

Annual Report

Of

Welfare Association For Social Development & Poverty Alleviation (WASDPA)

Welfare Association for Social Development and Poverty Alleviation
(WASDPA)

410, Lion shopping Complex (4th floor), 73, Airport Road,
Farmgate, Tejgoan, Dhaka -1215

Cell : 01680-904371, 01839-095691, 01819-410102, 01711-959530.

E-mail: wasdpa@gmail.com

ORGANIZATIONAL INFORMATION

Name of organization:

Welfare Association For Social Development & Poverty Alleviation (WASDPA)

Head Office

Welfare Association for Social Development and Poverty Alleviation (WASDPA)
410, Lion shopping Complex (4th floor), 73, Airport road, Farmgate, Tejgoan, Dhaka -1215
Cell : 01674-001494, 01920-703679, 01819-410102, 01711-959530.
E-mail: wasdpa@gmail.com

Registration detail:

| Registration Number | Registration Authority | Date of Registration | Date of Expiry |
|----------------------------|----------------------------------|-----------------------------|-----------------------|
| DHA-03877 | Dept. of Social Services | 29.07.97 | N/A |
| 2052 | NGO Affairs Bureau | 27.12.2005 | 26.12.2014 |
| JUBO/667/20 | Dept. of Women Affairs | Applied | N/A |
| Applied | Microcredit Regulatory Authority | Applied on 26.02.2007 | N/A |

Current Staff:

| Full-time | Contractual/Project | Others | Total |
|------------------|----------------------------|---------------|--------------|
| 118 | 111 | 60 | 289 |

Organizational Structure :

Welfare Association for Social Development & Poverty Alleviation (WASDPA), a non-government voluntary development organization, committed to work with distressed and underprivileged people of the country. The organization is registered under the Directorate of Social Welfare in 1997 and NGO Affairs Bureau of The Government of the Peoples Republic of Bangladesh in 2006. The organization gives attention to the various underprivileged and destitute people particular attention to women and children community. Since its inception, the organization has been implementing projects and programs with assistance from donor agencies and government of Bangladesh.

The WASDPA has already passed its 16 years of development journey in this country and achieved experiences of implementation of multi-sectoral development project. It has 16 years of experience in socio-economic development of the poor and disadvantaged population through ensuring participation in development process. To respond nationally and internationally sets development goals it has been conducting project and programs simultaneously with global initiative in regional and national concerned. It has wide ranges

of experiences in various fields like economic, health and hygiene, environment and ecosystem, human rights, agriculture, forestry, women empowerment, etc.

Mission: The main aim of WAPSDA is to help human development with an integrated approach, irrespective of religion, caste, creed, color and language and every oppressed human being deserve help and assistance. WASDPA believes in the participatory action.

Vision: The vision of the organization is to establish a poverty free society through participation of community.

Since the organization has been operating its activities in its program areas more one decade. It has been providing support to the disadvantaged population. It has involvement neither in any political parties not in activities that have political implication. It is to be mentioned that neither the employees nor the governing board members have any political affiliation with any political parties of the country. Being a non-government and non-profit voluntary organization it has been bearing completely non-political character. It is a constitutional mandate of the organization that no persons of the organization could take part in any political activities. From the practical and constitutional perspectives the organization bears the non-political character.

Management capacity of the organization: WASDPA is managed by an Executive Committee consists of 9 members who are elected by the General Committee in a Annual General Meeting (AGM) for three years period. The general body is the supreme decision making body that is consists of 33 members. The general body members meet every year to decide policies level issues of the organization. The Executive Committee meets quarterly to review the progress of activities; identify challenges and to way out to overcome challenges faced and recommends the future course of action keeping consistent with the organizational policy and action plan. WASDPA believe in growth from bottom rather believe in trickle down approach of development. The organization has a team of dedicated, expert and experienced social worker, who have expertise in diversified academic background, who ensures proper implementation of all program, fund, and materials.

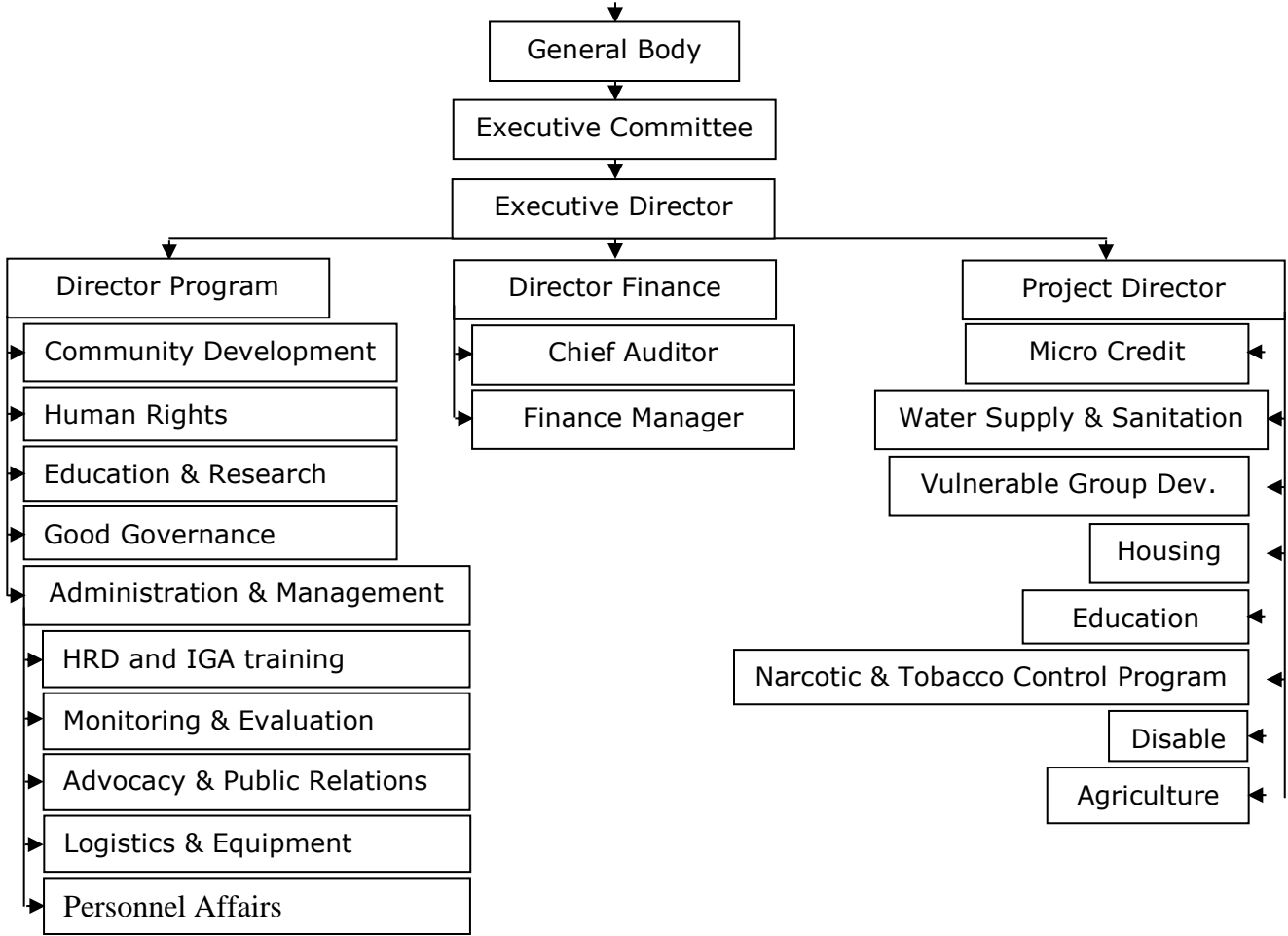
| Sl. No. | Name | Father's Name | Designation | Date of Birth | Present Address | Educational Qualification | Profession |
|---------|-----------------|--------------------|----------------------------------------|---------------|------------------------------------------------|---------------------------|----------------|
| 01 | Faiz Uddin Miah | Late Insaf Uddin | Chairman | 30/06/1948 | 387/B Khilgaon Chowdhuri- Para, Dhaka | B.A | Social Worker |
| 02. | Khokon Gomez | Late R.K Das | Vice-Chairman | 15/10/1945 | 74/A Monipuri Para Tejgaon Dhaka | B.A | Social Service |
| 03. | Bikash Sharma | Late Nalini Sharma | General Secretary & Executive Director | 30/06/1959 | 123, Monipuri Para Tejgaon Dhaka | B.Com | Social Worker |

| Sl. No. | Name | Father's Name | Designation | Date of Birth | Present Address | Educational Qualification | Profession |
|---------|--------------------------|------------------------------|------------------------|---------------|----------------------------------------------------------------------------|---------------------------|---------------------------|
| 04. | Mrs. Anjuman Ara Siddika | Abu Bakkar Siddik | Finance Secretary | 31/12/1980 | House No – 92, Road No - 01 Mohammediya Housing Society, Mohammedpur Dhaka | M Com | Social Worker |
| 05. | Prasanto Raha | Late- Surandra Nath Raha | Organization Secretary | 03/05/1971 | 52/3, East Raja Bazer, Tejgaon, Dhaka | M Com | Business & Social Service |
| 06. | Hafiz Ahmed | Late- Azi Ullah | Publicity Secretary | 01/03/1979 | 115, Monipuri Para Tejgaon Dhaka | B S S | Social Worker |
| 07. | Shushil Roy | Late- Krishna Komol Roy | Cultural Secretary | 03/02/1974 | 115, Monipuripara, Farmgait, Tejgaon Dhaka | B Com | Business Man |
| 08. | Ashutosh Sharma | Late- Prakash Chandra Sharma | Executive Member | 01/04/1947 | Tongi Bazer, Tongi, Gazipur | BA (Hons) | Head Teacher |
| 09. | Md. Monsurul Alam Tarek | Obaydur Rahaman Bhuiya | Executive Member | 21/10/1969 | 17/10 B, Babor Road, Block B, Sayamoly, Dhaka | B Com HSC | Business Man |

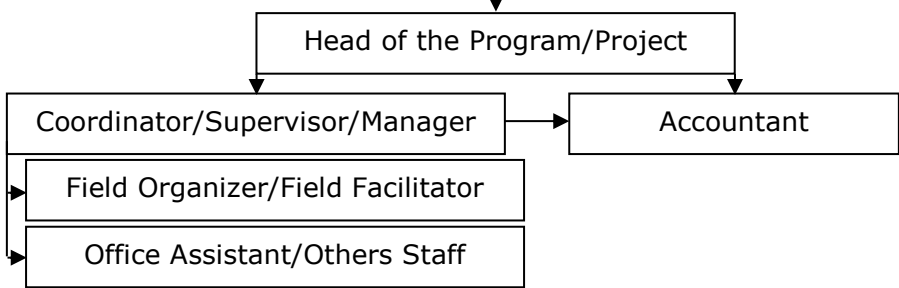
Annual Budget and Expenditure (last 3 years):

| Year | Budget (Tk.) | Actual Expenditure (Tk.) | Achievement (%) |
|------------|---------------|--------------------------|-----------------|
| FY 2009-10 | 27,500,000.00 | 2,56,93,391 | 93.43% |
| FY 2010-11 | 13,000,000.00 | 1,22,21,212 | 94.01% |
| FY 2011-12 | 15,000,000.00 | 1,42,67,106 | 95.11% |
| FY 2012-13 | | | |
| Total | | 5,21,81,709 | |

ORGANOGRAM OF WASDPA



Program/Project Structure



Network Membership:

| SL. No. | Name of the organization involved with | Status of the organization (Governmental or Non-governmental) | Type of Membership | Description of activities with the professional bodies |
|----------------|-----------------------------------------------|-------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------|
| 1 | Habitat Council | Non-governmental | Full | Urban project |
| 2. | Credit Development Forum (CDF) | Non-governmental | Full | Micro credit |

APPROVED CONSTITUTION:

WASDPA has constitution duly approved by the Registration Authority. The organization has been registered under the Ministry of Social Welfare. A copy of the approved of registration certificate based on the constitution of the organization is attached herewith.

EXPERIENCES OF THE ORGANIZATION:

The WASDPA has already crossed its 18 years of development journey in this country. It has 18 years of experience (since 1995) in the field of development for the socio-economic development of the poor and disadvantaged population through ensuring participation. It has been conducting the development considering the National and Global initiative in concerned. It has wide ranges of experiences in various fields like economic, Sanitation, Health , Nutrition, Environment and ecosystem, Human rights, Agriculture, Forestry, Women empowerment, etc. The experiences have been categories to address the requirement stipulated in the scope of work.

WASDPA is a voluntary development organization committed to work with disadvantaged, distressed and underprivileged people. The organization gives attention to the various underprivileged and destitute people particular attention to women community. Since its inception, the organization has been implementing a number of projects and programs with assistance from different donor agencies including GOB on health and nutrition.

WASDPA has been implementing the health, nutrition family planning, vegetable cultivation, fishers, livestock development, non-formal education, human resources development, institutional capacity building, environmental development, micro credit and micro enterprises development in the northern part of the country. WASDPA has been providing social and economic development services for the poor and disadvantaged communities. For effective service delivery to the beneficiaries WASDPA has got sufficient manpower comprising of well experienced intellectual as consultant, researchers, physician, nutritionist, social scientist, trainers and adequate numbers of skill and dedicated regular employees. In case of rapid service delivery to the project beneficiaries, WASDPA involved its existing partner NGOs and CBOs. For empowerment of women WASDPA organizes them into group and made assessment of their development needs through conducting baseline survey and PRA. To enhance the capacity of the women WASDPA has been providing various training e.g. primary health care, nutrition, vegetable cultivation, fisheries, livestock, agriculture, forestry environment, institution various trade, entrepreneurship

development, handicrafts, human and occupational skill development applying participatory learning approach, participatory learning exercises and competency based economy through formation of entrepreneur. For effective management of the project WASDPA prepared action plan based on approved project document and engaged staff as per set organogram with proper orientation about the project, necessary direction and delegation of authority.

To ensure expected quantitative and qualitative results from the project WASDPA has been carrying out regular monitoring of project activities, conducting surprise audits of accounts of periodical evaluation and assessment. Besides, WASDPA prepared many case studies on its women members conducted research work on various development issues. Based on the findings of these researches WASDPA revised and fine-tune its plan policies and strategies for future performance.

WASDPA has been steadily emphasized on staff development for class project management and implementation and for institutional development and its sustainability; SKNS organize participatory strategic planning workshop and organizational development workshop.

WASDPA has versatile experience in partnership and project implementation covering from micro credit, agriculture, livelihood promotion, and education health nutrition. Information on some the projects are illustrated in following table.

So it is apparent that WASDPA has vast experience in implementing development projects. The organization has strength in implementing any kinds of development program and projects. It has, capable efficient as well as, competent and committed staff to carry out activities in an appropriately manner. Please find enclosed herewith MOUs of Project as evidence.

IMPLEMENTING SUCCESSFUL COMMUNITY DEVELOPMENT PROGRAM:

Welfare Association for Social Development & Poverty Alleviation (WASDPA) is a non-government and voluntary organization has been working for socioeconomic and human development of the poor people of the country.

The main aim of WASDPA is to help human development with an integrated approach. Irrespective of religion, caste, creed, color and language and every oppressed human being deserves help and assistance. WASDPA believe in the participatory action.

In our entire project activities we give importance to the participatory approach where each and every member have the opportunities to involve in the decision making process. We always encourage the less fortunate people with special emphasis on women, children, and youth, unskilled, disabled and destitute.

WASDPA is in an excellent position to undertake different socio-economic development activities/program because of its experience in the implementation of a numbers of rural and urban development projects financed by UNDP, FSP, WFP, ADB, DNFE donor agencies and

GoB, executed by LGED, DPHE, DOF in different district, thanes, region and the country as a whole. Since 1997, WASDPA has been implementing several projects including non-formal education, small credit programs on different Income Generation Activities (IGA) including Nursery and Social Forestry, Poultry Rearing and Farming, Fisheries, Rural and Urban Water Supply and Sanitation, Environmental Hygiene and Housing etc.

WASDPA has reserved a senior advisory consultant's team to provide necessary advice and inputs as and when required and a competent team of staff with a vast experience, familiarity with and understanding of such projects. The key management personnel of the organization have sufficient experience in socio-economic development, community participation, mobilization and development, agricultural development including poultry farming, animal husbandry, fish cultivation, training and implementation of income generation activities, credit operation and revolving fund management, HRD, WSS projects.

The skill and expertise built up by the key personnel in project planning, implementation, management, monitoring and evaluation during the long period of service with different donor and executing agencies in the above mentioned fields are the asset to extend further its activities in others socio-economic development projects.

Address of Regional offices of WASDPA :

| SL. | Name and Address of Offices | Area covered |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 1. | Head Office: Welfare Association for Social Development and Poverty Alleviation (WASDPA) 410, Lion shopping Complex (4 th floor), 73, Airport Road, Farmgate, Tejgoan, Dhaka -1215 | All the Working areas |
| 2. | Project Office : WASDPA, Avijan 103, Auchpara, Collegegate, Tongi, Gazipur | Tongi pourashava |
| 3 | Branch Office: WASDPA, 48/49(G/F), Faisal Shopping , Bus Stand, Chandpur | Chandpur District |
| 4 | Branch Office: WASDPA , Anarpur, Durgapur, Motlob (North), Chandpur | Motlab Upazila of Chandpur District |
| 5 | Branch Office: WASDPA- Baishbari, Sonapur, Maijdee, Noakhali. | Noakhali and Laksmipur district and Noalhali Sadar |
| 6 | Branch office: WASDPA, Dipankar Manson, Madobpur Bazar, Madobpur, Hobiganj. | Shahjahanpur & Jagodispur Upazilas. |
| 7 | Branch Office: WASDPA, Sonali 15, Brindaban College Road , Hobiganj . | All concerned Upazilas of Hobiganj & Moulavibazar districts |
| 8 | Project Office: WASDPA 136/1, Gudam quarter, Academy Road , Feni sadar, Feni | Feni Sadar |
| 9 | Branch office: WASDPA, College Road, Chhagolnaiya, Feni | Chhagolnaiya Upazila |
| 10 | Branch office: WASDPA, Bazar Road, Fulgazi, Feni | Fulgazi Upazila |
| 11 | Branch office: WASDPA, Porshuram Bazar, | Potshuram Upazila |

| SL. | Name and Address of Offices | Area covered |
|-----|-------------------------------------------------------------------|-------------------------------------|
| | Porshuram, Feni. | |
| 12 | Branch office: WASDPA, Faziler Ghat, Daginbhuyian, Feni | Daginbhuyian Upazila |
| 13 | Branch office: WASDPA, Rastar Matha, Senbagh, Noakhali | Senbag Upazila. |
| 14 | Branch office: WASDPA, Chitkhil Bazar, Chatkhil, Noakhali. | Chitkhil upazila |
| 15 | Branch Office: WASDPA Kabirbari Gate, Laksmipur Sadar, Laksmipur. | Laksmipur Sadar |
| 16. | Branch Office: WASDPA, Ershad Sarak, Vadur , Ramgonj, Laksmipur. | Rangonj Upazila |
| 17. | Branch Office: Upzila Complex, Ruma, Bandarban | Ruma Upazila |
| 18. | Branch: Chandraganj Purbobazar, Begumganj, Noakhali | Begumganj upazila. |
| 19. | WADPA Branch Office: Poura Alaka, Rajbari | Concerned upazilas of the district. |
| 20. | Branch Office: Cox's Bazar | Concerned upazilas of the district. |
| 21. | Branch Office: Janson Hall, Agrabad, Chittagong | Concerned upazilas of the district. |
| 22. | WADPA Branch Office: Victoria Road, Comilla | Concerned upazilas of the district. |
| 23 | WADPA Branch Office: Thana Road, Faridpur | Sadar upazila of the district. |
| 24 | WADPA Branch Office: College Road, Rajbari | Sadar upazila of the district. |
| 25 | WADPA Branch Office, Hospital Road, Madaripur | Sadar upazila of the district. |
| 26 | WADPA Branch Office: Gopalganj Sadar, Gopalganj | Sadar upazila of the district. |

The Geographical area where **WASDPA** is working is as under:

| SL | Name of Districts | Name Upazilas |
|-----|-------------------|------------------------------------------------------------------------|
| 1. | Noakhali | Sonaimuri, Senbag, Hatia, Companigonj, Chatkhil & Begumganj upazila. |
| 2. | Feni | Feni Sadar, Chhagolnaiya, Sonagazi, , Dagonbhuiyan, Fulgazi, porshuram |
| 3. | Laxmipur | Laxmipur Sadar , Ramgoti, Ramgonj, |
| 4. | Chandpur | Chandpur Sadar, Hazigonj, Motlab (North) |
| 5. | Hobigonj | Hobigonj Sadar Madhabpur |
| 6. | Moulavibazar | Moulavibazar Sadar |
| 7. | Gazipur | Tongi Pourashava |
| 8. | Bandarban | Ruma Upazila |
| 9. | Co x's Bazar | Sadar |
| 10. | Faridpur | Faridpur Sadar |
| 11. | Rajbari | Rajbari Sadar |
| 12. | Gopalganj | Gopalganj Sadar |
| 13. | Madaripur | Madaripur Sadar |

Network & Membership is given below :

| Name of the organization involved with | Status of the organization | Type of Membership | Description of activities with the professional bodies |
|---------------------------------------------------|---------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------|
| Credit and Development Forum (CDF) | Fund linkage and micro-credit network | General Member | Fund Linkage Capacity building of the development Organization Micro-Credit based advocacy. |
| Coalition for The Urban Poor (CUP) | Coalition of the urban area working NGOs | General Member | Issue based advocacy and networking and basic service |
| Habitat Council Bangladesh (HCB) | National coalition of the slum based working NGOs | Member of the Executive Committee | Advocacy and networking program on slum issues |
| Association of Development agencies in Bangladesh | National network of NGOs | General Member | Issue based advocacy and networking. |

Adequacy of Human Resources and Human Resources Development System:

The organization has enough staffs at the management as well as in the field level for operating the program like this. The organization has very good human resources development system. After the recruitment of any staff they were trained on organizational philosophy, its mission, vision, operating program and on their responsibility. As a result, being a well-oriented development worker they go to perform their responsibilities at the field level. As part of human resources development system, the staffs responsible to perform the program were trained in from the concern organization for better performance.

The organization has enough staffs at the management as well as in the field level for operating the program like this. The organization has very good human resources development system. After the recruitment of any staff they were trained on organizational philosophy, its mission, vision, operating program and on their responsibility. As a result, being a well-oriented development worker they go to perform their responsibilities at the field level. As part of human resources development system, the staffs responsible to perform the program were trained in from the concern organization for better performance. The number of management and field level staffs has been presented below :

| SL | Designation/Category of Personnel | Male | Female | Total |
|-----------|------------------------------------------|-------------|---------------|--------------|
| A. | Permanent Pay role | | | |
| 1. | Executive Director | 01 | - | 01 |
| 2. | Program Coordinator | 02 | 01 | 03 |
| 3. | Field Manager/Team Leader | 03 | - | 03 |
| 4. | Doctor (per time) | 01 | - | 01 |

| SL | Designation/Category of Personnel | Male | Female | Total |
|-----------|------------------------------------------|-------------|---------------|--------------|
| 5. | Social Counselor | 01 | 01 | 02 |
| 6. | Chief Accountant | 01 | - | 01 |
| 7. | Accounts Officer | 01 | 01 | 02 |
| 8. | Project Coordinator/D. worker(UGIIP) | 07 | 08 | 15 |
| 9. | Training officer | 01 | 02 | 03 |
| 10. | Branch Manger | 09 | 02 | 11 |
| 11. | Credit supervisor | 18 | 04 | 22 |
| 12. | Field worker (Micro-credit) | 08 | 36 | 44 |
| 13 | Health Promoter(UGIIP) | - | 36 | 36 |
| 14 | Satellite School teacher(UGIIP) | - | 12 | 12 |
| 15 | Village IGA Trainer | 02 | 0 | 02 |
| 16 | Peon cum messenger | 10 | - | 10 |
| 17 | Night guard | 03 | - | 03 |
| 18 | Community Motivator | - | 08 | 08 |
| | Total (A) | 68 | 111 | 179 |
| B. | Volunteers | | | |
| 1. | Volunteers/Per-time Service Render | 25 | 55 | 80 |
| | Grand Total (A+B) | 93 | 166 | 289 |

Programme/Project experience:

Main activities of WASDPA in last one decade :

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Budget (Tk.) | Executing agency | Funding source(s) | Activities |
|-----------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Vulnerable Group Development (VGD) Programme | 2013-2014 | Sonaimuri, Hatia, & Bandarban Sadar Upazila under Circle 2013-2014 | Tk 425 per beneficiaries | Ministry of Women Affairs, | GoB | Distribution of 3508 VGD card to the ultimate targeted beneficiaries and conduct other relevant scheduled activities. |
| Fisheries Project | 2013-14 | (i) Hijolbari union under Kotalipara upazila of Gopalganj district (ii) Uzirpur upazila of Barisal district (iii) Dalal Bazar union under Laksmipur Sadar upazila of Laksmipur district | Tk. 86,00,000 | Department of Fisheries | GoB | Creating income generation of targeted fishermen through Re-excavation of Pond for fisheries program |
| Climate Resilient Sanitation Project | 2012 | Sonagazi upazila of Feni district | Tk. 35,00,000 | PKSF | GoB | Implement 72 eco -latrine and 10 community latrine in most climate vulnerable areas of the upazila |
| Vulnerable Group Development (VGD) Programme | 2010 | Hatia, Companigonj & Chatkhil under Noakhali Laxsmipur districts, | Tk 425 per beneficiaries | Ministry of Women Affairs, | GoB | Distribution of 2859 VGD card to the ultimate targeted beneficiaries and conduct other relevant scheduled activities. |
| Vulnerable Group Development (VGD) Programme | 2010 | Dagan Bhuiya, Fulgazi, Feni Sadar of Feni District | Tk 425 per beneficiaries | Ministry of Women Affairs | GoB | Distribution of 1750 VGD card to the ultimate targeted beneficiaries and conduct other relevant scheduled activities. |

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Budget (Tk.) | Executing agency | Funding source(s) | Activities |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------|---------------------|----------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conduction of Research on Popular Vegetable Technologies [for BARI Hybrid Tomato-3 & 4 (summer) and BARI Danta -1 (Laboni)] for Poverty Reduction and Nutrition Support' for the Nation | 2010 | Gazipur | Tk. 5,00,000 | Ministry of science & Information Technology | GoB | Research on Hybrid vegetable & summer tomato |
| Urban Governance and Infrastructure Improvement Project (UGIIP) | 2006-2010 | Tongi Pourashova, Gazipur | 99,19,830.00 | ADB-LGED | External | <ul style="list-style-type: none"> ▪ Community mobilization on sanitation. ▪ Selection of target group through baseline survey. ▪ Capacity building for group leaders, local government institutions through meeting, workshops and training. ▪ Advocacy program with various stakeholders such as community allies (total beneficiaries 6400) |
| Urban Governance and Infrastructure Improvement Project (UGIIP): | 2007-till | Feni Pourashova, Feni Sadar. Feni | 1,68,19,800.00 | ADB-LGED | External | <ul style="list-style-type: none"> ▪ Community mobilization on sanitation. ▪ Selection of target group through baseline survey. ▪ Capacity building for group leaders, local government institutions through meeting, workshops and training. ▪ Advocacy program with various stakeholders such as community allies, local government representatives, community people |

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Budget (Tk.) | Executing agency | Funding source(s) | Activities |
|----------------------------------------------------|--------------|--------------------------------------------------------------------------------------|----------------|-----------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | etc. ▪ Training and integrated the water and sanitation program with the loan program. ▪ Construction of community latrines and installation of water technologies etc. (total beneficiaries 2400) |
| Water Supply and Sanitation Project | 1999 to 2008 | Ruma, Bandarban Madhabpur, Habigonj Chandpur, (Coumuhoni of) Noakhali and Serajgonj, | 1,86,00,320.00 | DPHE/ UNDP/ LGED/ ADB | External | <ul style="list-style-type: none"> • Social Mobilization, & Awareness Campaign • Rally and Sanitation Week Observation • Distribution of Promotional Materials • Motivation Meeting • Group Formation, • Revolving Fund Management • Group Management Training • Health & Hhygiene Education • Skill Dev. Training for Mechanics & Masons • Installation of TWs and Sanitary Latrines • Saving Collection • Recovery Collection • Operation & Maintenance Training • Co-ordination Meeting with Stakeholders |

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Budget (Tk.) | Executing agency | Funding source(s) | Activities |
|----------------------------------------------------|--------------|------------------------------------|--------------|----------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | <ul style="list-style-type: none"> • Formed 215 Nos. of Groups • Installed 455 Nos. of Sanitary Latrine • Installed 50 HTWs • Trained 2150 Nos. of Group Members |
| Fisheries Project | 1995 to 2002 | Chandpur | 40,70,830.00 | Department of Fisheries, WFP/GOB | External | <ul style="list-style-type: none"> • Training on fish production • Re-excavation of ponds • Group formation • Group leader selection • Group management training • credit distribution • Saving collection • Revolving Fund Management • Fish processing and marketing training |
| WASDPA for the Poor (Housing Project) | 2000 to 2002 | Palash Narsingdi | 20,70,210.00 | GOB/ Bangladesh Bank | Domestic | <ul style="list-style-type: none"> • Social Mobilization, & Awareness Campaign • Group Formation, • Construction of houses • Revolving Fund Management • Group Management Training • Health & Hygiene Education • Installation of Sanitary Latrines • Saving Collection • Recovery Collection |
| Health, Family Planning & MCH Clinical | 1997 to | Khilgaom, Goran, Rampura, Bashaboo | | Own Fund | Internal | <ul style="list-style-type: none"> • Awareness campaign and motivation program for family |

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Budget (Tk.) | Executing agency | Funding source(s) | Activities |
|-----------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Services | 2001 | Of DCC area Chandpur, Feni | 9,70,830.00 | | | <ul style="list-style-type: none"> planning activities • Provide Clinical Services with free medicine for MCH to poor patients group members • Provide child and maternity health care support |
| IGA and Skill Training | 1998 to 2000 | Khilgaon, Goran, Rampura, Bashaboo Of DCC area Palash, Narsingdi, Chandpr Sadar, Motlob, Anarour, Ramgonj, Vadur | 7,71,100.00 | Own | Internal | <ul style="list-style-type: none"> • Livestock Training • Poultry Farming Training • Handicraft Training • Sewing and Garments • Nursery Development • Homestead Gardening • Credit Distribution • Revolving Fund Management • Operation and Management Training • Trained 3500 Female Group members |
| Non-Formal Education | 1997 to 2000 | Dhaka, Narsingdi, Chandpur | 5,10,600.00 | DOF, Own | Domestic & Internal | <ul style="list-style-type: none"> • Reading and Writing education • Conducted 365 group Education Program of 3600 members • Establish 60 Nos. of Education Centre |
| Credit and IGA activities | 1997 to 2003 | Dhaka , Palash, Narsingdi, Chandpur, Motlob, Anarpur, Ramgonj, Vadur, Hobigonj, Madhabpur, | 1,95,50,887.00 | Own | Internal | <ul style="list-style-type: none"> • Poultry Farming Training • Handicraft Training • Sewing and Garments • Nursery Development • Homestead Gardening |

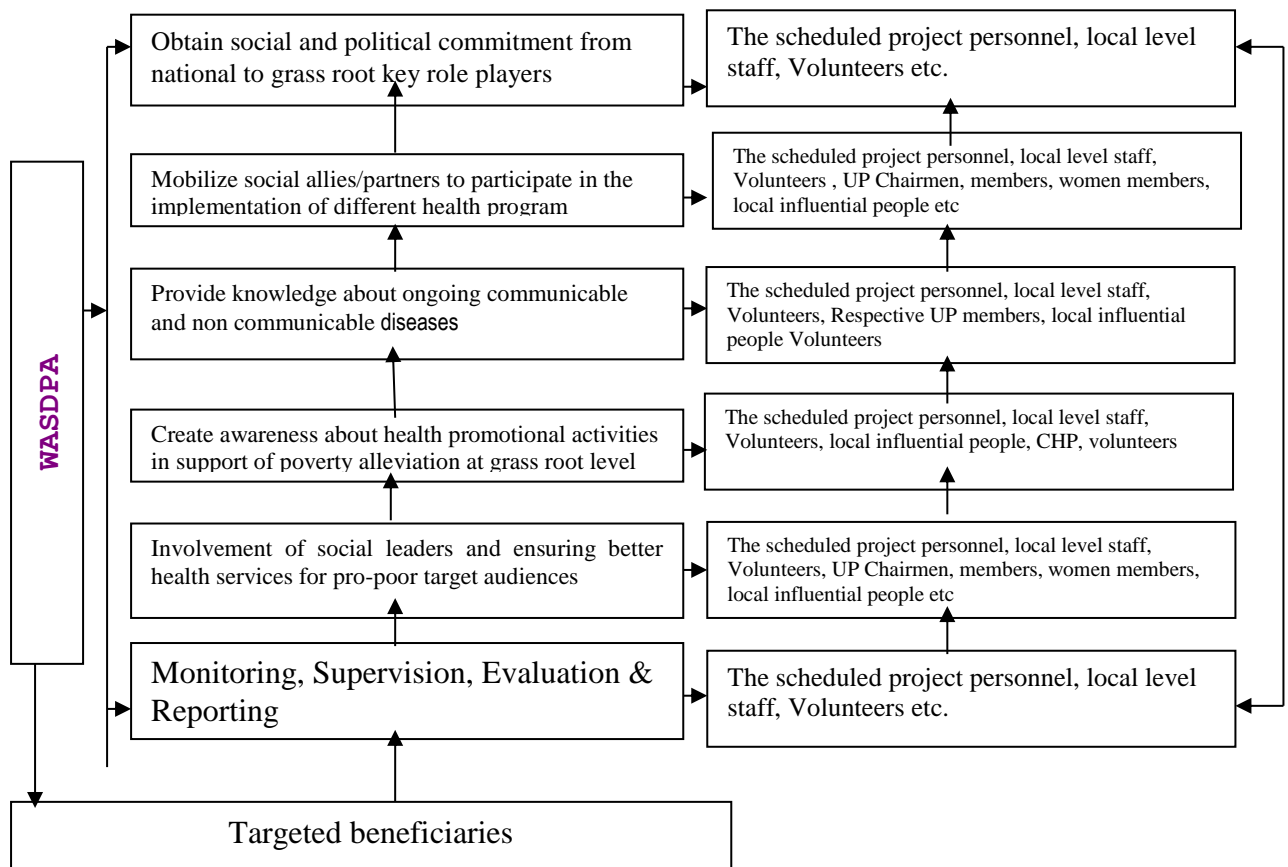
| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Budget (Tk.) | Executing agency | Funding source(s) | Activities |
|----------------------------------------------------|--------------|--------------------------------------------|--------------|------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | <ul style="list-style-type: none"> • Credit Distribution • Revolving Fund Management • Operation and Management Training • formed 315 nos. of Groups • Trained 2000 Nos. of Female Group |
| Poultry Rearing / Farming | 1997 to 2003 | Palash, Narsingdi, Hobigonj, Shahajahanpur | 4,10,200.00 | Own | Internal | <ul style="list-style-type: none"> • Poultry Farming Training • Training on layer and broiler farming • Credit Distribution • Saving Operation • Revolving Fund Management • Training on Farm Management Technology |
| Emergency Flood Relief & Rehabilitation Programme | 1997 to 1998 | Noakhali, Begomgonj Cox'sBazar Chandanaish | 4,10,600.00 | GOB & Own Fund | Domestic & Internal | <ul style="list-style-type: none"> • Supplied relief goods among flood victims • Provide support for IGA activities |

Usual working Methodology of WASDPA

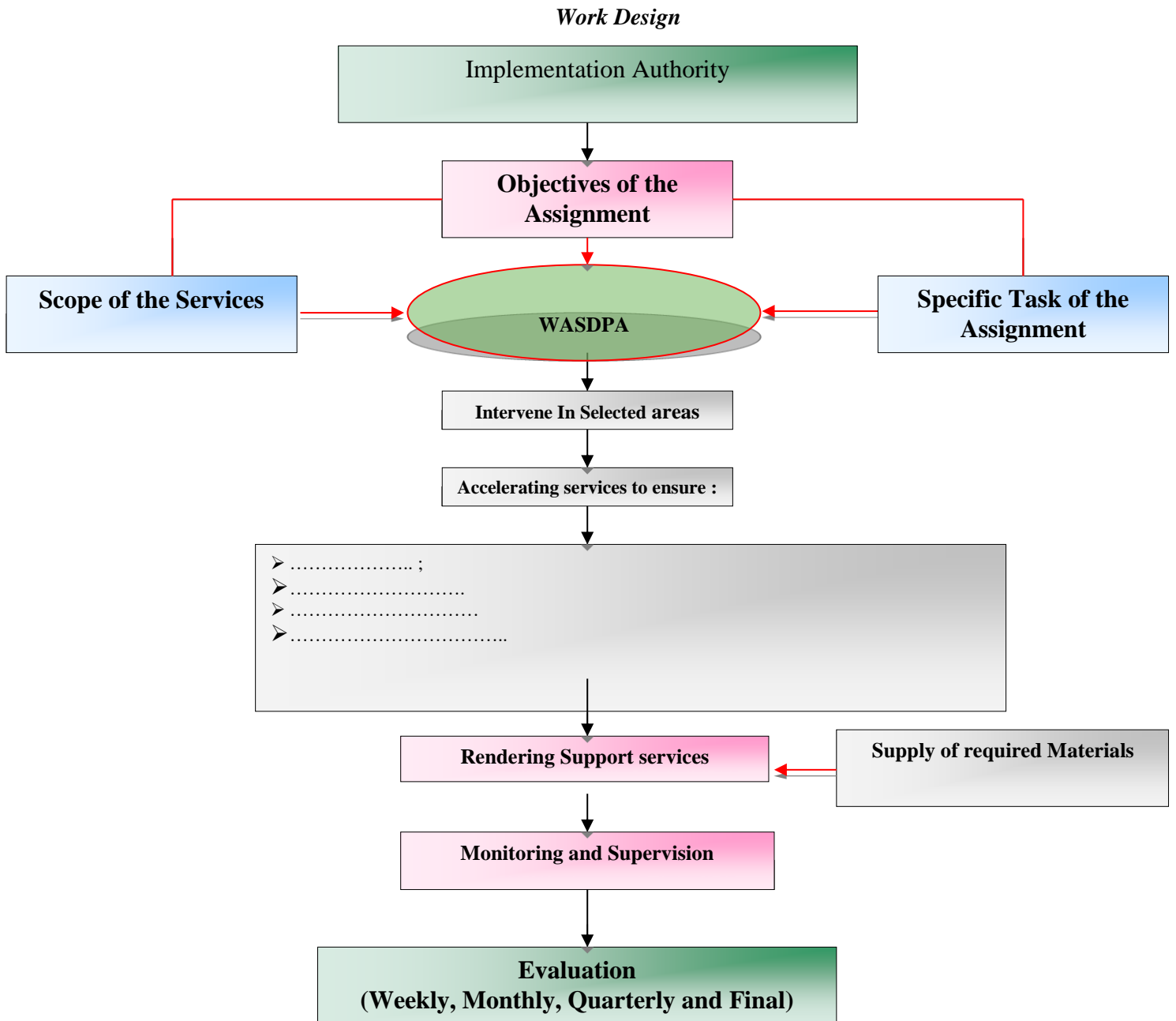
'WASDPA' has diversified back-up for dissemination of information through its multi-disciplinary exposure. 'WASDPA' has been working with the mass people since inception through all over the country. It is aimed because until and unless some changes in implementation strategy, attitude and policy level is done the requisite of 'Social mobilization cluster group education for the promotion of health in support of 'combating programs in targeted areas.' and anticipated change at the grass root level is difficult to achieve the broad target as designed under the program. This micro level alliance and support of both the organization is necessary for ensuring the program objectives.

The sustainability framework, thus will be as follows :

Main Activities



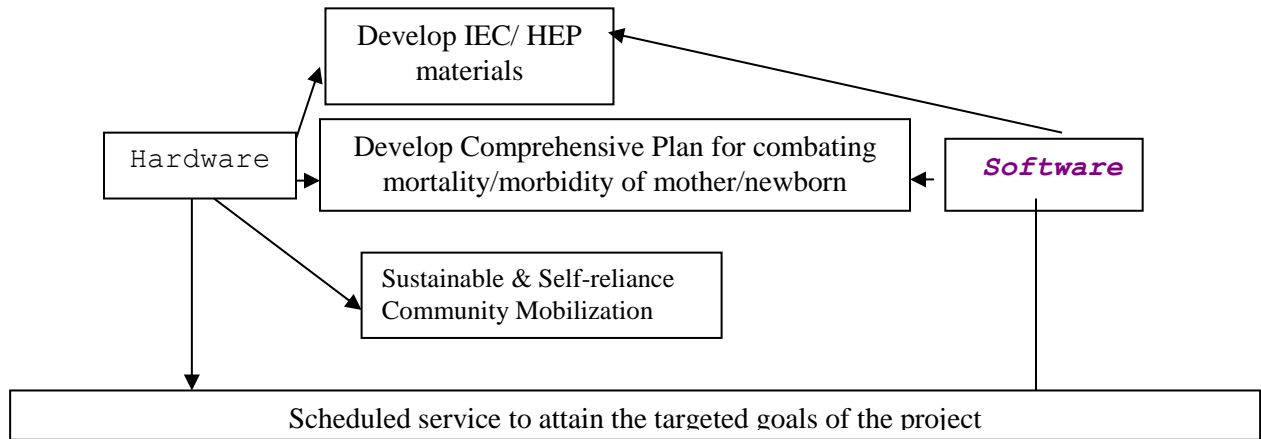
Technical Approach & Methodology : Based upon the mentioned objectives of the work/services designed for the any assignment might be as follows :



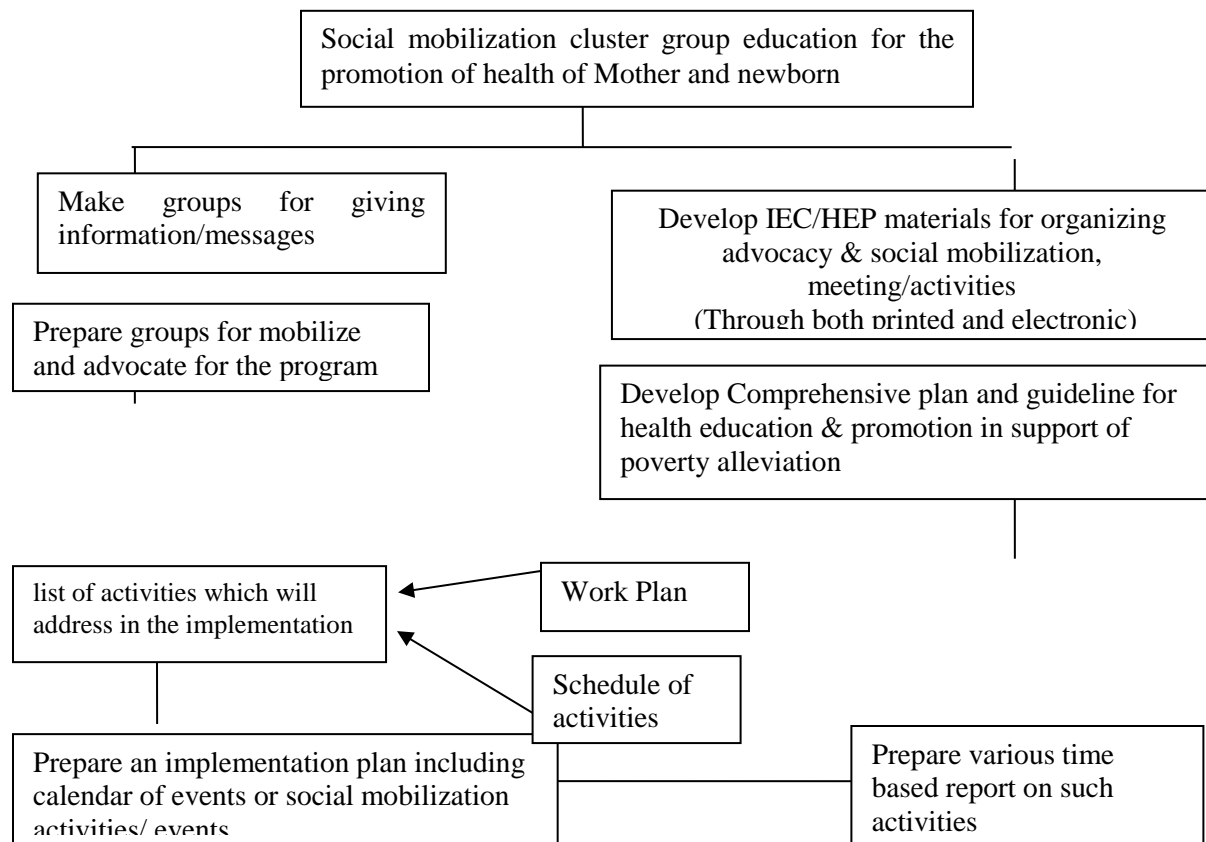
The Ultimate objective :

Mobilize community allies to improve the knowledge, attitude and practices about health and nutrition which will lead towards productive life in support of ‘combating poverty in targeted areas. and bring socio economic development through healthy life style.

To attain the objectives of a development assignment particularly on ‘development activities’ we usually follow the following diagram :

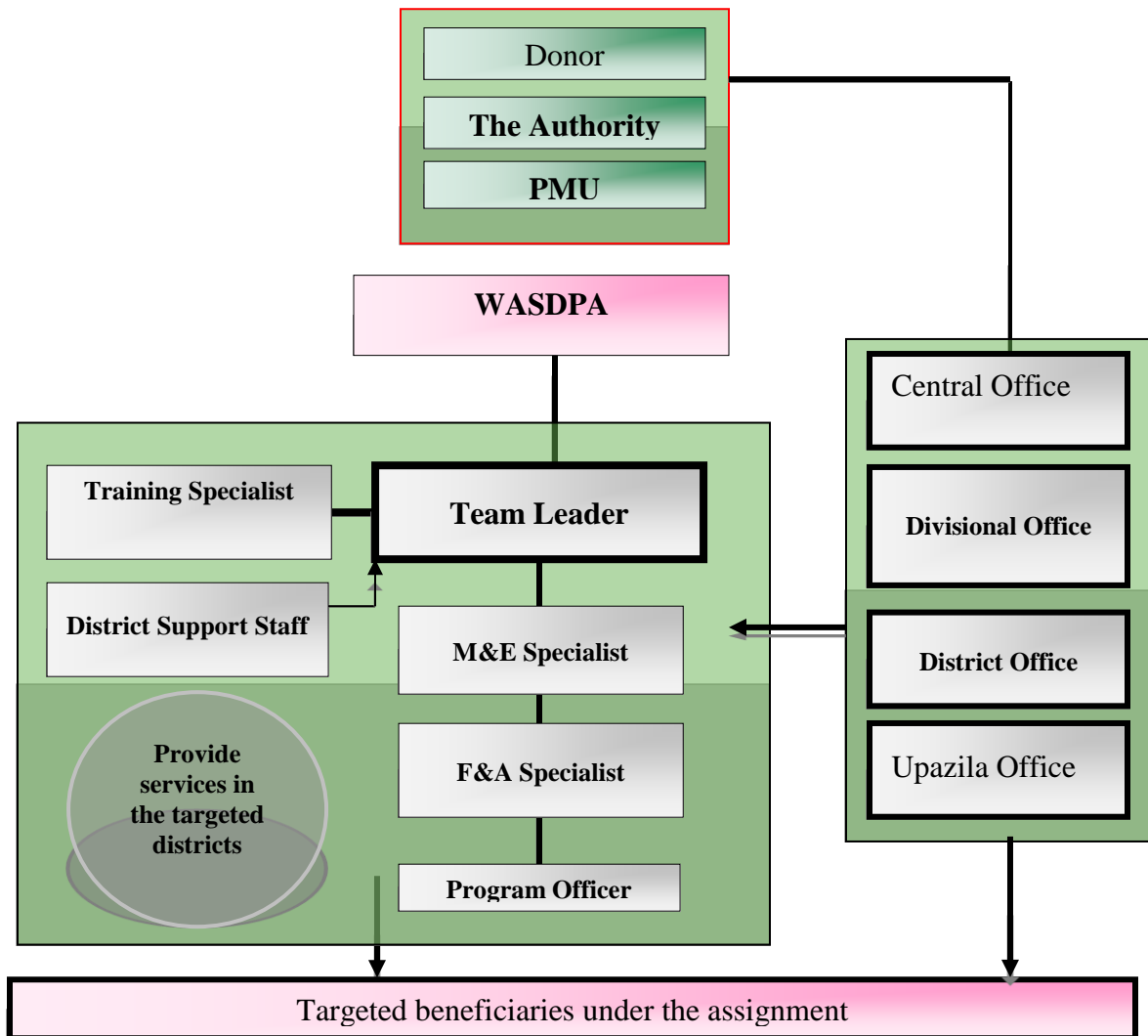


To ensure the assignment Following series of activities should be done in the following steps:



Organization and Personnel

To some extent the achievement of the project objectives including evaluation of performance monitoring system and efficiency of project implementation, there should have appropriate authority, provision of support monetary services and established policies, plans and procedures, safeguard measures, genuineness, accuracy and eligibility of the performances etc. WASDPA has the capacity to determine whether adequate systems are in place for project planning, implementation and monitoring and documentation are maintained as per required standard. Project organogram of WASDPA as well as linkage with the concerned Executing Agency is given below:



Significant activities of WASDPA :

WASDPA has been implementing the health, nutrition family planning, vegetable cultivation, fishers, livestock development, non-formal education, human resources development, institutional capacity building, environmental development, micro credit and micro enterprises development in the northern part of the country. WASDPA has been providing social and economic development services for the poor and disadvantaged communities. For effective service delivery to the beneficiaries WASDPA has got sufficient manpower comprising of well experienced intellectual as consultant, researchers, physician, nutritionist, social scientist, trainers and adequate numbers of skill and dedicated regular employees. In case of rapid service delivery to the project beneficiaries, WASDPA involved its existing partner NGOs and CBOs. For empowerment of women WASDPA organizes them into group and made assessment of their development needs through conducting baseline survey and PRA. To enhance the capacity of the women WASDPA has been providing various training e.g. primary health care, nutrition, vegetable cultivation, fisheries, livestock, agriculture, forestry environment, institution various trade, entrepreneurship development, handicrafts, human and occupational skill development applying participatory learning approach, participatory learning exercises and competency based economy through formation of entrepreneur. For effective management of the project WASDPA prepared action plan based on approved project document and engaged staff as per set organogram with proper orientation about the project, necessary direction and delegation of authority.

To ensure expected quantitative and qualitative results from the project WASDPA has been carrying out regular monitoring of project activities, conducting surprises audits of accounts of periodical evaluation and assessment. Besides, WASDPA prepared many case studies on its women members conducted research work on various development issues. Based on the findings of these researches WASDPA revised and fine-tune its plan policies and strategies for future performance.

WASDPA has been steadily emphasized on staff development for class project management and implementation and for institutional development and its sustainability; SKNS organize participatory strategic planning workshop and organizational development workshop. WASDPA has versatile experience in partnership and project implement coving from micro credit, agriculture, livelihood promotion, and education health nutrition. Information on some the projects are illustrated in following table.

So it is apparent that WASDPA has vast experience in implementing development projects. The organization has strength in implementing any kinds of development program and projects. It has, capable efficient as well as, competent and committed staff to carry out activities in a appropriately manner. Please find enclosed herewith MOUs/Contracts/Appreciation letters of Project as evidence.

Group formation :

| Kind of Group | Male/Female | Maximum group size | Purposes(s) |
|--------------------|--------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| VGD | All female | Distribution of 2859 + 1576 + 3458 VGD card=7893 card holders | For Distribution of 7893 VGD card to the respective beneficiaries of the concerned upazilas |
| Social Development | All female | 15 Members formed a Group [under UGIP] | For more accountability, group responsibility, unity & loyalty to group members. |
| Micro Finance | All female | 15 Members formed a Group [under UGIP] | All of the concerned group members as per formed concerned groups |
| Capacity Building | All female | 15 Members formed a Group [under UGIP] | Do. |
| Home Gardening | All female | 15 Members formed a Group [under UGIP] | Do. |
| Fisheries | All female | 5 Members formed a Group [under UGIP] | Do. |
| Forestry | Both male & female | 3 Members formed a Group [under UGIP] | Do. |
| Others | All female | 5 Members formed a Group [under UGIP] | Do. |

Social Awareness Training :

| Types of Social Awareness Training | No. of female Participants trained in 2008 | No. of male Participants trained in 2008 | No. of days training | Training manual developed |
|-----------------------------------------------|--------------------------------------------|------------------------------------------|----------------------|---------------------------|
| Health & happy Family | 250 | 25 | 3 days. | ✓ |
| Nutrition | 150 | 50 | 5 days. | ✓ |
| Gender | 150 | 50 | 3 days. | ✓ |
| Legal Rights | 120 | 50 | 3 days. | ✓ |
| Sanitation/Hygiene | 300 | 50 | 5 days. | ✓ |
| Leadership training/Group development | 150 | 100 | 3 days. | ✓ |
| HIV/AIDS | 125 | 125 | 3 days. | ✓ |
| Others (income generating need-base training) | 350 | 150 | 7 days. | ✓ |

Monitoring, evaluation and Reporting :

‘WASDPA’ has a well defined and organized M&E system. Some of its programme intervention M&E of ‘WASDPA’ is given below :

To ensure sustainability of the achievements as well as the program itself, monitoring system is developed. WASDPA encouraged participatory monitoring system because that involved that community people as well as shift responsibility to the shoulder of community people that also helped them in continuing activities. The monitoring at the project level focuses monitoring and management information system of the project. The organization has its own monitoring system that is performed by the monitoring department of the organization. The system monitors that performance and output of the any development program or project. Besides, it also evaluates programs’ impact after certain duration. At the same time project managers and head of the organizations as well as higher management personnel of the implementing agency visits at the project site and project office and oversee the activities.

In this project Participatory monitoring and evaluation process would enable the community to measures the inputs and outputs through using the measurable indicators. Enhancing the community capacity of the project participants would empower them in decision making process and **Quality monitoring** would provide the real facts to measure the development effort.

For project monitoring and sustainability. ‘WASDPA’ believes that active participation increases the responsibility and where there are responsibilities, there is continuous monitoring.

Usually the ‘**Field Team**’ prepares their work plan in the beginning of every month and submitted a copy of that in offices. There is a movement register for each staff, which is kept in the Local Office. According to their work plan they are moving in their respective area for doing their activities. The ‘**Program Officer**’ has assigned to prepare the consolidated monthly report on the basis of the progress that they earn in the improvement of hygienic promotion.

To get the community fed back Participatory Monitoring Evaluation for the ongoing assessment and necessary inputs to develop the program would be prioritized. To make the monitoring effective indicator and the process of ranking of stakeholders shall be collected for the recommendations from the community people. Monitoring system is specifically allowed corrective action to address the ongoing problems.

An approach would be formulated to shifting M&E paradigms and building awareness of the value and efficacy of monitoring through various ways. Few of them may be like below :

- Establishing continuous monitoring system throughout the project life.
- Capacity enhancement of the program staffs in the planning for the implementation of participatory monitoring process.
- Through practicing the culture of participatory monitoring and evaluation process
- Empowering communities for participating in the monitoring process
- Clarifying information needed at various level and location.
- Decentralizing monitoring at the local level.
- Increase monitoring support to build the community capacity.
- Developing measurable objectives variable indicators.
- Involving the local Government institutions in the process of program monitoring

- Capacity enhancement of local government institutions in the process of program planning, implementing and monitoring.

The monitoring mechanism is primarily focus on two types of monitoring:

- a) process as well as progress monitoring and
- b) behavior change monitoring over the period against a reference point or bench mark established by baseline data.

In addition to this, a mechanism for ‘WASDPA’ management and staff performance monitoring is also in place and practiced.

In each of the monitoring processes a wide range of participatory tools and techniques is applied by ‘WASDPA’. The process as well as progress and behavior change monitoring is done both at community and ‘WASDPA’ office level. The existing monitoring mechanism of ‘‘WASDPA’’ includes both the quantitative and qualitative part of the program. At the community level, there are some participatory (PRA) tools are being used by the community groups to assess their progress and identify the problems with exploring possible solutions.

Process and progress monitoring

At the organization level, monitoring is focus mainly on the following way :

- a) household level plan and its implementation,
- b) group or village cluster level action plan and its implementation and
- c) ‘‘WASDPA’’ office level plan, its implementation and documentation.

Monitoring at Community Level

The group level plan and its implementation is monitored by the household members themselves as incorporated in the household-planning format on weekly and monthly basis as per the convenience of the community. The tools/instruments are generally used by the group members to check their change behavior in connection to sanitation and hygiene practices are Pocket Chart, Reviewing group level action plan, Three pile sorting exercise, Gender role analysis, Household observation etc.

Behavior Change Monitoring

Monitoring of changes at community level appears often much difficult especially in the field of changing people’s hygiene behavior. The concerned institutions, such as, union parishads etc. reviews the achievement of the indicators in an environment where all concerned can participate and share their opinions. ‘WASDPA’ staff is usually facilitating the process.

Staff performance monitoring

‘‘WASDPA’’ management staff as well as field staff will first develop some important indicators for staff performance. On quarterly basis, staff and their supervisors will jointly review their performance in an atmosphere of learning and sharing attitude from each other.

IGA Training :

| Name of IGA Training | No. of female Participants trained in 2008 | No. of male Participants trained in 2008 | No. of days training | Training manual developed |
|---------------------------------|--------------------------------------------|------------------------------------------|----------------------|---------------------------|
| Small trade | 250 | 25 | 3 days. | ✓ |
| Tailoring | 150 | 50 | 5 days. | ✓ |
| Embroidery | 150 | 50 | 3 days. | ✓ |
| Beatty Parlor | 120 | 50 | 3 days. | ✓ |
| Cow/beef befatening/ rearing | 300 | 50 | 5 days. | ✓ |
| Nursery | 150 | 50 | 3 days. | ✓ |
| Vegetable Gardening | 150 | 50 | 3 days. | ✓ |
| Leadership & Marketing strategy | 300 | 50 | 5 days. | ✓ |

Training facilities : Total 9000 thousands [90% are female]

Have Own Training Centre :

| Particulars | Male | Female |
|----------------|-------------------------------------------------------------------------------------------------------|--------|
| Trainer Number | 18 | 8 |
| Specialization | 8 | 4 |
| Locations | Dhaka, Gazipur, Noakhali, Feni, Laxsmipur, Candpur, Rajbari, Natore, Chittagong, & Comilla districts. | |

Have Own Training Rooms in the Project districts :

| District/ Upazila | No. of Training Rooms | Capacity | Training Facilities | |
|-------------------|-----------------------|------------|------------------------------------------------------------------------------------------------------------------------------|--------|
| | | | Equipment Available | Number |
| Noakhali | 2 Rooms | 90 persons | The trained rooms are well equipped with all modern electrical & electronic equipment to deliver a quality training exposure | LS |
| Feni | 3 Rooms | 90 persons | Do. | Do. |
| Laxsmipur | 3 Rooms | 90 persons | Do. | Do. |
| Candpur | 3 Rooms | 60 persons | Do. | Do. |
| Gazipur | 3 Rooms | 80 persons | Do. | Do. |
| Rajbari | 3 Rooms | 60 persons | Do. | Do. |
| Natore | 3 Rooms | 60 persons | Do. | Do. |
| Chittagong | 3 Rooms | 60 persons | Do. | Do. |
| Comilla | 3 Rooms | 60 persons | Do. | Do. |

Training facilities available under a Training centre are given below :

| SL | Description/Items | Number |
|----|-----------------------|-----------|
| 01 | Training Room | 3 |
| 02 | Module | 6 |
| 03 | OHP | 2 |
| 04 | Chair | 90 |
| 05 | Table | 9 |
| 06 | White board | 6 |
| 07 | TV & VCP | 2set |
| 08 | Computer with printer | 3 |
| 09 | Multimedia projector | 1 |
| 10 | Cookeries | Available |
| 11 | Musical instrument | 3 sets |

Micro-Credit (MC) facilities

Providing micro-finance (MC) facilities is one of the major programme interventions of WASDPA. The speciality of MC intervention is; it has brought extreme poor women group of the society under MC facilities, which group most times keeps ignored by the NGOs.

Starting Period of micro-finance facilities

WASDPA have been implementing the micro-finance activities since 1997.

Average repayment rate of Loan

There is a popular rumor; micro-finance activities cannot successfully run in flexible mechanism. WASDPA proved the idea wrong. The repayment rate says it all, which is 99%.

Fund available for providing micro-credit : Tk. 1,95,00,00.00

Total Number of Borrowers/participants in loan facilities in 2010 :

Till 2012 from 1997 a total 6850 person got micro-finance facility. The number of beneficiaries is gradually increasing in every days.

We earlier received credit fund from Bangladesh Bank. The information is given below :

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Partner(s) you work with | Activities |
|----------------------------------------------------------|------------|-----------------------------------|-----------------------------|------------------------------------------------|
| WASDPA for the Poor (Housing | 2000 to | Palash Narsingdi | GOB/ Bangladesh | • Social Mobilization, & Awareness Campaign |

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Partner(s) you work with | Activities |
|----------------------------------------------------|------|--------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project) | 2002 | | Bank | <ul style="list-style-type: none"> • Group Formation, • Construction of houses • Revolving Fund Management • Group Management Training • Health & Hygiene Education • Installation of Sanitary Latrines • Saving Collection • Recovery Collection |

Micro-Credit division also received a credit fund from ADB through LGED under UGIIP (for pourashava micro-credit) and our own Fund.

Working with VGD Programme : Detail provided below :

| Name of Activity (Project, Contract, Consultancy) | From To | Activities | Location by district, Upazila, | Partner(s) you work with |
|----------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------|
| Vulnerable Group Development (VGD) Programme | 2010 Till date | Distribution of 2859 VGD card to the ultimate targeted beneficiaries and conduct other relevant scheduled activities. | Hatia, Companigonj & Chatkhil under Noakhali Laxsmipur districts, | Ministry of Women Affairs, GoB |
| Vulnerable Group Development (VGD) Programme | 2010 till date | Distribution of 1750 VGD card to the ultimate targeted beneficiaries and conduct other relevant scheduled activities. | Dagan Bhuiya, Fulgazi, Feni Sadar of Feni District | Ministry of Women Affairs, GoB |

Working with UN Projects during last five years : Provided below :

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Partner(s) you work with | Activities |
|----------------------------------------------------|--------------|--------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fisheries Project | 1995 to 2002 | Chandpur | Department of Fisheries, WFP/GOB | <ul style="list-style-type: none"> • Training on fish production • Re-excavation of ponds • Group formation • Group leader selection • Group management training • credit distribution • Saving collection • Revolving Fund Management • Fish processing and marketing training |

Working with Any other International Organization during last five years. Provided below :

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Partner(s) you work with | Activities |
|-----------------------------------------------------------------------|--------------|-----------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Urban Governance and Infrastructure Improvement Project (UGIIP): | 2006-till | Tongi Pourashova, Gazipur | ADB-LGED | <ul style="list-style-type: none"> ▪ Community mobilization on sanitation. ▪ Selection of target group through baseline survey. ▪ Capacity building for group leaders , local government institutions through meeting, workshops and training. ▪ Advocacy program with various stakeholders such as community allies, local government representatives , community people etc. ▪ Training and integrated the water and sanitation program with the loan program. ▪ Construction of community latrines and installation of water technologies etc. |
| Urban Governance and Infrastructure Improvement Project (UGIIP): | 2007-till | Feni Pourashova, Feni Sadar. Feni | ADB-LGED | <ul style="list-style-type: none"> ▪ Community mobilization on sanitation. ▪ Selection of target group through baseline survey. ▪ Capacity building for group leaders , local government institutions through meeting, workshops and training. ▪ Advocacy program with various stakeholders such as community allies, local government representatives , community people etc. ▪ Training and integrated the water and sanitation program with the loan program. ▪ Construction of community latrines and installation of water technologies etc. |
| Water Supply and Sanitation Project | 1999 to 2003 | Ruma, Bandarban Madhabpur, Habigonj Chandpur, Noakhali and Serajgonj, | DPHE/UNDP LGED/ADB | <ul style="list-style-type: none"> ● Social Mobilization, & Awareness Campaign ● Rally and Sanitation Week Observation ● Distribution of Promotional Materials ● Motivation Meeting ● Group Formation, ● Revolving Fund Management ● Group Management Training ● Health & hygiene Education ● Skill Dev. Training for Mechanics & Masons ● Installation of TWs and Sanitary Latrines ● Saving Collection ● Recovery Collection |

| Name of Activity (Project, Contract, Consultancy) | Year | Location by district, Upazila, | Partner(s) you work with | Activities |
|-------------------------------------------------------------|--------------------|-----------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | <ul style="list-style-type: none"> • Operation & Maintenance Training • Co-ordination Meeting with Stakeholders • Formed 215 Nos. of Groups • Installed 455 Nos. of Sanitary Latrine • Installed 50 HTWs • Trained 2150 Nos. of Group Members |
| Non-Formal Education | 1997 to 2000 | Dhaka, Narsingdi, Chandpur | DOF, Own | <ul style="list-style-type: none"> • Reading and Writing education • Conducted 365 group Education Program of 3600 members • Establish 60 Nos. of Education Centre |
| Emergency Flood Relief & Rehabilitation Programme | 1997 to 1998 | Noakhali, Begomgonj Cox'sBazar Chandanaish | GOB & Own Fund | <ul style="list-style-type: none"> • Supplied relief goods among flood victims • Provide support for IGA activities |

The monitoring mechanism of 'WASDPA' :

'WASDPA' has developed monitoring format using different tools for continuous monitoring of the project. The project staffs, LGs and the community are monitoring the progress by using the different monitoring tools such as monitoring format, Reports, Cluster map, wealth ranking, community action plan, FGD, Field visit, sample survey, demonstration, transact walk etc.

In this project Participatory monitoring and evaluation process would enable the community to measure the inputs and outputs through using the measurable indicators. Enhancing the community capacity of the project participants would empower them in decision making process and **Quality monitoring** would provide the real facts to measure the development effort.

'WASDPA' involved LGs and Watsan committees in the process of Community Action Plan (CAP), integrated WES plan by the Union Parishad and Ward Watsan Committees, management, supervision of WES initiatives, and project monitoring for sustainability. 'WASDPA' believes that active participation increases the responsibility and where there are responsibilities, there is continuous monitoring.

The Coordinator and field level workers of the project are entitled for monitoring the project activities regularly of the on-going project areas. They are monitoring the activities in every month and prepared the monthly monitoring report. Usually the '**Field Team**' prepares their work plan in the beginning of every month and submitted a copy of that in offices. There is a movement register for each staff, which is kept in the Local Office. According to their work plan they are moving in their respective area for doing their activities. The progress reports are briefed in the WatSan Meetings by the staffs every month, discussed and identified constraints and find out solutions. The '**Program Officer**' has assigned to prepare the consolidated monthly report on the basis of the progress that they earn in the improvement of hygienic promotion.

To get the community fed back Participatory Monitoring Evaluation for the ongoing assessment and necessary inputs to develop the program would be prioritized. To make the monitoring effective indicator and the process of ranking of stakeholders shall be collected for the recommendations from the community people. Monitoring system is specifically allowed corrective action to address the ongoing problems.

An approach would be formulated to shifting M&F paradigms and building awareness of the value and efficacy of monitoring through various ways. Few of them may be like below:

- Establishing continuous monitoring system throughout the project life.
- Capacity enhancement of the program staffs in the planning for the implementation of participatory monitoring process.
- Through practicing the culture of participatory monitoring and evaluation process
- Empowering communities for participating in the monitoring process
- Clarifying information needed at various level and location.
- Decentralizing monitoring at the local level.
- Increase monitoring support to build the community capacity.
- Developing measurable objectives variable indicators.
- Involving the local Government institutions in the process of program monitoring
- Capacity enhancement of local government institutions in the process of program planning, implementing and monitoring.

The monitoring mechanism is primarily focus on two types of monitoring:

- ❑ process as well as progress monitoring and
- ❑ behavior change monitoring over the period against a reference point or bench mark established by baseline data.

In addition to this, a mechanism for ‘WASDPA’ management and staff performance monitoring is also in place and practiced.

In each of the monitoring processes a wide range of participatory tools and techniques is applied by ‘WASDPA’. The process as well as progress and behavior change monitoring is done both at community and ‘WASDPA’ office level. The existing monitoring mechanism of ‘WASDPA’ includes both the quantitative and qualitative part of the program. At the community level, there are some participatory (PRA) tools are being used by the community groups to assess their progress and identify the problems with exploring possible solutions.

Process and progress monitoring

At the organization level, monitoring is focus mainly on the following way :

- a) household level plan and its implementation,
- b) group or village cluster level action plan and its implementation and
- c) ‘WASDPA’ office level plan, its implementation and documentation.

Challenges of operation and maintenance of hardware facilities of WatSan Project and recommendation:

To develop the WatSan situation of the communities hardware support should be ensured. Access of potable water and ring slab is the pre-condition to develop and sustain WatSan situation and hygiene practices. To achieve the project goal ensuring adequate sanitation and water supply in un-served and underserved areas, particularly for the poorest on sustainable basis. Due to knowledge of proper operation and maintenance hardware facilities cannot utilize for an expected period.

Major Challenges that identified by WASDPA are like bellow:

| Hardware | Major challenges | Recommendation |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Water point | <ul style="list-style-type: none"> <input type="checkbox"/> Lack of knowledge <input type="checkbox"/> Absence of caretaker <input type="checkbox"/> Unavailability of TW mechanic <input type="checkbox"/> Site selection without CAP <input type="checkbox"/> Presence of Arsenic <input type="checkbox"/> Lack of water quality test <input type="checkbox"/> Lack of knowledge on different technologies <input type="checkbox"/> Lack of awareness on operation and maintenance on different options water points. <input type="checkbox"/> Lack of technical knowledge. <input type="checkbox"/> Water point dries up in dry season. <input type="checkbox"/> Lack of proper platform and drainage system. <input type="checkbox"/> Lack of spare parts and tool box. <input type="checkbox"/> It is usually found that the comparatively rich member of water user group dominated in water use. <input type="checkbox"/> Unavailability of water in dry session of RWHS. <input type="checkbox"/> Lack of caretaker of WP in market. | <ul style="list-style-type: none"> <input type="checkbox"/> Provide training on operation and maintenance to the care taker of the water point. <input type="checkbox"/> Appoint caretaker if existing caretaker absence. <input type="checkbox"/> Provide training to the local mechanic. <input type="checkbox"/> Water point must be installed in CAP. <input type="checkbox"/> Awareness builds up on different technologies. <input type="checkbox"/> Ensure test of water quality. <input type="checkbox"/> Meeting with water user group. <input type="checkbox"/> Supply tool box. <input type="checkbox"/> Option selection on the basis of water table. <input type="checkbox"/> Ensure platform and drainage system of WP. <input type="checkbox"/> Ensure regular follow up of the water point. |
| 2. Sanitation | <ul style="list-style-type: none"> <input type="checkbox"/> Lack of awareness of maintenance of latrine. <input type="checkbox"/> Lack of concept on different technologies of latrine especially on different low cost latrine. <input type="checkbox"/> Lack of cleanness of the established latrine especially in market. <input type="checkbox"/> Absence of water and soap in latrine <input type="checkbox"/> Unavailability of latrine production center. <input type="checkbox"/> Problem of disposed excreta when the pit fills up. <input type="checkbox"/> Lack of knowledge on repair latrine. | <ul style="list-style-type: none"> <input type="checkbox"/> Arrange different sessions on awareness of use of latrine. <input type="checkbox"/> Promotion different option latrine especially low cost latrine. <input type="checkbox"/> Ensure availability of water and soap/ash in latrine. <input type="checkbox"/> Establish latrine production center for available ring slab. <input type="checkbox"/> Provide mason training. |
| Hardware | <input type="checkbox"/> Major challenges | Recommendation |
| 3. Latrine Production center (LPC) | <ul style="list-style-type: none"> <input type="checkbox"/> Lack of Technical knowledge. <input type="checkbox"/> Lack of mason. <input type="checkbox"/> Lack of technical knowledge of mason. <input type="checkbox"/> Lack of sufficient fund. <input type="checkbox"/> Engagement of manager of LPC in other activities. | <ul style="list-style-type: none"> <input type="checkbox"/> Provide training on latrine producer. <input type="checkbox"/> Provide technical training to mason. <input type="checkbox"/> Provide sufficient fund for smooth operation. <input type="checkbox"/> Motivate latrine producer to put their time full in respective activity. |

| Hardware | Major challenges | Recommendation |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> ❑ Lack of regular follow up by the Union parishad. ❑ Lack of knowledge on book keeping, documentation. ❑ Lack of LPC as per locality. | <ul style="list-style-type: none"> ❑ Ensure regular follow up of Union parishad and field agency. ❑ Ensure the latrine producer participation in promotional activities. |

Any hardware supports should be installed based on community's demand, not to achieve the organization target. It should be appropriate technology considering the geo-physical condition. 'WASDPA' will considerably execute the recommendation as :

- Will organize courtyard meeting, community meeting and individual discussions with the users of the established hardware facilities to make the community people aware of proper maintenance of the sanitary latrines and water points. The community people at the family level will be motivated and mobilized to maintain the sanitary latrines and tube-wells by each grown-up family member by rotation.
- Formulate Para Focus Group (PFG) comprised of youth (male and female) with five persons. They will have meetings every month. The PFG members will be provided training, so that they can function properly in operation and maintenance of the established hardware facilities.
- Will ensure formation/establishment of student brigade in each primary school and secondary school. The student brigades will be oriented and trained and strengthened so that they can monitor the sanitation related activities of all the families of the total/whole cluster. They will be imparted training by the field agency on monitoring the operation and maintenance activities of the established hardware facilities.
- It was observed that actually deserving persons/families and community were not given the needed hardware facilities. Hence, the project implementing agency will identify and select the actual deserving persons/families and ensure that they get the hardware facilities.
- Conduct Orientation and trainings on operations and maintenance are to be imparted to the target beneficiaries by the field agency.
- Will take responsibility to monitor the project activities. During the project implementation period, the field agency will take the initiative to generate a fund to support this post-project implementation monitoring works.
- Will play significant role in motivating and mobilizing the community people in cost sharing for using the water and sanitation facilities (token toll for using latrine and water points).
- Will ensure formation/establishment of hat/bazar/market latrine management committee in each hat/bazar/market - who will be oriented and trained and strengthened by 'WASDPA'. Thus they can monitor the sanitation related activities of all the hat/bazars/markets. They will also be provided training by the field agency on monthly monitoring, supervision and evaluation of environmental sanitation activities.