

## **Project Proposal**

**Title of Proposed Project : COVID-19 prevention and control**

**Contact Person : DR. Md Rezaul Kabir, Executive Director**

**Organization Name : Disable Development & Educational Foundation (DDEF).**

**Address : Vill+Post-Raihanpur,Thana-Patharghata,District-Barguna,Bangladesh**

**Phone : 01712136558, 01716733676,01718766442.**

**E-mail: ddef\_barguna@yahoo.com**

### **Legal status of Organization:**

Disable Development & Educational Foundation (DDEF) is Registered with

- a. Department of Social Service:-Barguna -433
- b. NGO Affairs Bureau: NGOAB-2608
- c. Department of Youth affairs: Barguna-220

**Project Cost:BDT. 1,19,80,000.00 ( One core Nineteen Lac eighty thousand taka )**

### **Project Description:**

Corona viruses are a large family of viruses which may cause illness in humans. In humans, several corona viruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered corona virus causes corona virus disease COVID-19.

COVID-19 is the infectious disease caused by the most recently discovered corona virus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

News of the virus has spread quickly throughout the Bangladesh and already the virus has been jokingly referred to as “moronavirus” (ie dying-virus) because of the severity surrounding it. The global reaction to the threat has generally increased the perception of the severity of the illness and the threat it poses to the peoples. However, there is a widespread lack of clarity on specifics related to the illness. The general view of the virus is that it is spreading rapidly and that actions taken by donors have increased the perception that the corona virus is a serious threat to Bangladeshi people’s lives in Barguna district.

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don’t develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment.

Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than 1 meter (3 feet) away from a person who is sick.

The death toll from the coronavirus in Bangladesh has risen to 50 after four more fatalities were reported in the 24 hours to 2:30pm on Sunday (15 April 2020)

Another 219 people tested positive for the virus from 1740 samples during this period, taking the totally of infections to 1231, IEDCR Director Meerjady Sabrina Flora said on Sunday (15 April 2020).The totally of recovery has also increased to 49 with three more patients returning home.

### **Rationale of the Project:**

There is no awareness of how the virus should be treated or tested for. There is also a lack of clarity on how to identify infection and whether there is a vaccine. It is recommended that this information should be included in future messaging given that peoples are largely mistrustful when Health facilities only prescribe paracetamol even though this can often be the appropriate course of medical action.

We can reduce the chances of being infected or spreading COVID-19 by taking some activities. The project will also be able to contribute to understand the planners; policy makers, practitioners and administrators to chalk out appropriate, meaningful and realistic steps through developing effective plan of action in terms of strategy and intervention for the welfare of the disadvantaged peoples.

It is alarming of a nation. On the other hand, there is no Medicine/treatment about evil COVID-19 diseases. For this, the organization has taken many kinds of programs to prevent COVID-19. Because prevention is better than cure. Our aims to raise general awareness particularly young, student, adolescent, mass peoples, overseas migrant workers etc to reducing the spread of COVID-19.

Bangladesh has confirmed 219 new cases of the novel coronavirus, raising the tally of positive tests to 1231.The death toll from the virus rose to 50 after four more patients died in the last 24 hours, Prof Dr Meerjady Sabrina Flora, Director, Institute of Epidemiology, Disease Control and Research (IEDCR) said in an online briefing on Sunday (April 15, 2020). This is by far the biggest single-day surge in cases since the virus was first detected in Bangladesh on Mar 8. A total of 49 patients have recovered from the disease so far as three more patients recovered in the last 24 hours, she said.

**Beneficiaries of the Project :**The ultimate target beneficiaries of the project are Disadvantaged poor people and those are in quarantine, Isolation and do not know about COVID-19.

**Project Goal :**

The goal of the Project is to prevent COVID-19 and reverse the trends in COVID-19 spread in Barguna district of Bangladesh.

**Objectives of the Project:**

The Objectives of the project are:

- (i) Provide knowledge, change attitudes, commitments to COVID-19 prevention and control,
- (ii) Capacities build up local volunteers and different staff to accelerate COVID-19 prevention and control steps; and
- (ii) Provide support for COVID-19 prevention and control.

**Activities:**

- 1. Data for collecting the information on COVID-19
- 2. Counseling program on COVID-19
- 3. Organize network with the officials of key government staff
- 4. Staff recruitment and orientation on COVID-19
- 5. A regular basis of counseling meeting arranged with the participation of the volunteers groups
- 6. Arranged miking on COVID-19
- 7. Arranged institution meeting for developing Knowledge, Attitude and Practice on COVID-19
- 8. Arrange network on COVID-19 with the participation of Journalist, lawyer, Doctors, civil society, GO and NGO representatives
- 9. Health Care Activities for patient on COVID-19
- 10. IEC/BCC materials distribution on COVID-19
- 11. Ensure safety net of service providers
- 12. Personal protective equipment (PPE) distribution
- 13. Community Radio talk show
- 14. Local Channel Broadcast program
- 15. Food distribution for COVID hit people
- 16. Cash distribution for COVID hit people
- 17. Waste management and clean program

**Expected outcomes:**

About 100% targeted people will get awareness training during the project period about COVID-19 & its protection systems side by side primary health care etc. After training these targeted people becoming more conscious about COVID-19 & side by side primary health care etc. These up people will disseminate their knowledge among the family members and neighbors and make them aware on COVID-19 and different health issues. We hope in this way about 100% people in this project areas peoples will be benefited.

While we are still learning about how COVID-2019 affects people, older persons and persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes) appear to develop serious illness more often than others.

We can channel our concerns into actions to protect ourselves, our loved ones and our communities. First and foremost among these actions is regular and thorough hand-washing and good respiratory hygiene. Secondly, keep informed and follow the advice of the local health authorities including any restrictions put in place on travel, movement and gatherings.

**The operational Management aspect of the project :**

A total of 01 project coordinator, 01 Doctor, 1 Program Manager, 1 Trainer, 1 Accountant Assistant and peer educator shall be engaged in this project activities. The Executive Committee shall be responsible for policy planning. Besides the Executive Director shall act or approved monthly expenditure, appointment of staff and staff management policy implementation, reporting liaison with Govt. and donor agency. Where 01 project coordinator, 01 Doctor, 1 Program Manager, 1 Trainer, 1 Accountant Assistant shall be responsible for project implementation & supervision as well as liable to the Executive Director for the work. Monthly/ Quarterly / Half-yearly progress report will be prepared by the Coordinator and will be submitted to respective executive Director. The concerned program coordinator will examine the progress reports and verify any king of discrepancy, if detected .

Senior officials/ E. C. will also visit the project area from time to time and monitor the progress will be made in the H/Q of the organization representative of donor country /agency would then be invited for filed visit and for attending such meeting . Final evaluation of the project will be made after submission of the project completion report to the donor agency . The accounts of the project will be separately maintained and annually audited .

**Project Location:** Barguna District of Bangladesh

**Duration:** Six months

**Organizational Background, including the expertise and experience:**

**Organizational Background,:**

Disable Development & Educational Foundation (DDEF) is a Non-political, non-profit and Non-Government Voluntary Development Organization formed with the initiatives of a few committed and dedicated social workers and philanthropists. Disable Development & Educational Foundation (DDEF) established on 2001 with an aim to promoting human and socio-economical development for the under privileged people living in rural area. To achieve the aim, Disable Development & Educational Foundation (DDEF) organizes the rural people who are living in poverty to improve their livelihood This organization initiated by some like-minded development patrons, for the improvement of the socio- economic condition of rural & urban communities as well as dissemination of information about development.

The philosophy of Disable Development & Educational Foundation (DDEF) is based on the conviction the paramount need of the men/women/ Children both urban and rural is not relief but release from the prison of poverty, Its main focus is to promote the socio-economic conditions of the under-privileged, distillates landless and economically poor people especially women through Organization, Education, Training, Participation and joint activities.

**Vision:**

Disable Development & Educational Foundation (DDEF) seeks to attain the divine pleasure and satisfaction by means of serving creation with special reference to the suffering humanity irrespective of race, color, ethnicity and other identities. DDEF dreams of a society free from injustice, deprivation, discrimination and other forms of social evils and improve living standard of the less fortunate poor and needy person with disability, vulnerable women and distresses children.

**Mission:**

To develop the under privileged poor vulnerable persons with the disabilities specially autistic, vulnerable women and distresses children in grass root level in Bangladesh. To change the social and economical situation of undeserved and un-served people in the country creating and sound and peaceful development environment. To provide necessary moral and material support to the poor and needy and building their capacity to live with dignity of Allah. To reduce poverty among the community people under taking felt need based and right programs having direct participation of related stakeholders and rehabilitation of person with disabilities.

**Objectives:**

The specific objectives of the DDEF may be summarized as below: To reduce poverty through capacity building and appropriate livelihood support for the poor persons with the disabilities, autism and distress men & women in grass roots area.

To contribute to overall development of Bangladesh through achieving the targets of the MDGs.

To reduce water-born diseases and child mortality through safe water supply, increasing sanitation & hygiene practices in rural and slum area.

To provide special assistance to orphans, widows, refugees and destitute section for their self-reliance and empowerment.

Mass Education for Non-Formal Primary Education (NFPE) to reduce illiteracy among the target peoples. This will be undertaken of priority basis.

Mass Awareness program on democracy practice and rights, implementation of disability school, good governance, livestock development to contribute national economy.

For mother and child health care, an HIV/Aids protection program providing necessary training motivation and necessary health service. Integrated agriculture development program to assist the poor farmers

To conduct Research to find replicable and innovative models for better improvement of our development activities. Training program shall be improvement to develop the skill and capacity among the target peoples as well as for staff development.

WATSAN Program to ensure safe water and 100% Hygienic latrine among the target community peoples. Social Forestry program to assist to maintain ecological balance and to save biodiversity.

To assist toward livelihood and food security create the provision of self-employment among the target peoples. Protection and preservation of human rights specially women child rights. Small business Development among of the poor.

Poorest of the poor will get first priority. Group and institution building at grassroots level. Empowerment of community. Strong relation and coordination with stakeholders. Coalition network mobilization and advocacy. Experience and expertise sharing. Learning from community. Encouraging research and innovation and expertise. Co-operative and supportive to government development program.

Participation gender diversity and participation capacity building alliance coalition and network shall be addressed as crosscutting outcomes. All project proposal to be designed and implemented as per local context having participation of community which will be feasible manageable and overall cost effective.

Women development.

Disaster management and climate change activities.

Disaster management and climate change activities.

To increase disaster awareness and preparedness at the disaster-prone area, reduce suffering of disaster victims and help them to recover normal life with emergency relief and rehabilitation.

To provide special assistance to poor and needy to celebrate religious and cultural festivals with pleasure and self-esteem.

### **Organizational Financial Ability :**

To reduce donor dependency in long-run as well as for the sake of program sustainability, organization is very much concern about its own fund generation. In order to achieve the target, organization has been implementing numerous income generating activities like Implementation of own fisheries program through using existing pond and leased pond, production of cash crop like community forestation, fruit tree, vegetable etc.

### **Working Approach:**

A detail work plan for this project will be prepared. Based on the project work plan all staff including director will prepare their own monthly work plan. All field level staff will submit their work plan to project coordinator and he will approve it.

The Executive Committee of this organization will be responsible for guiding the project implementation, monitoring, and progress and for regular exchange of views and information with donor.

All projects will be implemented through the administrative setup to ensure smooth implementation of the project. Overall management and supervision of the project will be exercised by the Director, who will devote as demanding the cost effective proper implementation of the project. Apart from overall management and supervision with Executive Director will be concerned especially with development of software packages and supervision of software activities. Project Coordinator will ensure the Quality work and supervise all field level activities under the project.

Senior Management supervise the program and do regular follow-up . Management practices is a process to plan implement and follow-up the day to day activities those are essential to run the organization plan. The peoples agreed on a set of values as guiding principles to establish a favorable internal environmental and contribute to the defined mission.

The Staff members will practice mutual respect at work place and the organization will evaluate on its staff members performance . Participatory decision making will be continues process. Fee sharing of experience, view and information will create a sound basis for organizational decisions.

Monitoring tools will be developed for the activities at different level. After each monitoring visits, respective person will write a short and precise report which will be shared and provide feedback to respective level. Monthly staff meeting will also be used for monitoring feedback purpose.

The monitoring Process is on going program of the organization. Such as field visit, Supervision, progress report, Data input sheet & management observation. All reporting procedure are present in this organization is Monthly , Quarterly , Semi annually , Annually.

There will be self-evaluation exercise. The aim of the evaluation will be to assess the progress, impact and constrains encountered and lessons learned through this project. Self-evaluation process will ensure participation of the stakeholders of this project and all the opinion, lessons, experience will be documented through this process.

The evaluation report would be delivered to all staff, community peoples representative , relevent government agencies, EC and donors.

#### **Existing Resources Available:**

The organization have sound institutional structure and also have experienced field staff and other physical facilities for helping materialize the project such as Office, Motor cycle, Training Centre , Loan fund, Various Equipment, etc. we will engaged trained up program organizer for proper implementation of the project activities.

The organization having good skills and technical hands with higher education and staff of different level directly or indirectly related with program implementation and gathered lot of experiences on concerned projects. Therefore, we have capacitated to implement the project with providing technical, and other related training and management supports to run the project.

The organization has been working in the area of poverty alleviation, Community-level health, education, water & Sanitation, environmental conservation, Human rights etc.

#### **Auditing System:**

Each every end of the financial year general committee of the 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 to E.C committee or Chairman. The registered accounts firm will do every year external audit.

#### **System of accountability:**

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.

#### **Monitoring :**

Project monitoring is the vital importance for the proper management as well as for the sustainability of the project. All project have monitored on a regular basis and the progress towards objectives have evaluated using both qualitative and quantitative participatory tools sustainable indicators. We have developed need-based tools for data collection considering indicators involving the project staff with other stakeholders of the project. All Data have collected monthly or need basis and Branch Manager with the help of Program Coordinator and the field staff will compile the data monthly, prepare report and submit to both management and respective person. Half yearly and annual report have prepared as a part of monitoring system.

The monitoring Process is on going program of the organization. Such as field visit, Supervision, progress report, Data input sheet & management observation. All reporting procedure are present in this organization is Monthly , Quarterly , Semi annual , Annual basis.

#### **Evaluation:**

A mid term evaluations have conducted with its own resources as and when required to assess the achievement towards output. Final evaluation have carried out at the end of the project to document success and /or failures and the lessons learnt from this project.

#### **Learning:**

ORGANIZATION gives due importance on the adaptive learning process that helped to cope with the changing situation by encouraging innovations and new initiatives and demand responsive approach . All sorts of cooperation were received from every corner whenever ORGANIZATION urged. This effort will be continued not only with the government body but also with other NGOs and donor agencies to strengthen ORGANIZATION activities and sharing their experience.



**Policies, procedures, guidelines:**

The organization is governed in participatory and decentralized manner. An Executive committee consists of 07 member three yearly elected by general council takes up the responsibility of execution of the organization. The executive Director on behalf of executive committee conducts overall management and is an ex-officio as the secretary of E.C. The E.C convenes meeting for making necessary decision and review progress of organization after each 3 month and general Council brings together at least once in a year.

The E.C is responsible to the general Council for its activities. There is a Core Management Team consisting with not more than 15 members and headed by the Executive Director. This Team is responsible to implement the policies as well as Organizational management affairs.

**Organizations strategic priorities :**

**Unity:** This is our pledge to keep unity among us and within the society. This will enable us to do thing at challenging situation.

**Team Work:** We work in team sprit to serve the community and always try to be a responsible team leader on behalf respective team.

**Creativity and Innovation:** Creativity is our inherent will and innovation is our difference.

**Extent:** We are latest ,progressive and worldwide in context of thinking and notion, but localized in program operation.

**Empowerment:** We believe in all form of empowerment of poor, neglected and vulnerable people. We therefore play a catalyst role for their empowerment.

**Position:** We hold our position in favor of poor and marginalized people and towards their wider interest.

**Sense of Responsibility:** Carrying out of respective responsibility allocated by the organization is our pledge. This way, we ensure our social liability/ obligation.

**Discipline, Participation and Cooperation:**

Discipline is a door to reach at the goal participation is the process of it and the cooperation expedites our movement. The organization development strategy focuses to address integrated development efforts. It believes in empowerment of general people at grassroots people. Therefore the organization strives to organize the target people into groups by forming grassroots organization. It has explored due to own experience to address people participation and need –based development their socio-economic conditions. Retention of sustainable and environmentally sound development enterprises is the precondition in any of the organization programmatic interventions.

**Justice:** We are the supporters of all justice and are struggling for it.

**Honesty and Integrity:** We keep own honesty to all principles of organization and pay integrity to the interest of ORGANIZATION

**Gender equity:** We try to respect of each other and believe that the women folk are human being too. They have equal rights as human being.

**Transparency and accountability :** We have no confusion in transparency and accountability to the people we work for and with whom.

**Responsiveness:** We are responsive to the peoples need and aspiration of local communities.

**Professional codes and standards of ORGANIZATION:**

**Cost effectiveness :** We are conscious about cost in case of personal life and organization. We believe too, cost effectiveness prevents the waste of wealth.

**Cross communication and line decision:** We promote communication across at any hierarchy within the organization but right and respective person makes decision.

**Family friendliness:** We think the organization is a family all concerned with are closed member of the family.

**Mutual respect:** We are aware of paying respect to our partner, Stakeholder and colleagues.

**Culture and Environment friendliness:** we retention the positive elements of all culture and strive to keep the balance of ecology.

**Total number of full time staff and number of staff in payroll and list of key professional personnel**

Total staff	:	72 (Male -52, Female -20).
Trainers	:	08 (Male -4, Female -4).
Total Volunteers	:	96 (Male -58, Female -28).
Total Group Members	:	9700+ (Male -2500+, Female -7200+)

**Financial capacity of the NGO :**

The organization has a written financial policy under regular practice at all levels.

The financial policy of the organization provides overall direction of management and financial guideline of the organization. The financial policy includes and accounting procedure logistic management procedure, procurement procedure etc. All kinds of procurement, payments are strictly adhere to the financial guideline. Moreover it follows the donors' financial guidelines if it is mandatory for that specific project.

Since its inception the organization has followed the principle of getting its project accounts audited by a recognized external audit firm. Its Accounts procedure, financial transaction and fund management have been subjected to any major adverse comments/recommendation by the audit firm. Recent audit report enclosed herewith.

**Details of Experience:**

**1.Clip live operation Program:** We have successfully completion a Clip live operation Program About 32 people has been benefited of leaf cutting program. We have also a Disable School where there 30 hearing impairment student study here. Organizations try to through facilitation of training ,motivation financial support and some other necessary additional support .During this period organizations ensures their direct participation and involvement in development process so that in ling run they can be self managed group establish in a good governance system having transparency and accountability present exist numbers of groups is 30 and the total numbers of the same is 50. Organization has a plan to include more members and increase number of Groups about 150 people are disable only one union Raihanpur.



**2.Rehabilitation of Disabled by Training Program Objectives of the Project:** To eradicate negligence of main society toward the disabled by providing them (disabled) training so that they earn money and prove their worthiness's make the families of the disabled relieved of the burden of their disabled child. To create positive attitude towards the disabled. To rehabilitate the disabled persons. To include the disabled persons in to the mainstream of the society. To create awareness among all that disabled are no more burdens but they are assets. To make the disabled persons educated as well as skilled in different trades.



**3.Out comes of the Project:** People will be aware of the disabled. A positive impact and attitude will be created towards the disabled by the mainstream of society. Eradication of negligence of main society toward the disabled as they (disabled) will be provided training. The families of the disabled will be relieved of the burden of their disabled child. Rehabilitation of the disabled persons. Including of the disabled persons into the mainstream of the society. Awareness among all such a way so that disabled are not more burdens but they are assets. Make the disabled persons educated as well as skilled in different trades. The proposed “Rehabilitation of disabled by Training Program” Will be operated in the following way.

**4.Base line Survey:** First of all a Base line Survey will be conducted among the needy and physically sound disabled so that the perfect disabled can be found. Then we will prepare a data base of them and take to their parents for their rehabilitation training.

Before giving them Technique training we will arrange a short Course on basic Education for the disabled so that can at least read write the very necessary day to day use Bengali. After the pre requisite Education training program is completed the main project i.e. The Technical Training will be started. Here will sort out the exact need of training of the disabled. In this process priority will be given to their own choice so that they can enjoy their work. After this the main training program will be started. In his session a through and sound training will provided so that they can be able to make the necessary things. Different types of trade will be included in this training program like-Candle making, chalk making, Toy making, Glass Bottle making, Bamboo and wooden furniture making, Cattle Raring, Sewing etc. In fact trade 10 persons will be provided training. Beside training we will also make them aware of their dignity and social duties. They are no more burden rather asset. After the program they will find themselves a new and full fledged human being which earlier they can never imagine of. For this a training centre will be set up where necessary instruments will be kept for training purpose. After the successful completion of the training we will provide either necessary Cash for starting their own business or give them the appropriate for this as per their choice.

**5.Saving Formation and credit support program** One of the main problems in our country poverty and also the most remarkable cause of the same is unemployment and underemployment .Therefore organizations tries to reduce poverty among the target people creation self employment among the target people .Therefore organization encourage and motivates them for of formation of their own capital through building up and motivates them which could be used as their capital for future investment .As results they are saving regularly and have Tk.2,75,000/- as their savings. organizations provides small amount of financial support as their savings. Organizations provides small amount of financial support us credit to invest the same for income generation activities to create self employment among the target people. It they can have more income the might be empowered and the impact of the same will be social and economic support Tk.125000/- As loan/ micro credit help to 1050 persons on rotation basis .participation s are paying back their loan on weekly installments Basis, Recovery Rate is satisfactory which is more than 98.5 %.

**6.Training program:** Organization belief that human resource development program can play significant role to change none efficient after having necessary skill and capacity which can be achieved through necessary training .And the resourceful people surly significantly can contribute toward socio economic development not being a burden of country .Therefore organization has organized training to develop skill and capacity building like tailoring livestock ,Fish culture and management ,health care to 100 participants form our won initiatives and livestock and fishery training was support Government youth department of Bangladesh.

**7.Health care preventive and curative:** Field organize provides motivation and awareness building to the community in regular group meeting ,besides organization provides treatment including prescription on weekly basis by a MBBS sector and two nurses . During this time they also advise the community people on health promotional affairs and to awareness build up of

disable people in the local area about HIV/AIDS so that they can protect their self from this danger disease.

**8. Water & Health promotion:** The main purpose of the program is to insure safe water and sanitary latrine to all which will create a health environment contributing poverty alleviation .Under this program organization undertakes social mobilization program to aware the community people regarding arsenic affects the use of safe water , individual health and hygienic practice Mobilization is conducted regularly in monthly group meetings . In the meantime Organization distributed from its own production center 13 sets (five rings +one slab) to 135 families of rural villages on the basis of credit ,which is on going program. 10 tube wells were installed and 35 were repaired on credit basis .450 families were indirectly benefited from the instillation and repairing.55 platoons we constructed for 5 tube wells by organization own cost.



**9. Education program:** Organization has two types of education program one is for adult and 2 is for drop out and school aged children who have no access to education .In the meantime organization from its own initiatives and simple books of papers. DDEF also provide a deaf children school in our locality.



**10.Kasha Land distributions to landless:** There are numbers people who have no land to reside and have fly here and there. They don't have identification . Therefore organization felt the need to provide a piece of land to ensure their identification which also their rights to have their identification. Through legal procedure and advocacy organization succeed to distribute 30 acres of kasha land to 20 landless families . Now they have got their identification and also secured in terms of shelter as well as some land for their survival. Organization would like to continue and expand the program for more land less families .

**11.Fish culture and open water fish culture:** Our program area is feasible for fish culture and helpful to provide self employment among the poor people especially to the unemployed youths improving nutrition status. In this even organization stated fish culture in 3 ponds and 2 beet. Average area of each pond is 2 acres and Bell 1 acres. All expenses including land for fish cultivation born by the organization and the target families are responsible for care taking. Thus there is an agreement with the caretakers and organization regarding the sharing of profit .Organization getting 45% ad caretakers rest 55% of total share. Organization form its own financial involvement provide4d this opportunities to 32 youths at pilot basis hoping to expanded the program on the basis of gained knowledge and experience from these program.

**12.Nursery Development:** Organization encourage its beneficiaries for mire plantation for income generation as well as to assists for developing sound and healthy natural environment for human being including wild domestics animal and birds .For this purpose organization primarily initiated a small program "Nursery Development" To ensure timely availability of seedling among the beneficiaries at a reasonable price. In the event, organization provided loan 6 families for 3 nurseries, which has been considered as a profitable enterprise to the beneficiaries .

**13. Future Reflection & conclusion :** Organization will be with the people and learn from them and facilitate them to be organized and be empowered and self manage themselves toward sustainability .Thus tin long run they will be in a position to improve their social and economical situation with their own human and local available resources having positive impact of national development .

**14.Occupational skill development** Employment and income generation. Credit management account keeping community. Credit management and accounts keeping. Community health care education. Human rights/women rights /child rights .Voters rights Democracy awareness. Social forestation and development .vegetable cultivation .Sanitation & Water supply program. In the addition to that the organization has been organized many workshop/seminar at grass root level about HIV/AIDS Prevention and disseminate information to the profession workers at domestic servant and others people. Legal and basis human rights program is one important component of the organization through this component was organized several program like day observance training workshop discussion meeting and published leaf left and posters. Training workshop on legal and Basis Rights Program: 3 days training workshop among 80 members participated organized but the organization about 105 women beneficiaries have received tainting on legal issues an its management and they are fully aware about their previous situation and what action



would be made they can easily handle. They also organized massive rallies Patharghata, thana with what.

**15. Disaster management program:** DDEF give support the disaster affected people like Cyclone SIDR, 15<sup>th</sup> november/2007 and Cyclone AILA, 25<sup>th</sup> May/2009 in many ways.

**16. Assistive Device Program:** DDEF provide assistive device in year.



**17. Rohingya Support Program:** DDEF arrange a program in favor of Rohingya coming from Myanmar.



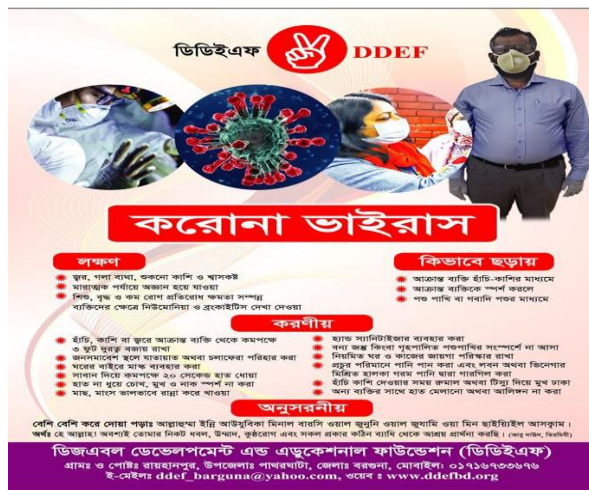
**18. Ramadan Program:** This year we are distributed 120 cloths/Shari among 120 Poor persons with disabilities and others poor women in our local area at the time of Ed-UI-Fitar/2008 that was financed by Md Shah Alam Social Worker.



19.COVID-19 Program: Recently we take some small action for corona safety program in Barguna District.







### Financial Resources:

The organization has received project funds from the following funding partners since its inception. Disable Development & Educational Foundation (DDEF) of bank account to accumulate the fund receiving from difference sources. All Bank A/Cs are operate through joint signature. The executive director, The Chairperson and General Secretary/Treasurer of executive committee of the organization are authorized for Bank A/C and Executive Director , Coordinator(Finance and Admin.) and Coordinator (program Implementation) or concerned Project /Program head are authorized for project Bank A/C Operation. Financial management is maintained under the rule of existing finance Manual of the organization

### Availability of other Resources:

- |                                  |                      |
|----------------------------------|----------------------|
| a) Land Property                 | : N/A                |
| b) Building                      | : 6 Rooms per branch |
| c) Training and guest facilities | : 30 persons         |
| d) Training Centre               | : 8                  |
| e) Office equipment              | : Computer – 5 Pies, |
| f) Furniture – Available,        |                      |
| g) Motorcycle – 06,              |                      |
| h) Bicycle – 63.                 |                      |

### **Budget Estimate**

Sl.no	Head of expenditure	Total Unit	Unit cost	Total cost (BDT)
1	Personnel salary -5 nos	30	150000	4500000
2	Office equipment cost	20	L/S	500000
3	Staff Recruitment, Materials, Equipments & orientation cost etc	4	25000	100000
4	Counseling Program for staff by Phone	6	10000	60000
5	Arranged institution meeting for developing Knowledge, Attitude and Practice on COVID-19	5	20000	100000
6	Counseling program for volunteers groups	6	25000	150000
7	ICC/BCC Materials (banner, leaflet, poster, signboard, sticker, booklet, Folder, Pad, etc)	10	L/S	1000000
8	Vehicles, Fuel & maintenance	6	10000	60000
9	Conveyance/ T.A/D.A etc	6	10000	60000
10	Stationery, Postage, telephone , Utility, Mobile bill, internet, fax etc	6	10000	60000
11	Personal protective equipment (PPE)	500	2000	1000000
12	Entertainment and others	6	5000	30000
13	Data, Report, Evaluation and monitoring cost and Audit fee	6	5000	30000
14	Community Radio Talk show for awareness	30	50000	1500000
15	Over head & management cost	6	20000	120000
16	Local Channel Broadcast program	6	10000	60000
17	Miking for awareness	30	5000	150000
18	Waste management & clean Program	6	20000	120000
19	Mask distribution	500	50	25000
20	Hand globs distribution	500	50	25000
21	Health Care service & Clinic on COVID-19 patient	6	20000	120000
22	Various Awareness raising program	6	20000	120000
23	Food distribution for COVID hit people	6	200000	1200000
24	Local Channel Broadcast program	6	20000	120000
25	Slide Show in different field	6	20000	120000
26	Cash distribution for COVID hit people	6	50000	300000
27	Aprons Distribution	1000	200	200000
28	Hand sanitizer distribution	500	300	150000
	<b>Total Taka=</b>			<b>11980000</b>

**Total cost for the project: BDT.1,19,80,000.00 ( One core Nineteen Lac eighty thousand taka )**