

Organizational Profile

1. General Information:

1.1 Name of NGO: Samaj Jagoron O Unnayan Kendra (SJOUK).

Date of Formation: 21 January, 1997

1.2 Address of Offices:

Head Office Address:

SJOUK, Professor Colony, College road, Gaibandha. : Mobile-01712-532003, 01712-219506.

Branch Office and location: 1 (One).

Village: Roushanbag, Post: Roushanbag, Upazila: Palashbari, Gaibandha. Mobile-01717-507625.

Project Office Address: 1 (One).

SJOUK Poultry Firm & Research Center, Professor Colony, College road, Gaibandha. : Mobile-0172-0155730.

1.3 Legal Status:

SJOUK is registered with the Department of Social Services. The registration number is Gai/Sadar/377/97. Dated- 21.01.1997

1.4 Target Clientele:

The poor and disadvantaged men and women of different occupation including children and disabled people in the society are the target population of SJOUK. The criteria for selecting the target beneficiaries are as under:

-Men, women and children who sell their manual labor for survival.

- Poor but hard working people.
- Marginal farm families who contains below 0.50 decimal of land and having no seed money for income generating activities.
- Families owning only the homestead plot.
- Widows having children but no earning member.
- Divorced/Separated women of destitute families, and
- Persons with disabilities.
- Fishers community.

1.5 Vision: To create a poverty free society

1.6: Mission: A society where men & women both take initiative and work together to achieve self reliance and higher standard of living.

1.7 Objectives:

The overall objective of the organization is to support the exploited people for ensuring social right and help them to start and continue income generating activities for their better life. The specific objectives of the organization are as below.

- to encourage building of men and organization;
 - to raise awareness among the community and to ensure women access to and control over resources and benefits derived from the project;
 - to provide credit support for increasing income of target people especially for the target women;
 - to foster non-formal education for adults and the disadvantages children respectively, ensuring community involvement in this process;
 - to develop a capable human resource through skill and human development training.
 - to create awareness among the group members on health and environment and

To fulfill the above mentioned objectives SJOUK is working on the following component;

1. Institution building
2. Integrated Agriculture Development
3. Development of education
4. Training

5. Employment and income generation
6. Water, Health and Sanitation
7. Fishery
8. Poultry
9. Communal Chicken Hatchery
10. Disaster
11. Legal Aid
12. Human Rights.

1.8 Accounts:

SJOUK is operating two accounts in Rajshahi Krishi Unnayan bank and one account in Pubali bank under Gaibandha district. The account number is shown in below;

- 1) Savings-7104-Rajshahi Krishi Unnayan Bank, Gaibandha.
- 2) Savings- 2661, Pubali Bank, Gaibandha.
- 3) Current Account-33, Rajshahi Krishi Unnayan Bank, Gaibandha.

The Current Accounting System of the Organization:

One (1) Current and two (2) savings bank accounts are being operated jointly by the Coordinator and accountant of the organization and overall direction by Chief Executive. When need money for project related expenditure the Coordinator/Accountant submit a tentative budget to the Executive Director and then Executive Director check and approved it if there is no correction.

1.9 Working Area: SJOUK activities are carried out in six upazilas and two pourasavas under Gaibandha, Nilfamari & Sirajganj district, as shown in below:

Name of District	Name of Upazila	Total Union	Total Village	Word Nos.
Gaibandha	Gaibandha Sadar	5	21	
	Pouroshava	-	-	word No-4,5
	Gobindaganj	1	5	-

	Palashbari	9	89	-
Sirajganj	Pouroshava	-	-	All Words
Nilfamari	Domar	1	3	-
Total =	06	16	118	

1.10 Staffing:

Type off Staff	Total Numbers	Men	Women
Regular	28	20	08
Contractual	13	04	09
Volunteers	16	11	05
Total =	57	35	22

1.11 On going Projects/ Programs:

Number of Projects	Major area of focus	Project Location	Beneficiaries	Donors	Key Components
Category1: Water Management					
01	Supplied irrigation water among the marginal farmers	Four villages in Ramchandrapur union under Gaibandha Sadar thana	170	Own	-Awareness of farmer -Identification of farmer -Irrigation and drainage -Fertilizer application

					-Pesticides application
Category 2: Agriculture Development					
02	Total 21 acre land has leased and established integrated agriculture development project and Mango garden. Beside another GRARD project is palashbari upazila.	Roghunathpur villages under Gaibandha sadar Upazila, All union of palashbari upazila and another is Dimla upazila under Nilfamary districts.	3000	Own/DAE/IDB	Key Components -Awareness -Identification of farmer -Group formation -Training provide -Fertilizer application -Pesticides application
Category 3: Fishery Program					
2	Total 8 ponds have been taken leased. The organization provided fishing instrument, training to the organized group members and provided loan for cultivate fish.	Roghunathpur villages under Gaibandha sadar Upazila and Talukgorabanda under Palashbari upazila under Gaibandha districts	150	Bangladesh NGO Foundation/Own	-Identification of pond -Awareness -Group formation -Training -Fishing instrument supply -Sanctuary established -Credit

Category 4: Non-formal Education					
01	A total number of 10 non formal education centers have been set up	Gaibandha sadar thana of Gaibandha districts.	300	Own/ DNFPE	-Identify drop out children and illiterate women -Basic letters -Basic mathematics -Mother and child card -Primary health care
Category 5: Income generation					
02	A total number of Tk. 8, 25,000 has been distributed among the members.	Gaibandha sadar thana of Gaibandha districts.	1050	Own	-Identify potential group members -Group formation -Selection of the schemes -Provided Training
Category 5 : Training					
01	In each month near 10-20 beneficiaries get training on skill and human development.	Gaibandha and Palashbari upazila.	650	German Embassy/BNF/ Own	-identify potential group members -Selection of the schemes -Provided Training

Category 6: Women Empowerment

02	Provide legal aid support and creation employment opportunity of the women.	Dist: Gaibandha Upazial: Sadar, Palashbari Union: Ramchandrapur, Betkapa & Pourasava,	350	German Embassy /Own	-Awareness -Women violence -Addiction -Legal aid -Training -Group formation -Chicken supplies in fewer prices. -Loan disburse
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Category 7: Health and Nutrition

2	Aware the beneficiaries to drinking safe water and use sanitary latrine for sound health.	Dist: Gaibandha Upazial: Sadar, Palashbari Union: Pourasava, Ramchandrapur, Betkapa	500	DPHE/Own/ADB	-Awareness -Training -Linkage with others institution. -Community meeting -Sanitary Latrine distribution -Saline distribution
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Category 8: Human Rights and Good Governance

02	To established access in natural and social	Dist: Gaibandha Upazial: Sadar, Palashbari	320	Own/Bangladesh NGO Foundation.	Awareness Training
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	resources of the beneficiaries and aware them on their rights.	Union: Pourasava, Ramchandrapur, Betkapa			Group formation Access established Day observation Seminar/Workshop Legal aid support
Category 9: Community Based Disaster Management & Mitigation					
02	Aware the community from disaster and provide necessary equipments according to need.	Dist: Gaibandha Upazial: Sadar, Palashbari Union: Pourasava, Ramchandrapur, Betkapa	55	Own	Awareness Training Workshop, seminar Disaster Preparedness

1.12 Details Experience in Facilitating/Conducting Training in 2007:

Name of Training Course	Duration of training course	Number & type of participants			Training Methodology	Self Trainer (Num)	Hired trainer (Num)
		UP	NGO	Private /Sector			

		Type	No	Type	No	Type	No		ber)	ber)
Cow rearing	02 days	-	-	NGO Staff, Group member	25	Farm owner	20	-Discussion -Group work	02	-
Poultry Rearing	03 days	-	-	„	100	„	10	-Discussion -Group work	02	-
Leadership Dev.	05 days	-	-	NGO Staff	30	„	20	-Discussion -Group work	01	01
Credit Mgt.	03 days	-	-	NGO Staff	05	„	-	-Discussion -Group work	02	01
Accounting Mgt.	02 days	-	-	NGO Staff, Group member	10	„	05	-Discussion -Group work	02	-
Gender Balance & Empowerment	04 days	-	-	„	25	„	-	-Discussion -Group work	01	-
Vegetable cultivation	03 days	-	-	„	60	„	10	-Discussion -Group work -Practical Class	03	-
Total =					255		65			

Partnership and Collaboration

2.1 Partnership with Government of Bangladesh:

SJOUK has had its partnership and cooperation with the following Government organizations;

- Department of Social Service
- Department of Livestock
- Department of Public Health Engineering (DPHE)
- Department of Non-Formal Primary Education (DNFPE)
- Department of Agriculture Extension (DAE)
- Department of Youth Development

2.2 Partnership with International organizations/ NGOs:

The Federal Republic of German Embassy, Dhaka, Bangladesh.

Asian Development Bank (ADB).

Islamic Development Bank (IDB).

2.3 Partnership with National organizations/ NGOs:

- Manab Seba Unnayan Sangstha (MUS), Pabna.
- National Development Program (NDP), Sirajganj.
- Gram kendra (Village Research and Services Center). C/13, Jakir Hossein Road, Mohammadpur, Dhaka-1207.
- Sunamgonj Jonokallyan Sangstha (SUJON). 78 Upatteqa, Hasan Nagar, Sunamgonj.

2.4 Membership of Forum:

- Bangladesh NGO Foundation.
- Gaibandha NGO Network
- Disaster Forum
- Sanitation Task Force
- Nari Nirjaton Pratirod Committee.

2.5 Partnership with local organizations/ NGOs:

- Shadesh Unnayan Sangstha (SUS), Gaibandha.
- Thikana-Mohila Unnayan Sangstha. Kushtia.
- RSDP, Sunamganj.
- RIGHT, Tulsighat, Gaibandha.
- Samajik Ovikkhapan Committe, Roushanbag, Gaibandha.
- KHANDARY, Gaibandha.

Organization and Management

3.1 Structural of Organization and Management

The organization set up of SJOUK is divided into two units viz: Training Unit and Programme Unit & having separate set of personnel and logistics for successful implementation of activities

The executive functions are carried out by a set of experienced staff under the over all direction of the President who also acts as the Chief Executive. As SJOUK is basically a field-based organization, it maintains a relatively small head office set-up. Its field activities are conducted under the supervision of qualified professional/ technical staff. There is a set of local field staff for each project and location.

3.2 Organizational Structure of SJOUK: There are three committees in SJOUK. They are General committee, Executive committee and Advisory committee.

3.1.1 General committee:

General committee consisted of development minded people who generally live in the project area. The members of the committee always render voluntary services for this organization. They elect the executive body members. Total member of the committee is 31. This committee meets twice in a year.

3.1.2 Executive committee:

Executive committee elected by the members of General committee. The organisation is running by the executive committee. There are President, Vice President, General Secretary, office secretary, treasure and four executive members in the executive committee. The committee headed by Mr. Sunil Kumer Roy, who has a strong background of working in various development organization, training and credit. The composition of current Managing Committee is attached in appendix-A.

3.1.3 Advisory committee:

The Advisory committee is consisted of five members, they are; one renowned social worker, one senior govt. officer, one senior banker and two senior NGO workers.

3.3 Funding:

The source of funding of SJOUK comes generally from the following five sources:

1. Own sources
 2. Donations
 3. Government agencies
 4. International agencies
 5. Loan
5. Service charge

3.5 Resource of the Organization:

- Well established & furnished 3 office.
- Well qualified, trained and experienced staff & volunteers
- Well organized operational area.
- Well organized 145 groups with 3050 group members.
- Strong General, Executive & Advisory Committee.
- 2 field based and 1 Pourashava based training center.
- Own Latrine produce & sale center
- Local people & administration's support.

3.6 Logistic Facilities Available

Logistic facilities available with the organization are listed below:

Office Space: Pourashava office Space is 300 sqft. Fully furnished and equipped with all necessary furniture/equipment. Beside 1 field based office and 1 project office (Office space 1050 sqft.)

3.8 Monitoring and Evaluation (M&E):

Regular monitoring and evaluation (M&E) of activities is essential for effective functioning of any organization. Accordingly, the management of SJOUK has recognized M&E to be one of its key responsibilities.

Continues as well as periodic monitoring by project staff at all levels of implementations (HQs and Field) are done to ensure that delivery services, work schedules targeted, outputs and other required actions are proceeding to the designed plans and budget of each project. Strong feedback system is in practice which enables the management to improve operational plans and take timely corrective actions in case of shortfalls and constraints.

While formulating a project, the monitoring system is also designed keeping in view the nature, objective, components, indicators, etc. of it. Structured format developed and practiced. Generally, projects are monitored on weekly basis. However, periodic reviews are also done on quarterly, half-yearly and early basis.

Review discussions are also held on performances of activities. This helps management in making future plans, programming and decision making. The task of evaluation is commonly carried but internally with few exceptions.

3.9 Audit:

As a regular practice, SJOUK at the end of each financial year appoints an external auditor to audit the financial and accounting performance of the organization. During last five year Mohibullah & CO. has conducted the annual audit of the organization

3.10 Information on General Body and executive Committee:

- a. Number of GB members : Men 22, Women 09.
- b. Number of EC members : Men 07, Women 02.
- c. Role of the General Body and Executive Body:

General meeting held twice in every year. E.C place half year & final program and financial statement and next year plan for approved.

- d. Process of formation and change of General Body and Executive Committee (Term; process of formation etc.).

General body is formed by all general members. EC is elected by general body in general meeting for two years.

Organogram of SJOUK



Structure of Executive Committee with following details: (Duration 2008-2009)

Sl. No	Name	Designation	Principal Occupation	Relationship to Chief Executive	Address
1	Sushil Kumer Roy G.M (ASA)	President	NGO worker	Institutional	13/7 Kha, ASA Housing, Shamoly-2, Dhaka.
2	Mr. S.N Anwer	Vice-President	Dev. Worker & Researcher	„	HCL, 75 Mohakhali, 12 th floor, Dhaka.
3	Mrs. Helen Rahman	General Secretary	Social Worker	„	13/7 Kha, ASA Housing, Shamoly-2, Dhaka.
4	Md. Abdur Rahman	Treasurer	Social Worker	„	Vill: Raghunathpur, Post: Roushanbag, Up: Palashbari, Gaibandha
5.	Md.Moinul Islam Raja	Member	Social Worker	„	Professor Colony. College road,

					Gaibandha
6.	Md. Abdus Samad Mia	Member	Teacher	,,	Professor Colony. College road, Gaibandha
7.	Md. Nozrul Islam	Member	Social Worker	,,	Professor Colony. College road, Gaibandha
8.	Md. Abdur Rouf Sarder	Member	Social Worker		Vill: Mahanandaour, Post: Roushanbag, Up: Palashbari, Gaibandha
9.	Ms. Shanaz Parveen	Member	Teacher		Professor Colony. College road, Gaibandha

Names and Designation and Address of Chief Executive:

Helen Rahman

Chief Executive, SJOUK

Professor Colony, College road, Gaibandha

Telephone: 8128520, Mobile: 01712-532003