor women are holds an empowerment and leadership in professional and family level.*
- *Incidence of violence against women is on the decline and early marriage of girls checked.*

As modern life is very dependent on technology, it would be possible to introduce the vulnerable women to ICT and spread it allover the community. Gradually they welcome dependency on ICT and their activities will be encircled by ICT and they will try to ensure establishing this technology with their own affords. There is no negative impact on environment and social.

Social, legal and information rights movement will be organized and to be established in the proposed area that will carnage our society and responsibilities. Dissemination and replication of good practices and lesson learned documented and disseminated will promote regional and local policy agenda for ICT based human resource development. As a result of more effective collaboration and coordination among various actors including the poorest women. It is expected that there will be an improvement in their access to resources and services.

11) Sustainability

11.1) Precondition and assumption

Government services and political processes will function smoothly over the course of the action. It is assumed that government services and political processes will function without disruption over the course of the project. After a long turmoil of unstable political situation, the democratic government now in place. It is assumed that there will be no major changes in regard to government decisions on NGO operation in Bangladesh and the national, local government and local administration are supportive to operate without major interruptions.

11.2) Sustainability will be secured after completion of the action

The strategies and approaches proposed are based on SODEP's long term programming experience in the proposed area. The proposed area is one of SODEP impact areas where SODEP wants to achieve long term sustainable impacts on the lives and livelihoods of extreme poor, most of marginalized, socially excluded and vulnerable women. SODEP is currently implementing a comprehensive program in the area, consisting of a number of projects in the areas of food and livelihood security, social and economic empowerment, women empowerment, literacy activities, human resources development, primary education for needy children and disaster response and climate change adaptation. All the compiled analysis greatly contributes to effective and sustainability of strategies for the project.

11.3) Institutional sustainability

The action is grounded in the concepts of local ownership of local authorities, local NGOs and the platform of the poor and marginalized women which will strive for institutional sustainability. Planning and implementation of the activities is based on involvement of all of the relevant stakeholders to create ownership.

12) Project continuation after the grants period

After end of the project all project materials, equipments materials, experience and learning and existing project staffs will be accumulated with SODEP micro finance project as component/interventions.

SODEP will continue the program through our own resources when your fund is closed. So sustainability and continuation is not a matter for smoothly next operation and continuation. When the community would be benefited for the program then the local authority/Local Government/other community based organization/NGO and our national Government will take the initiative for continuity as project gives benefit to the community.

In each year 600 women will take the ICT based human capacity training through SODEP environment.

13) **Duration and indicative action plan for implementing the action**

Name of activity	Duration (2 years)							
	1st year (quarter)				2nd year (quarter)			
	1st	2nd	3rd	4th	1st	2nd	3rd	4th
Project inception activities								
◄ Recruitment of project personnel's	■							
◄ Staffs development training orientation	■							
◄ Project inception workshop	■							
■ Project monitoring and evaluation framework development	■							
Result: To improve computer literacy, communicative English language and Information and Communication Technology (ICT) capacities through development training of 600 extreme poor women youths-to ensure access in job market, economic empowerment and improve family status in the proposed area for needy families. Provide awareness on rights to information to community people and to develop relationship with public and private sector and who extending their business in rural communities engaging poor women get better access to internet and have connected with digital world.								
◄ Mobilize community people (women entrepreneurs)	■							
◄ Participants selection and group formation	■							
◄ Establishment of ICT training centre	■							
◄ Arrangement of course syllabus, schedule and module	■							
◄ Organize ICT based capacity development training and technology transfer		■	■	■	■	■	■	■
◄ Supervising and monitoring		■	■	■	■	■	■	■
◄ Yearly review meeting				■				
◄ Final evaluation								■
◄ Audit								■
◄ Lessons learned sharing workshop								■

14) **Total cost of the program**

USD 45745 (34615 in 1st year and 11130 in 2nd year).

15) **Fund requested to donors**

USD 40000 (30000 in 1st year and 10000 in 2nd year).

16) **Contribution of the applicants and community**

USD 5745 (4615 in 1st year and 1130 in 2nd year).

17) Detailed budget of the proposed project and requested to donor contribution

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
A)	Project inception and information dissemination	-	-	-	-	1035	-	1035
B)	Project staffs salary and benefit	-	-	-	-	3250	3250	6500
C)	Project staffs development training and orientation	-	-	-	-	298	-	298
D)	Training equipment and material	-	-	-	-	25950	3060	29010
E)	Community mobilization and participants selection	-	-	-	-	162	-	162
F)	Arrangement of syllabus, text and curriculum	-	-	-	-	2100	2100	4200
G)	Admin and overhead expense	-	-	-	-	670	620	1290
H)	Post activities and events	-	-	-	-	-	1825	1825
I)	Visibility action	-	-	-	-	1150	275	1425
					Grand-Total:	**34615**	**11130**	**45745**

A) Project inception and information dissemination activities:

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Staff recruitment expense	-	-	-	-	-	-	-
1.1	Newspaper advertisement	Number	1	-	70	70	-	70
1.2	Staff recruitment committee meetings (interview and other)	Number	3	-	30	30	-	30
2)	Inception workshop	-	-	-	-	-	-	-
2.1	Venue rent	Day	1	-	50	50	-	50
2.2	Facilitator honorarium-2	Day	1	-	100	100	-	100
2.3	Bag, folders, note books, pen and others for participants	Number	40	-	5	200	-	200
2.4	Daily allowances (participants)	Number	40	-	5	200	-	200
2.5	Lunch and break fast for participants	Number	40	-	5	200	-	200
2.6	Banner	Number	1	-	10	10	-	10
2.7	Multimedia, laptop and power generator rent	Day	1	-	10	10	-	10
2.8	Photography and media coverage (printing and TV)	Event	1	-	25	25	-	25
2.9	Communication/transportation	-	-	-	20	20	-	20
2.10	Printing and stationary	-	-	-	20	20	-	20
3	Monitoring and evaluation framework development	Event	1	-	100	100	-	100
					Sub-Total:	**1035**	**-**	**1035**

B) Project staffs salary and benefit

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Facilitator cum Coordinator-1	Month	13	13	125	1625	1625	3250
2	Facilitator-1	Month	13	13	100	1300	1300	2600
3	Admin & Accounts Assitant-1 (25% time will be given)	Month	13	13	100	325	325	650
					Sub-Total:	**3250**	**3250**	**6500**

C) Project staffs development training and orientation

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Venue rent	Day	3	-	10	30	-	30
2	Facilitator honorarium-2	Day	3	-	20	60	-	60
3	Bag, folders, note books, pen and others for participants	Number	7	-	5	35	-	35
4	DA for 5 participants	Day	3	-	10	30	-	30
5	Lunch and break fast for 7 participants	Day	3	-	21	63	-	63
6	Banner	Number	1	-	10	10	-	10
7	Multimedia, laptop and power generator rent	Day	3	-	10	30		30
8	Communication/transportation	-	-	-	20	20	-	20
9	Printing and stationary	-	-	-	20	20	-	20
					Sub-Total	298	-	298

D) Training equipment and material

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Training centre rent	Month	10	12	75	750	900	1650
2	Furniture for Facilitators	Event	1	-	100	100	-	100
3	Laptop for participants	Number	30	-	500	15000	-	15000
4	Laptop for Facilitators	Number	1	-	750	750	-	750
5	Multimedia	Number	1	-	850	850	-	850
6	Internet modem	Number	31	-	50	1550	-	1550
7	Internet line rent-31	Month	10	12	155	1550	1860	3410
8	Furniture for participants	Number	30	-	50	1500	-	1500
9	Spiral machine	Number	1	-	250	250	-	250
10	Television	Number	1	-	950	950	-	950
11	Sound system	Set	1	-	2000	2000	-	2000
12	Digital camera	Number	1	-	250	250	-	250
13	Electricity bill	Month	10	12	25	250	300	550
14	LAN networking	-	-	-	-	50	-	50
15)	Printer	Number	1	-	150	150	-	150
					Sub-Total	25950	3060	29010

E) Community mobilization and participants selection

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Facilitator traveling	Number	20	-	3	60	-	60
2	Meeting entertainment	Number	20	-	5	100	-	100
3	Meeting regulation book and survey	Number	2	-	1	2	-	2
					Sub-Total	162	-	162

F) Arrangement of syllabus, text and curriculum

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Syllabus, text and curriculum	Number	300	300	2	600	600	1200
2	Bag, folders, note book, pen and others for participants	Number	300	300	5	1500	1500	3000
					Sub-Total	2100	2100	4200

G) Admin and overhead expense

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Printing and stationary	Month	12	12	20	240	240	480
2	Monthly meeting	Number	12	12	5	60	60	120
3	Postage and communication	Month	12	12	10	120	120	240
4	Yearly review meeting	Event	1	-	50	50	-	50
4	Printer cartage	Number	2	2	100	200	200	400
					Sub-Total	670	620	1290

H) Post activities and events

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Final evaluation	Event	-	1	500	-	500	500
2	Final audit	Event	-	1	500	-	500	500
3	Lesson learn sharing workshop and information dissemination							
3.1	Venue rent	Day	1	-	50	-	50	50
3.2	Facilitator honorarium-2	Day	1	-	100	-	100	100
3.3	Bag, folders, note books, pen and others for participants	Number	40	-	5	-	200	200
3.4	Daily allowances for participants	Number	40	-	5	-	200	200
3.5	Lunch and break fast for participants	Number	40	-	5	-	200	200
3.6	Banner	Number	1	-	10	-	10	10
3.7	Photography and media coverage (printing and TV)	Event	1	-	25	-	25	25
3.8	Communication/transportation	-	-	-	20	-	20	20
3.9	Printing and stationary	-	-	-	20	-	20	20
					Sub-Total:	-	1825	1825

I) Visibility action

Sl No.	Particulars	Unit	Number of unit		Unit rate	Amount in USD		
			1st year	2nd year		1st year	2nd year	Total
1	Evaluation certificate	Number	300	300	.50	150	150	300
3	Visiting card for staffs	Number	1000	500	.25	250	125	375
4	Sticker	Number	1000	-	.25	250	-	250
4	Brushier and leaflet	Number	1000	-	.50	500	-	500
					Sub-Total	1150	275	1425