



# Annual Report

## January 2018

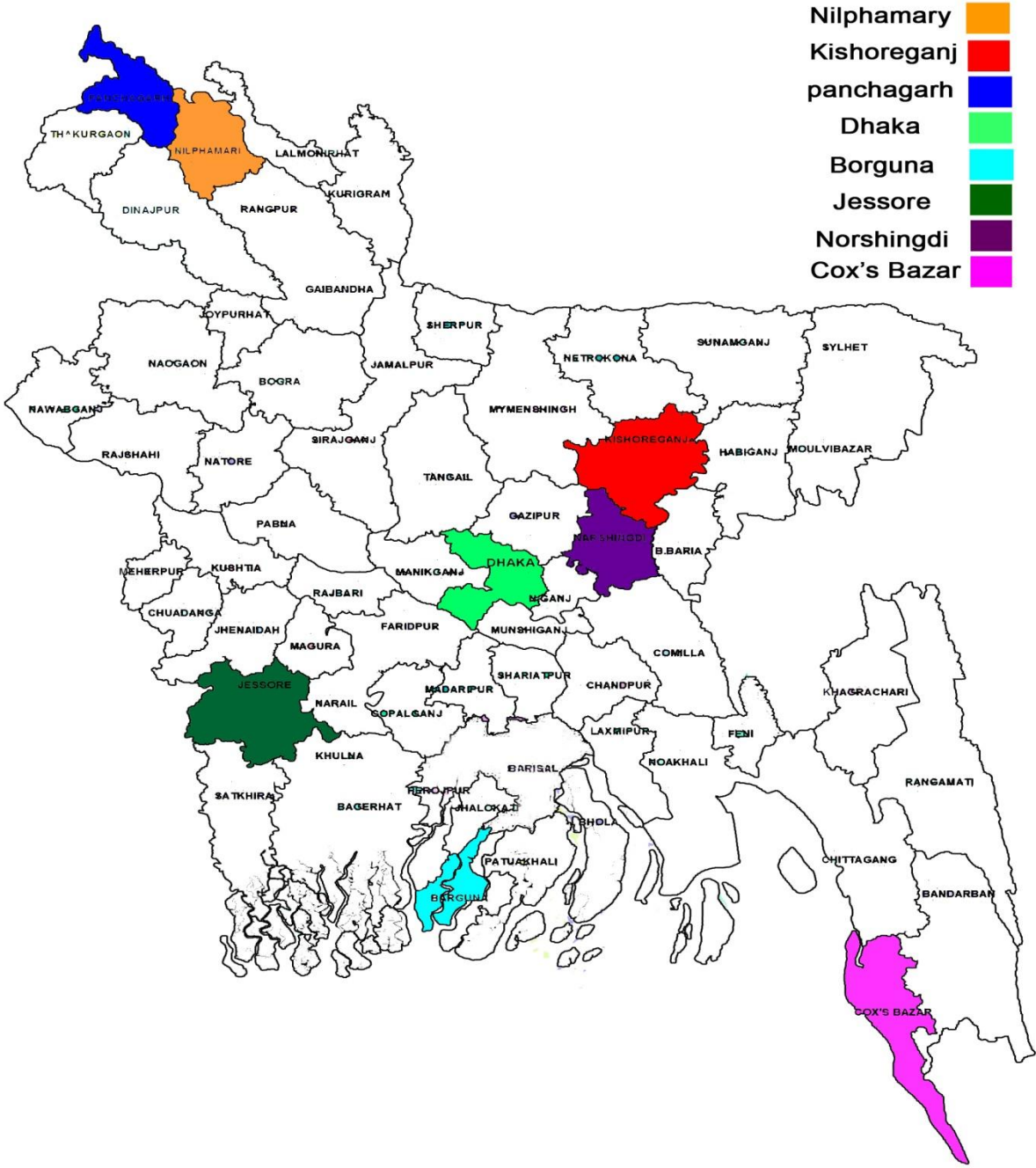
### Reaching People In Need



House:3, Flat:A/4, Level: 4.  
Kabi Faruk Ahmed Shorony Nikunjo-2,  
Khilkhet, Dhaka-1229.

Web: [www.reachingpeopleinneed.com](http://www.reachingpeopleinneed.com)

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# Abbreviation or Accronyms

<i>RPN</i>	<i>: Reaching People in Need</i>
<i>GC</i>	<i>: General Committee</i>
<i>EC</i>	<i>: Executive Committee</i>
<i>EO</i>	<i>: Executive Office</i>
<i>ED</i>	<i>: Executive Director</i>
<i>PM</i>	<i>: Project Manager</i>
<i>H (A&amp;F)</i>	<i>: Head of Admin &amp; Finance</i>
<i>M (Admin)</i>	<i>: Manager, Admin</i>
<i>M (Finance)</i>	<i>: Manager, Finance</i>
<i>M (HR)</i>	<i>: Manager, Human Resources</i>
<i>PO/FO</i>	<i>: Project Officer/ Field Officer</i>
<i>MO</i>	<i>: Monitoring Officer</i>
<i>TO</i>	<i>: Technical Officer</i>
<i>AO</i>	<i>: Accounts Officer</i>
<i>DA</i>	<i>: Documentation Assistance</i>
<i>SS</i>	<i>: Support Staff</i>

## Message of Secretary

*We are grateful to all those who have provided inputs behind the preparation of Annual Report-December 2017.*

*We acknowledge with gratitude the contributions of Ashfaque Siraj, Head of Admin & Finance of RPN& other supporting staffs.*

*We also acknowledge with thank Mr. Rawshan Habib, Designer of AD Land for providing technical assistance in preparing this report.*

**KH Towhidul Islam**  
**Secretary, RPN**

# *Forward*

*We are pleased to publish the Annual Report January 2018 of RPN. This report has been covered the period during 1<sup>st</sup> July 2016 to 31 December 2017, published in January 2018. I am expressing my gratitude to AD Land for their excellent contribution in publishing the report.*

*I must thank Ashfaque Siraj Head of Admin & Finance and Mr. S.M. Wahiduzzaman Project Manager of Orphan Care both whose provide extra ordinary performance in producing the report.*

*I am thankful to all others staffs for their extra ordinary effort & contributions to overcome the challenge of the century of 21.*

*Md. Mustafizur Rahman  
Executive Director  
RPN, Dhaka*

## INTRODUCTION

### Context:

Bangladesh is facing numerous problems like low literacy, lack of proper initiatives, lack in gender equity, lack of opportunities & facilities etc. and all of these are the main reasons for poverty. Failure of exploration of human will force & lack of appropriate initiatives are the main reasons for poverty. By creating favorable conditions for human in exploration of hidden will forces then he/she can reach destiny.

Main challenge of Bangladesh is to minimize the poverty and face to hindrance of exploration of human will force. Now it is very much important to implement innovative action is neither necessary nor inevitable for breaking poverty cycle.

To face the challenge, a few devoted, dynamic and energetic young think to do something special and established the organization in 2007 with a view to ensure suitable and favorable conditions for the disadvantaged section of the people and work as a catalyst to exploration of human will force through unique initiatives.

### Legal Status:

RPN is duly registered with the Department of Social Welfare of Bangladesh bearing registration number Dha-08355 dated April 8, 2008 and NGO Affairs Bureau bearing registration number 2420 dated March 4, 2009.

### Geographical Coverage:

A total of 7 project offices are established within the project area under 7 districts targeting implements the project activities. All programs are conducted from these 7 offices. The details program's implementation area and project office addresses are mentioned below:

The list of the offices with address below,

**(i) Dhaka Office:**

House # 03, Floor # 4<sup>th</sup>, Flat # A-4,  
Kabi Forruk Shorony, Nikunjo-2, Dhaka-1229, Bangladesh.  
Ph: 88 02 8900078 Cell: 88 01971766 509, 8801920757014,  
Email: rpn.bd.org@ gmail.com Web: www.rpp-bd.org

- (ii) **Saidpur Office:**  
New Babu Para, Syedpur, Nilphamary  
Cell: 88011 95 42 22 76
- (iii) **Kishoregonj Office:**  
Kolaparar More, (near uz office)  
Kishorgonj Sador, Kishorgonj  
Cell: 88 01719982982
- (iv) **Borguna Office:**  
Vill: Menipara, Post: Menipara Bazar  
UZ: Taltoly. Dist: Borguna
- (v) **Boda Office:**  
Vill: Sakowa, Post: Sakowa  
UZ: Boda. Dist: Panchagarh
- (vi) **Jessore Office:**  
Vill: Goga, Post: Goga  
UZ: Sharsha. Dist: Jessore
- (vii) **Cox's Bazar Office:**  
Alfa Wave, Flat # 202 (Level-2)  
Kolatoly Road, Cox's Bazar

### **Administrative Structure:**

RPN has three principal management organs such as (i) General Committee (GC) (ii) Executive Committee (EC) (iii) Executive Office (EO)

- (i) **General Committee (GC)** Consist of 27 members meets once a year in the Annual General Meeting (AGM) for finalize annual budget, policy, strategy and program activities. It will be elected the Executive Committee (EC) for two years terms. In case of emergencies the General Committee (GC) meets any times for Extraordinary General Meeting (EGM).
- (ii) **Executive Committee (EC)** Comprises of 7 members is the responsible authorities to take decisions for implementation procedure. Its meets at least 4 times a year for deciding implementing matters and reviews the activities of Executive Office.

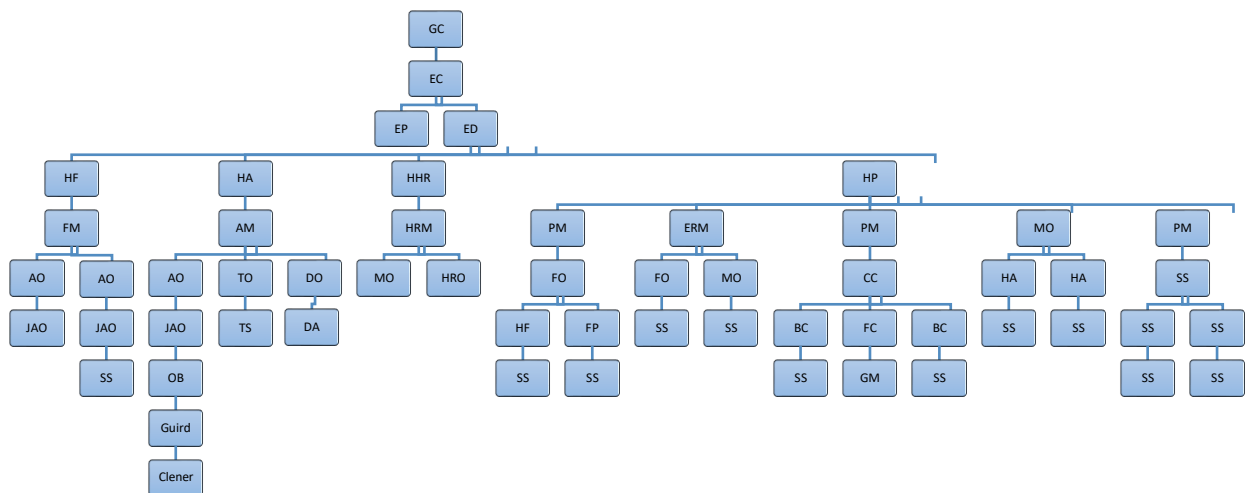


- (iii) **Executive Office (EO)** Headed by the Executive Director (ED) with his dynamic officers is responsible for day to day work. He is the official chief for responsible of program activities and liable to his work to Executive Committee. The office staffs administrate through an administrative channel following the organogram. Organogram is shown below:

**Staff Pattern:**

Total of 67 well experienced, devoted and energetic young staff with dynamic leadership of Executive Director controls, manages, supervises and implements the projects of the organization. In addition 15 volunteer were ready to serve their expertise to Executive Office at any moments.

# Organogram



**Administration Policy of the Organization:**

It is importance to administrate the organizational activities, enhance transparency and accountability by forming different service manual such as **service rule, office & financial management, gender policy, procurement policy** etc. To ensure good governance and keep the project in right track such type of manual place an important role in the organization.

## Reporting Systems of the Organization:

**Activities and Financial Reports:** Program progress & monitoring and financial expenditure statement (including quantity, qualities, deviation) according to donor report format and next quarter action plan & call forward will sent to donor on demand basis. The project head will develop the report and submit to management.

**Annual and Completion Report:** Annual report will be submitted at the end of every year and completion report at the end of project will develop by PM and submit the report to management.

**Other Reports:** Besides regular reports, the donor contact person will be kept update about the facts of the projects.

## Anti-Corruption Policy of the Organization:

An official system is maintained for preventing any corruption within the organization. In our service rule it has been described under article 7.04 that, every employee should be punishable if he or she is involved in any corruption, misconduct and non-responsive. In addition, we follow the Office and Financial Management manual where described under article 16, a person who will involve in any kind of corruption he or she will face departmental inquiry. If he or she failed to prove that he/she is not engaged into corruption then he or she must be paid penalty. The amount of penalty is describe in below,

Corrupted person 100%, controlling officer 25%, Head of Finance 10% and Executive Director 5% penalty will be imposed regarding corruption value.

## Accounts & Audit Systems of the Organization:

RPN maintains standard accounts and audit system following financial year July to June. It has been operating separate Bank Accounts for every project for maintaining proper transparency and accountability. The Bank Account is operated under the joint signatures of the authorized persons of the organization according to the approval of EC. Each year the accounts are audited by the government approved chartered accounts. The project accounts are audited as per rules of the NGO affairs Bureau and the reports are sent to the NGO affairs Bureau on a regular basis.

# Overview of the Organization:

## Mission :

The Organization's **mission** is to eradicate poverty and achieve economic and social well-being for the vulnerable people of our community and prepares these people to add mainstream development process and ensuring fundamental rights.

## Vision :

The organization's **vision** is to build the community free from hunger, poverty and any discrimination where people live happy and prosperous life.

## Strategies :

**RPN** act as a catalyst to build will-force of the population that they can ensure better life themselves and give more emphasis on the sustainable development.

## Values :

**RPN** has established certain core values which guide all its work. These are:

- (i) Equal respect to all irrespective of religion, race and color.
- (ii) Promoting and upholding values of transparency and accountability in order to ensure efficient use of resources,
- (iii) Promoting gender equality and social justice to end discrimination in society and upholding human right of all.

## Objectives :

The objectives for which the organization are established to,

- (i) Empower the target groups so that they can establish their socio-economic, political and cultural rights.
- (ii) Develop the target groups so that they can ensure maximum & appropriate utilization of local resources.
- (iii) Extends, promote health, family planning, water & sanitation facilities to people for ensure essay access to service mechanism.
- (iv) Capacity building of target groups to enable them on disaster management, adoption to climate change, occupational hazards, gender equity & others development issues for ensuring safeguard the future well-being.

- (v) Protects environmental destruction for maintain ecological balance.
- (vi) Educate the distress children, children in hazard work, orphan and aboriginal child through functional, nonfunctional education.
- (vii) Initiatives for establishing human rights and governance to ensure dignity and well-being of all people, especially the disadvantaged.
- (viii) Performs such other function as are conduce to marginally people.

## *On Going Program of the Organization:*

**Education Sponsored for Orphan (ESO)** is a support program for the orphan children. The goal of the project is to increase the capabilities of orphan who are facing hardship continuing their education due to financial crisis. RPN is operating orphan support **program since 2009** with the financial support of IH UK.



Under the programme provide educational expenses like tuition fees, foods and accessories like books, exercise books, pencil, eraser, sharpener etc. We also provide complete school dress of every child. Total of 200 children are getting support from us in different part of Bangladesh.

**Cricket Academy for the Street and Underprivileged Latent Talent (CASULT)** is operating its activities at Saidpur, Nilphamary with the view to build street children as a professional cricketer. Under this academy, 50 street kids are getting coaching since 2016& still continue. Radical Behavioral change of street children is the major

achievement of the project. People become astonished to seeing their courtesy better than before.



**Wash for Life (WFL)** is a water crisis mitigation program aims to mitigate scarcity of fresh and safe drinking water for the people who live from arsenic and other contaminations. The program starts from May 2017 and will be closed by April 2020.



Under the program we have plan to set up 2340 tube wells in different part of Boda, Debigonj and Atoary under Panchagarh district and Kishorgonj Sador, Kuliorchar and Kotiadi under Kishoregonj Districr and Dimla under Nilphamary district.

**Capacity Building for NGO (CBN)** aims to strangling the NGO in a view to increase capacity in terms of implementing, monitoring and evaluation aspect. The project starts in December 2017 and it will continued November 2018.



**Homestead Gardening & Social Plantation for the IH Model Villagers** project has been introduced to fulfill the nutritional demand and create safety net of the inhabitant of the IH Model Village at Manipara under Taltoly upazila in Bonguna district of Bangladesh. Under the project, the villagers of IHMV cultivate homestead gardening in order to attaining nutritional deficiency of the inhabitants of the IH Model Village. Surrounding the village huge numbers tree was planted for future financial benefit of the families as well as environmental concern.



**Vulnerable Group Development (VGD)** is being operated in Kishoregonj Sador and Kuliorchar upazila under Kishoregonj district in order to capacitated vulnerable women of the locality. More than 2357 women are brought under the program. Food support, savings collection, life skills training, personal hygiene etc. are the main component of the project.



The main objectives are to build up the income earning capacities of VGD women and the social empower them through training and awareness. The vulnerable group development program is the largest social safety net program of the Government of Bangladesh that exclusive target ultra-poor household. RPN is co-partner of the program.

**Rohingya Emergency Response Project** is aim to provide emergency support to the Rohingya refugees in Cox's Bazar. The Rohingya influx' in Bangladesh now has been one of the most critical humanitarian issues in the world. The influx had been in the early decades but it has been devastating since 25 August 2017 due to targeted violence against Rohingya communities in Rakhine State, Myanmar.



From the very beginning we made very positive response to the crisis; therefore, welcomed the Rohingya refuge on a humanitarian ground. Feeding and shelter were identified the top most priorities at the very beginning as the refugees were hungry and exhausted, and needed to take a shelter first to save their lives. Gradually other supports also are being made.





Under the program food, shelter, wash and health service have been started for ensuring wellbeing of Rohingya Refugees in Cox's Bazar.

**Water Purification Plant** is being implementing in Sharsha upozila under Jessore district is one of the world's most densely populated cities facing scarcity of adequate fresh water due to arsenic contamination. People of target area depend on Tube well for their drinking water mostly but maximum are not functioning well. Most of the tube well water is not safe to drink due to arsenic and others contamination.



Mixing with water the toxic effects have been affecting the health of thousands of people around the area. Villagers often have to walk miles to collect water from dirty pools; they simply have no other viable option.

Considering the context, Water Purification Plant (WPP) is installed in the area in Goga union under sharsha upazila of Jessore district and act decisively to save thousands of people from slow mass poisoning by deadly diseases and scarcity of pure drinking water.

### Milestone of Past:

In 2007 when SIDR was hit costal belt, we start a recovery plan in the Borguna district of Bangladesh. Concerning that we brought 10 acres of land for establishing a model village. The villages was create jobs for local people who trained to adopt flood tolerance farming practices and continuously regenerates and conserve the biodiversity of the area. The produce grown on the farm is consumed by the residents of the model village and sells in the local market to generate further income. This is our development milestone functioning very well still now.

### Conclusion:

Due to fund limitation we can't do more what we want to desire. Limitations of fund stand in the way of acceleration in the growth process. Notwithstanding RPN has made important gains in the fight against poverty. Many initiatives were taken to tackle the poverty within our organization.

We want to thanks to donor and all the concern stakeholders for providing assistance to carry out the activities.

### Contract for any information:

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