

**PROJECT TITLE: SACRIFICE THE BLESSINGS OF RAMADAN WITH THE NEEDY**

**Implemented BY: Disable Development & Educational Foundation (DDEF)**

**URL: SACRIFICE THE BLESSINGS OF RAMADAN WITH THE NEEDY**

**PROJECT SUMMARY:**

▪ ***WHO ARE YOU HELPING?***

- It is tradition to open your Ramadan fast with a date. We appeal to you to donate dates (khajoor) for orphans in Bangladesh to open their fasts.

▪ ***WHAT ARE YOU DOING?***

**Date/khajur and food supporting to implement adequate service delivery in action** live with dignity as the almighty of Allah.

**HOW ARE YOU DOING IT?**

**Partnering more CBO/NGO in the office. Also by providing inadequate date/Khajur & food for their equal opportunities of Ramadan.**

▪ **Where you are doing?**

**Barguna district under Barishal Division of Bangladesh.**

**Requested Funding Amount: \$ 8,100.00**

## Donation Options:

|                      |                                      | USD | Qty | Total   |
|----------------------|--------------------------------------|-----|-----|---------|
| • \$10 will provide  | Date/Khajur and foods for 20 orphans | 10  | 20  | 200.00  |
| • \$30 will provide  | Date/Khajur and foods for 30 orphans | 30  | 30  | 900.00  |
| • \$ 50 will provide | Date/Khajur and foods for 40 orphans | 50  | 40  | 2000.00 |
| • \$100 will provide | Date/Khajur and foods for 50 orphans | 100 | 50  | 5000.00 |
| Total                |                                      |     |     | 8100.00 |

## PROBLEMS OR CHALLENGES:

- **WHAT CHALLENGES ARE YOU ADDRESSING?**

- Most Bangladeshi Orphans fast in the month of Ramadan as is mandatory in their faith. The tradition and sunnah (blessed tradition) is to open the fast with a khajoor/date. This is a luxury not available to most orphans who eat very humbly and even less so when fasting without food or drink all day for 30 days. This project has been created to give the orphans something nutritious, filling and considered blessed with which to open their fasts.\

- **WHERE ARE YOU ADDRESSING THE PROBLEM?**

Barguna districts of Barisal and division are specially where fundamental needs of Ramadan support are totally deprived off.

- **HOW DOES THIS PROBLEM IMPACT THE COMMUNITY?**

Many underprivileged people have no ability to participate of Ramadan . They are waiting for collection of food from the rich man.

**SOLUTION :** Funds will go to ensure delicious dates are delivered and given to orphans this Ramadan. 30 khajoor per orphan, so one for each day of fasting.

**POTENTIAL LONG TERM IMPACT:**

Orphans will be fed nutritiously and happily and included in traditions that most Bangladeshi have in the month of fasting. It will help their well-being, health and self-esteem.

**PROJECT MESSAGE:** Implementation the project of Promoting Ramadan support for the underprivileged people (special needs orphan ) at 1 districts under 1 division in Bangladesh .

**Additional Documents: Project profile and organization profile.**

**Organization Information:**

Disable Development & Educational Foundation(DDEF)

Location: Village & Post: Raihanpur,PS: Patharghata,District: Barguna-8721,Bangladesh.

**URL Website:** <<http://www.ddefbd.org>> < <https://www.facebook.com/rezaul.kabir.182> > [https://twitter.com/@ddef\\_Kabir](https://twitter.com/@ddef_Kabir)

**Project Leader :**

**MD Rezaul Kabir CEO.** Disable Development & Educational Foundation(DDEF)

Village & Post: Raihanpur,PS: Patharghata,District: Barguna,Bangladesh.

# Organizational Profile of DDEF





**Address:**

**Disable Development & Educational Foundation(DDEF)**

Village & Post: Raihanpur,PS: Patharghata,District: Barguna,Bangladesh.

Cell Phone: 01712136558

Email: [ddef\\_barguna@yahoo.com](mailto:ddef_barguna@yahoo.com)

Web: [www.ddefbd.org](http://www.ddefbd.org)

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

**Registered office Address:**

**Disable Development & Educational Foundation(DDEF)**

Village & Post: Raihanpur,PS: Patharghata,District: Barguna,Bangladesh.

Cell Phone: 01712136558

Email: [ddef\\_barguna@yahoo.com](mailto:ddef_barguna@yahoo.com)

Web: [www.ddefbd.org](http://www.ddefbd.org)

**Contact Person and Address:**

|                     |   |
|---------------------|---|
| Contact person Name | <b>Md Rezaul Kabir</b>  |
| Designation         | Chief Executive Officer   |
| Head office Address | <b>Disable Development &amp; Educational Foundation(DDEF)</b><br>Village & Post: Raihanpur,PS: Patharghata,District: Barguna-8721,Bangladesh. |

|           |                                     |
|-----------|-------------------------------------|
| Phone no. | Cell Phone: 01712136558,01972136558 |
| E mail:   | E mail:ddef_barguna@yahoo.com       |

### **Brief history:**

Disable Development & Educational Foundation(DDEF) has been established for the socio economic development of Bangladesh . Most of the people live in rural area .They live in under development situation .They always embraced with poverty .the government initiative is not available for our under developed economy . So we need most to make people more conscious and to alleviate poverty to having participation of NGO and donor agencies is essential .This is they the Disable Development & Educational Foundation(DDEF) established . From beginning this forum working over rural poor and urban slum community. Through Barguna district on literacy , health, nutrition,WASH, research and family planning. And assaying to having fund from government and foreign source .

**Year of Establishment:** 1 January 2001

### **Legal status of the Organization.**

| <b>SL no</b> | <b>Registration Authority</b>  | <b>Registration No.</b> | <b>Registration Date</b>                             |
|--------------|--|-------------------------|--|
| 01           | Directorate of social services, Govt. of Bangladesh                      | No- 433                 | Date 29-05-2007                                      |
| 02           | NGO Affairs Bureau for foreign donation received.<br>Govt. of Bangladesh | 2608                    | Date -04-11-2010 and its last renewal Date:4-11-2015 |
| 03           | Directorate of Youth & Development                                       | 220                     | 1-10-2010  |

## **GOAL OF ORGANIZATION:**

DDEF Goal is to improve the ultimate socio-economic and cultural condition of the community through the development of the most disadvantaged, vulnerable people, women, children and the people with disabilities to ensure their equal rights and opportunities for participation in the mainstream development.

## **Vision of the Organization:**

DDEF has been working with the vision to promote development programs in the community to improve the overall socio-economic and cultural condition of the disabled, most disadvantaged children, adolescent, of the community. Special emphasis is given on preventing disability, ensuring maternal child health, adolescent family life education and reproductive health education, awareness on Sexual Abuse, and HIV/ AIDS and its prevention, restoration of child/ human rights and human resource development.

DDEF have been trying to implement action programs with the active involvement and participation of the community people. DDEF aspire for a suppression free society with prosperity, peace and equity where all people could get proper opportunity and equal rights to develop.

## **Objectives Of the Organization :**

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-borne 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.

**Primary and Secondary Stakeholder:**

01. Children with disabilities, different disadvantaged and affected children groups will be primary target beneficiaries.
02. Primary and Secondary School Students, Family members, community leaders, school teachers, religious leader, representative of the local authorities and other people will be the secondary beneficiaries.

**Working Areas**

| No | Name of District | Name of Upazilla | Remarks |
|----|------------------|------------------|---------|
| 01 | Barguna          | Patharghata      | •       |
|    |                  | Bamna            | •       |
|    |                  | Betagi           | •       |
|    |                  | Barguna Sadar    | •       |
|    |                  | Amtoli           | •       |
|    |                  | Taltoli          | •       |

**Program Implementation approach**

DDEF has been implementing its entire program through community based approach. It is consider community based rehabilitation (CBR) is the only effective approach that ensure development of the disable Children through optimum utilization of available resources of the community. Available resources in this regard included material resources, human resources and existing services and facilities of the communities.

## Coordination and network

DDEF has been maintaining coordination and functional network with the specialized groups as community leaders, local elite, social communicators and activists, specialist professional groups, traditional health practitioners, environmentalists and all people of goodwill.

| S.L | Name                  | Types          | Remarks |
|-----|-----------------------|----------------|---------|
| 1   | ADAB                  | Chapter Member |         |
| 2   | NFOWD                 | General Member |         |
| 3   | NADPO                 | General Member |         |
| 4   | BMSp                  | General Member |         |
| 5   | PHM                   | General Member |         |
| 6   | VHSS                  | General Member |         |
| 7   | CLNB                  | General Member |         |
| 8   | JPUF                  | Donor Member   |         |
| 9   | BNSWC                 | Donor Member   |         |
| 10  | MoH                   | Donor Member   |         |
| 11  | INC-USA               | Donor Member   |         |
| 12  | SEEP network-USA      | General Member |         |
| 13  | WBB Trust             | General Member |         |
| 14  | Basundhara Foundation | Donor Member   |         |
| 15  | BKB                   | Donor Member   |         |
| 16  | DBL                   | Donor Member   |         |
| 17  | NBL                   | Donor Member   |         |
| 18  | MoWC                  | Donor Member   |         |

|    |       |                |  |
|----|-------|----------------|--|
| 19 | SAWAB | General Member |  |
| 20 | CDF   | General Member |  |

## Acknowledgement.

We are very much grateful to our partner /donors contributor for our implementing project activities through financial and kind support. Those are –INC USA ,Jatio Protibandhi Unnoyan Foundation, Ministry of Social Welfare, Govt. of Bangladesh and Directorate of Primary Education , Govt of Bangladesh . We are also thankful Ministry of Health and family welfare, National Forum of working organization with disabled (NFOWD) for information services on Child rights and disability issues.

## On going Projects of the year 2017.

| No. | Name of Projects                                       | Activities of this Project   | Geographical Areas of Working | Name of Partners/ Donors                          |
|-----|--|--|-------------------------------|---|
| 01  | Maternity Allowance Program for Poor Mother            | Training Program on Personnel hygiene, Safe maternity and Care of Pregnant period, Nutrition, Education, Prevention of Early marriage, Family Planning ,reproductive health (Prevention of AIDS/HIV),Breast Feeding ,Gender and women rights, IGAs, Care of mother and child ,Disability and Disaster management | Patharghata Barguna           | Directorate of Women affairs ,Govt. of Bangladesh |
| 02  | Smile Train avisina Cleft lip palate operation porgram | Free of cost Cleft lip palate surgery operation of PWD   | Barguna,Dhaka,Rajshahi        | INC USA   |
|     |  |  |                               |   |

|    |  |   |                     |   |
|----|--|---|---------------------|---|
| 03 | Community based rehabilitation activities for development of the person with Disabilities. | Educational Material support<br>Treatment and Medicine support<br>IGAs support for Person with Disabilities | Patharthata Barguna | Jatio Protibandhi Unnoyan Foundation, Ministry of Social Welfare, Govt.of Bangladesh. |
| 04 | Assistive Device Distribution Program  | Device support for the Persons with Disabilities and Vulnerable women                                       | Barguna District    | TIKA  |

### Previous Working Experience with National and Foreign Donors Agencies supported Project.

| Year | Name of Project                               | Major activities of this Project   | Name of donors /Development agency                |
|------|---|--|---|
| 2014 | Maternity Allowance Program for Poor Mother   | Training Program on Personnel hygiene, Safe maternity and Care of Pregnant period, Nutrition, Education, Prevention of Early marriage, Family Planning ,reproductive health (Prevention of AIDS/HIV),Breast Feeding ,Gender and women rights, IGAs, Care of mother and child ,Disability and Disaster management | Directorate of Women affairs ,Govt. of Bangladesh |
| 2016 | Community based rehabilitation activities for | Educational Material support   | Jatio Protibandhi Unnoyan Foundation, Ministry of |

|           |   |  |   |
|-----------|---|--|---|
|           | development of the person with Disabilities.                    | Treatment and Medicine support<br>IGAs support for Person with Disabilities  | Social Welfare, Govt.of Bangladesh.                         |
| 2015      | Health ,Nutrition and Population Program                        | Treatment and Medicine support,<br>Nutrition support to Children with Disabilities<br>Material support on Reproductive health and awareness on AIDs and its prevention | Ministry of Health and Family Planning ,Govt. of Bangladesh |
| 2015      | Development of the Disabled Children through care and Education | Educational Material support<br>Treatment and Medicine support<br>IGAs support for Person with Disabilities  | JPUF , Ministry of Social Welfare Govt. of Bangladesh       |
| 2003-2013 | Development of the Disabled Children through care and Education | Educational Material support<br>Treatment and Medicine support<br>IGAs support for Person with Disabilities  | JPUF, Ministry of Social Welfare Govt. of Bangladesh        |

## At present DDEF is implementing programs on:

### 01. Community Awareness and advocacy Program:

- Conduct community awareness and advocacy program through discussion meeting, Workshop, Mass gathering, Human Chain for disabilities issues, Violence against Children (VAC ) **Awareness on HIV/AIDS and its Prevention** etc.
- Awareness campaign would be carried out on the importance and necessity of reducing the rate of disability and primary health in the community.

- Observation on International Human rights Day, Child rights week on CRC , International /National day on Disability (Autism Day, International Ear car Day, International White cane safety day) World Health Day and, International Day of Disaster Reduction etc.

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## **02. Primary health care Program.**

- Conduct community awareness and advocacy program through discussion meeting, Workshop, for water and sanitation issues with women and adolescent girls.
- Conduct orientation on disability prevention measures, **Awareness on HIV/ AIDS and its Prevention** with different stakeholders (Adolescent girl , New couple and pregnant mother ) in the community .
- Door to door counseling, motivational campaign for rate of reduce disability.
- Provide cluster based / home based primary rehabilitation therapy service for their better improvement of CWDs.
- Conduct eye diseases treatment camp and ear diseases treatment and Prevention of Early hearing loss for preventive disabilities..
- Operation /surgical treatment like as eye, clap-foot, clap-lip; clap-flat etc., to disable children for preventive and rehabilitation measures.
- Necessary assistive devices distribution in to disabled like as Hearing aid, wheel chair, crutch for their increase mobility and accessibility in the community.
- Conduct orientation on disability prevention measures with different stakeholders (School students, community people in the community .

## **03. Education Program.**

- Operating learning Centre for the Development of Children with Disabilities (CWDs) in the community.
- Integrating the physically disabled and mildly hearing impaired children, Low vision children and mild intellectually disable into the existing primary schools to promote education among the disabled children of the community.
- Organize School Based inclusive Sports and Cultural activities for mainstreaming and improving quality life of CWDs.
- Provide Need based direct Special and Inclusive Educational Support to CWDs to ensure their Continuation and Promote Participation in school and improving their performance.
- Operate Special need school for the all type of disabled children in the Community.
- Conduct Quarterly meeting with SMC for facilitating school enabling environment.
- Provide educational resource materials to Develop class resource /library for Providing quality education of CWDs.

## **04. Livelihood and Training Program.**

- Conduct orientation/training on disability and child rights issues with School Students and others stakeholder.

- Orientation /Training on different IGAs for Person with disabilities( Adult and young Adolescents) on changes of their livelihood .
- Conduct continued skill development training for DDEF staff members

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## **05. Empowerment Program**

- Formation of School based Child Club for Participation in Mainstreaming activities and increasing their knowledge of Child rights issues. .
- Formation Disability rights promotion Committee (DRPC) with Local Elites, Teacher, UP members and Disable person for ensuring rights of Person with Disabilities in the community.
- Self Help group (SHGs) formations with Adult Children and Person with Disabilities and their family members for mainstreaming
- Child Rights Advocacy Forum (CRAF) forming with Young adult Children with Disabilities Empowerment for Inclusive Development.
- CWDs Parents group and School based Committee for all type of Disable children for Experience sharing on their Child development and voice raising on behalf of their Children.

## **06. Networking, Coordination and Information Dissemination**

- Establish strong coordination and communication with the others organizations for Inclusion of Govt safety net Program.
- Maintain network with different disability and child development agencies.
- Introduce proper referral services for the treatment, training and rehabilitation support of the persons with disability and destitute disadvantaged children.
- Published newsletter for child rights, disabilities information and contemporary development issues information dissemination.

### **Org, Recognize From Govt. and Foreign**

DDEF is committed to works for Promoting Children with Disabilities Rights and Dignity with Creating enabling environment in the Community DDEF got recognize from Govt. of Bangladesh and Different Ministry and Foreign bodies. We are bellow details information .



- A. Recognize Certificate from Bureau of Educational and cultural Affairs and Bureau of democracy ,Human Rights and labor ,The United States Department of State (USA) for Commitment to advancing disability rights and Participation in Empower Program in the year of 2013 .
- B. Recognize Certificate from Jointly Ministry of Social Welfare, Directorate of Social Services National Foundation of Development of the Disable, NADPO, NFOWD for successfully participation of National Disability fair 5<sup>th</sup> – 9<sup>th</sup> December 2005.
- C. Recognize Certificate from Jointly Ministry of Social Welfare, Directorate of Social Services National Foundation of Development of the Disable, NADPO, NFOWD for successfully participation of National Disability fair 6<sup>th</sup> – 9<sup>th</sup> December 2004.
- D. Recognize Certificate From EPI Program Under Directorate of Health , Govt. of Bangladesh for Contribution on Polio Free Bangladesh for the year of 2004.

## **ORGANIZATIONAL MANAGEMENT OF DDEF**

DDEF has got a three tier organizational structure. Those are ---

- The General Body
- The Executive Committee
- The Advisory Committee

DDEF comprise a 23 member's General body and 7 members Executive Committee (EC). The Executive Committee is elected for a two-year term by the general body in every alternative annual general meeting. The executive committee is solely responsible for all the activities of the organization.

The Executive Committee selects an Advisory Committee comprising members, including the persons with varied expertise and knowledge in the relevant field, dedicated community organizers, local elites, members of the local authority and most popular and acceptable personalities of the community. Members of this Advisory Committee would contribute to **DDEF** for its proper implementation of programs and survival.

The General Secretary is carrying out the responsibilities of program implementation, all administrative and support services of the **DDEF** secretariat. The General Secretary of the organization is working as the ex-officio Member Secretary and the Executive Director of **DDEF** Secretariat.

The Executive Director is responsible for day-to-day activities of the organization. The staff members provide their every support to the Executive Director and perform their activities with full responsibility. A well-motivated and well-coordinated team of staff is making their endeavors to contribute to the mainstream development of the community. Performances of all the staff members are evaluated systematically and periodically.

### **List of the Executive Committee Member of DDEF (2015-2017)**

| <b>Name of the Members</b> | <b>Age /Date of Birth</b> | <b>Designation</b> | <b>Principle Occupation</b> | <b>Relation with Chief Executive</b> | <b>Experience</b> | <b>Address</b> |
|----------------------------|---------------------------|--------------------|-----------------------------|--------------------------------------|-------------------|----------------|
|----------------------------|---------------------------|--------------------|-----------------------------|--------------------------------------|-------------------|----------------|

|                   |          |                             |                |      |          |  |
|-------------------|----------|-----------------------------|----------------|------|----------|--|
| Faruq Ahmed       | 52 years | Chair person/<br>President  | Professors     | N/A  | 10 Years | Post: Gourichanna,Barguna<br>Sadar,Barguna |
| Md Sagir Hossain  | 30 years | Vice Chairman               | Social Service | N/A  | 8 Years  | Post:<br>Nachnapara,Patharghata,Barguna    |
| Md Rezaul Kabir   | 38 Years | Secretary /CEO              | Social Service | Self | 15 Years | Post:<br>Raihanpur,Patharghata,Barguna     |
| Md Miraj Hosain   | 36 years | Treasurer                   | Teacher        | N/A  | 10 Years | Post:<br>Raihanpur,Patharghata,Barguna     |
| Mst Rasheda Begum | 48 years | Social Welfare<br>secretary | Social Service | N/A  | 5 Years  | Post: Betmore,Patharghata,Barguna          |
| Mst Nazma Akter   | 28 Years | EC<br>Member                | House wife     | N./A | 5 Years  | Post:<br>Raihanpur,Patharghata,Barguna     |
| Md Abu Jafor      | 48 Years | Do                          | Teacher        | N/A  | 5 Years  | Post:<br>Raihanpur,Patharghata,Barguna     |

## FINANCIAL MANAGEMENT :

Over all financial activities of this organization will be governed by specific organizational financial management system. Financial Management team of **DDEF** well organized.

Regular participation of the general members is a great source of inspiration of the management team of **DDEF**. Accountability of the Organization management to its members is positively controlling the behavior, attitude and role of the members of the management team. The Financial management of the organization is very much systematic and transparent. So, that any difficulties or problem of this organization could easily be removed or solved without hampering the activities or objectives. There is no history of mismanagement and misappropriation of resources of the organization so far. The financial matters are handling with special care and due accountability .All financial transactions and accounts are maintained systematically and through a bank account.

- The Chief Executive would be the overall responsible person of all activities of the organization .He would be accountable to the Executive Committee (EC) regarding the implementation of the Project.
- The General members of this organization are the main steers of financial monitoring. The General members review and approve the annual financial budget and activities in the Annual General meeting (AGM) each year.
- The Executive Committee would also be done through quarterly meeting and regularly verifies all organizational activity expenses.
- The Executive Committee is the responsible tire for implementation of activity and finance of the organizational decisions taken by the general members.

- The member secretary / Chief Executive ,on behalf of the executive committee takes over al responsibility of executing the decisions of EC and the General Body.
- The staff members and senior staffs provide their every support to the chief executive and perform their activities with full responsibility

## **PROCUREMENT MANAGEMENT:**

The procurement of goods or services will require complete recording and the expenses must be substantiated by proper documentation. Note that expenditure may not be accepted to the management or donor for procurement if those are not budgeted, allowable and reasonable. A procurement procedure must be followed. In case of extreme emergency which prevents to follow the procedure , prior permission must be sorted from the management . Administrative negligence or delays caused by poor management cannot be invoked to skip the normal procedure. The procedures to be followed for procurement of supplies are listed below.

**Approval Committee:** A list of approval authorities for procurement along with their approval limit should be kept prior to procurement. The Executive Director /Executive Committee of the organization must approve this list.

**Procurement committee:** The organization should form a procurement committee consisting of at least 2/3 members. The Executive Director and the accountant should not be included in this procurement committee. The Procurement committee will send their recommendations to ED or his/her designated person will finally approved but ED will remain accountable for all procurement.

## **Reporting System**

**DDEF** Follow a regular and systematic reporting process using different monitoring and format Accounts coordinator collect data and prepared quarterly, half yearly and annual report of the organization. Chief executive /Director verify all information of the reports and presents in the EC meetings and General meetings regularly. . Every donor give their prescribe financial format for monthly, quarterly and yearly report. **DDEF** follow all of those format for financial reporting. **DDEF** also prepared trail balance, R&P, income expenditure report and balance sheet every year for face internal, External and Donor Audit. **DDEF** s have no extra computerized Accounting system but they prepared all of report in computer donor prescribe format.

## **Audit System:**

DDEF recruitment of Audit system was very transparent. The project accounts of the organization shall be audited at the end of project or yearly or as to be suggested by concerned donor/funding organization. The consolidated account of the organization as a whole would be audited at the close of each financial year or above mention period . The auditor shall be appointed by the Chief Executive with the approval of the Annual General committee(AGM). For ensuring better financial control the Chief Executive may arrange internal audit for any of the projects or the organization at interval. The Auditors will submit their report addressing the Executive committee.

### **Bank Information:**

The financial matters are handling with special care and due accountability .All financial transactions and accounts are maintained systematically and through a bank account.

All the Grants are handling through Bank account . DDEF have a Bank account with Name of Organization.

Account name: **Disable Development & Educational Foundation(DDEF)**

**Account Number : 20502340200556518**

Bank Name: Islami Bank Ltd. Barguna Brance, Barguna,Bangladesh

Swift Code : IBBLBDDH

### **Manpower of the Organization.**

A Group of young and dedicated professionals of varying expertise have been managing the program implementation and technical areas of organization.(DDEF).A team of well –experienced and well equipped Physiotherapist , and local consultant rendering their every supports for smooth implementation of DDEF activities. Staffs members are trained From SWID Bangladesh , USC Canada Bangladesh , Manusher Janno Foundation (MJF) NFOWD, DRRRA etc. The well motivated staff members provide all administrative support and services of the organization under the supervision of the Executive Director, the ex –officio member secretary of DDEF.

## Present staff Member of the Organization

A) Organizational /Core staffs , Mention their name & designation.

| SI | Name of Staffs     | Designation        | Working area         | Duration        | Remarks |
|----|--------------------|--------------------|----------------------|-----------------|---------|
| 01 | Md Rezaul Kabir    | Chief Executive    | Head office          | From 2001       |         |
| 02 | Md Sohrab Hossain  | Deputy Director    | Head office          | From 2003       |         |
| 03 | Mst Rozina Akter   | Assistant Director | Head office          | From 2015       |         |
| 04 | Md Miraj Hossain   | Chief Coordinator  | Head office          | From 2010       |         |
| 05 | Md Masum Billah    | Program Officer    | Head office          | From 2010       |         |
| 06 | Md Sapan Hossain   | Manager            | Douatala,Bamna Thana | From 2014       |         |
| 06 | Md Ruhul Amin      | Field Officer      | Douatala,Bamna Thana | From 2014       |         |
| 07 | Md Mamun of Rashid | Area Manager       | Head Office          | From 2016       |         |
| 08 | Md Sagir Hossain   | Field Officer      | Raihanpur            | From 2012       |         |
| 09 | Mst Rumi Akter     | Field Officer      | Raihanpur            | From 2015       |         |
| 10 | Mst Rozina Akter   | Teacher            | Head office          | From 2013       |         |
| 11 | Sipra Rani         | Head Master        | Head office          | From 2013       |         |
| 12 | Md Tipu Sultan     | Accounts Officer   | Head Officer         | From 2010       |         |
| 13 | Abul Hossain       | Office Staff       | Head Office          | From March 2013 |         |
| 14 | Sentu              | Van Driver         | Head Office          | From March 2012 |         |









## Disable Development & Educational Foundation (DDEF)

### Contact Details

Vill+Post-Raihanpur, Thana-Patharghata,  
District-Barguna-8721, Bangladesh.  
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01716733676,01718766442.  
E-mail: ddef\_barguna@yahoo.com

[www.ddefbd.org](http://www.ddefbd.org)

### Introduction

Disable Development & Educational Foundation (DDEF) established in 2001 as a non-profitable, non-government charity organization with development orientation aimed at serving distressed humanity being inspired by the universal values. As a development partner of Bangladesh government, the organization was registered with the Department of Social Services, GoB, in 2007 and the NGO Affairs Bureau, Prime Minister's Secretariat, in 2010. Since inception, The DDEF has been Serving distressed humanity irrespective of caste, creed, race, colour, religious and other identities, Universal primary and moral education, health care, interest-free capital support water and sanitation, technical and vocational training, relief and rehabilitation, occasional livelihood support and so on had been its major areas of intervention targeted person with disability, vulnerable women and distresses children.

### 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 underserved and unserved 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.
- ❖ 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.



## Education Program

Main components of the Program include universal primary education, children with disability, slum children's health, nutrition, Eatson and other supports and students' scholarship program.



## Feeder School

Under this program, non-formal primary education is offered to the drop-outs from rural poor families at rural education centers called Feeder Schools by providing books, materials etc free of cost. UNICEF aided government prescribed universal primary education syllabus is followed in the schools. Besides, some moral development and development awareness issues are added with the course-curriculum followed under the program. Children are enrolled for classes I, II and III and are offered non-ormal school course and curriculum coupled with moral development and development awareness in an integrated manner with the objective to develop students, honest and patriotic citizens. After graduation from a feeder school, students are enrolled in Class IV at nearby government primary school.



### Fact Sheet :

|                                   |                    |
|-----------------------------------|--------------------|
| Number of rural education centers | : 1                |
| Number of students in school      | : 54               |
| Type of Beneficiary/target Group  | : Disabled         |
| Number of teachers in each school | : 07               |
| Program Location                  | : Barguna District |
| Program duration                  | : Since 2008       |

## Destitute Children's Education Program

This is an Education Program Children'for the Ultra-poor children especially dwelling in slum areas within Barisal City Corporation. The project has been designed to cover 100 boys and girls of 5-12 years of age with about 50:50 ratio

from among the dropout boys and girls, out-of-school boys and girls, child labors, orphans and disabled children etc. This program is similar to that of feeder school program so long as course design, class lesson, evaluation etc are concerned. But, under this program, some additional supports are offered besides education including: nutrition support in the form of light lunch/snacks, health care support, sanitation support, support for educational materials, school dress, school bag and development awareness for parents/guardians.



### Fact Sheet :

|                    |                         |
|--------------------|-------------------------|
| Number of School   | : 01                    |
| Number of student  | : 100 (Girl-52, Boy-48) |
| Number of teachers | : 04                    |
| Project Location   | : Madhubagh slum, DCC   |
| Project duration   | : Since 2010            |

## Scholarship Program

Under this program, school and poor but meritorious students are offered monthly cash support to meet their educational and other needs. The objective is to promote their career towards ouilding a healthy generation equipped with necessary knowledge, skill and high moral qualities in the near future.



### Fact Sheet :

|   |              |
|---|--------------|
| Amount of monthly stipend for University Students       | : BDT 250    |
| Amount of monthly stipend for Higher Secondary Students | : BDT 150    |
| Amount of monthly stipend for High School Students      | : BDT 100    |
| Number of awardees per year (Average)                   | : 50         |
| Program duration  | : Since 2015 |

## Health Care Program

The main objectives of this program are to provide health awareness through holding health sessions, to provide medical prescription through qualified physician, to provide diagnosis service, physiotherapy, nutrition and life saving medicines free of cost. Under this program, poor community members including those affected by Sidr and ALA victims in the southern disaster prone Districts are offered treatment, diagnosis, free medicine and patient transportation services at the doorstep of the beneficiaries through running hospitals, medical centers, ambulance, river motor lunch and so on. This program comprise the following programs and projects:

## Cleft Lip Plate Operation Program

DDEF Implemented a Cleft Lip Plate Surgery Operation Program from November 2012 to till now. About 3,500.00 poor people got Cleft Lip Plate Surgery operation opportunities from this project. This program supported them free of cost. All the beneficiaries are lived in the grass roots level all over the country. INC-USA financially supported of this project. DDEF arrange so many Cleft Lip Plate Operation Camp in several place/hospital over the country.



### Fact Sheet :

|  |              |
|--|--------------|
| Number of health centers                   | : 12         |
| Number of patients served per month/center | : 3500       |
| Program duration                           | : Since 2010 |



## Eye Camp

Eye Camp is organized from time to time especially in rural areas to conduct major and minor operations with the help of eminent Eye Specialists for a few days to treat the eye patients of a particular location. The camp often moves from place to place to cover more beneficiaries and locations. Poor patients are served free of cost while well off families may avail the service on payment of reasonable costs.



### Fact Sheet :

|                                     |              |
|-------------------------------------|--------------|
| Number of Eye Camps held            | : 02         |
| Number of Cataract patients served  | : 200        |
| Number of other eye patients served | : 400        |
| Major donors                        | : DDEF       |
| Project duration                    | : Since 2015 |

## Ramadan Program

The DDEF seeks to bring about a change in the life of poor people by implementing a variety of activities under this program including: Iftar feasting for fasting Muslims, collection and distribution of Zakat, Zakat-ul-Fitr, Sadaqa and other forms of charity. The program provides food and nutrition support to the poor in the form of food packet distribution, organizing Iftar feast for fasting Muslims, distributes Zakat in cash and kind (food, Eid dress, Eid sweetmeat etc) among the Ultra-poor and also facilitates observance of universal values of Islam like brotherhood, fellow feeling, honesty, sharing resources with the less fortunate and sacrifice for others among the community members on the occasion of Holy month of Ramadan and Eidul Fitr festival.



### Fact Sheet :

|   |              |
|---|--------------|
| Beneficiaries served under Iftar Feast Component/Year | : 200        |
| Number of Food packets distributed/year               | : 50         |
| Number of Saree, Lungi distributed/year               | : 500        |
| Number of Eid dress distributed/year                  | : 200        |
| Amount of cash (Sadaqa etc) distributed/year          | : 100,000    |
| Program duration                                      | : Since 2009 |

## Qurbani Program

This program like the Ramadan program is a livelihood/food security Program for the ultra-poor community members. Under this program, Qurbani animals like cows and goats are slaughtered and the meat is distributed among the poor and needy at grassroots level. The project directly benefits the target families. Like-minded local organizations and individuals are involved in purchasing Qurbani animals, selection of beneficiaries and proper distribution of Qurbani meat (beef and mutton) among the most deserving poor and needy families. The program seeks to fulfill the nutritional demand of the nutrition deficit families and, at the same time, develop a healthy bonding between the well off and needy Muslims on the occasion of Holy Eidul Azha.



### Fact Sheet :

|                                  |              |
|----------------------------------|--------------|
| Number of cows slaughtered/year  | : 20         |
| Number of goats slaughtered/year | : 10         |
| number of poor families served   | : 2500       |
| Program duration                 | : Since 2009 |

## Orphan Support Program

DDEF has been implementing orphan support program since inception in 2001 with the objective to improve the lives of the helpless orphan girls and boys through offering them different supports like personalized support for each individual orphan as well as institutional support meant for development of the orphans of the concerned orphanage. The overall objective of this program is to ensure welfare of the orphans who are deprived of the love and care of their father and often mother also.

Under Direct Orphan Support component, orphans are directly supported with financial assistance to cover their all expenses related to low-cost meals, clothing, cost of educational materials, cost of medicare, Eid gifts as well as other daily necessities etc.

Under Orphanage Development Support component, financial assistance is offered to orphanages for building construction with allied facilities like toilet, dining space, wadukhana, furniture, office equipment and so on.



### Fact Sheet :

|   |                           |
|---|---------------------------|
| Number of orphans being supported         | : 100 (Girls-50, Boys-50) |
| Number of orphanages covered              | : 12                      |
| Number of Orphanage buildings Constructed | : 02                      |
| Program duration                          | : Since 2014              |

## Water & Sanitation Program

DDEF water initiatives aim to improve sustainable access to safe drinking water and basic sanitation through installation of shallow/hand and deep tube-wells and sanitary latrines free of cost. This program covers mostly Sidr and AILA affected areas as well as some other deserving locations of the country.



Community members collecting water from a deep tube-well.

Besides fulfilling the need for safe drinking water and hygienic sanitation, the program does also develop awareness among the community members regarding the need for using safe water for drinking purposes, guarding against arsenicosis and other water and air borne diseases and making arrangement for limited supply of water to barren land for cultivation for crops like paddy, potato, vegetable especially in salinity affected areas including Koyra, Khulna.

### Fact Sheet :

|   |              |
|---|--------------|
| Number of Hand/shallow tube-wells installed | : 500        |
| Number of semi-deep tube-wells installed    | : 50         |
| Number of Sanitary latrines installed       | : 700        |
| Number of beneficiaries served              | : 25,000     |
| Program duration                            | : Since 2010 |

## Vocational Training Program

As part of post-Sidr rehabilitation program, the types of vocational training courses are organized in Barguna District. These are: Computer literacy and sewing and embroidery Patharghata upazila. Under this project, unemployed youths including females and males receive the training that help them get self-reliant through self employment.

A training at welding work Sewing and embroidery training Computer Literacy



### Fact Sheet :

|   |              |
|---|--------------|
| Number of Youths trained in computer literacy     | : 100        |
| Number of women trained in sewing and embroidery  | : 50         |
| Number of Youths trained in welding work          | : 100        |
| Number of Youths and women attaining self-reliant | : 300        |
| Program duration                                  | : Since 2014 |



### Ambulance Service

DDEF provide a Ambulance Service support for the poor patients in the grass roots level of Barguna District going for many hospital.



### Winter Clothes Distribution Program

The objective of the program is to assist the cold wave victims including children age-old and working men and women through distributing warm clothes to meet their emergency need for survival. Blankets, sweaters and children' are distributed among poor and ultra-poor families especially those in northern cold and southern disaster hit districts.

DDEF Executive Director distributes blankets among cold wave victims



#### Fact Sheet :

|                                 |              |
|---------------------------------|--------------|
| Number of Blankets distributed  | : 2000       |
| Number of sweaters distributed  | : 1000       |
| Number of children              |              |
| Number of beneficiaries covered | : 5000       |
| Number of districts covered     | : 30         |
| Program duration                | : Since 2012 |

### Disaster Relief and Rehabilitation Program

Under this program, food packets, medicines, other daily necessities are rushed to the disaster affected locations and are distributed on the spot among the most affected families. Initiatives are taken to rebuild/repair houses and institutions like school, madrasa, mosque and arrangements are made for pure drinking water on an urgent basis.



#### Fact Sheet :

|  |              |
|--|--------------|
| Number of food packets distributed         | : 1000       |
| Number of beneficiaries covered            | : 5000       |
| Number of school/mosque/madrasahs repaired | : 5          |
| Number of school/mosque/madrasahs rebuilt  | : 2          |
| Program duration                           | : Since 2007 |

### Distribution of Assistive Device

DDEF distributed many assistive device (like- Wheel Chair, Crutch, Toilet Chair, White Can) in favor of poor parson with disabilities in the Barguna District.



### Day Observation

DDEF observation many national and International days (Like- National and International Disabilities days, World Autism day) with the participation of Govt. and local NGOs.



### Micro Credit Programme

DDEF start a micro credit programme in the local area. There are two branch ( Raihanpur & Douatola). Many poor Man and women(including person with disability) are benefited from this programme.



### Disaster Management

DDEF works with the disaster affected people in the southern belt area. Specially the person with disability are very harmful for the disaster or climate change issues. They have no easy execs in that time. DDEF works with them.

### Agro Based Programme

DDEF implemented agro based programme in the grass roots level including farmers training in various issues.

### Hospital and Shelter Home Services

DDEF future plan to esabilishe a hospital including old age and orphan children with disability supported program in the District of Barguna at Raihanpur Union.

### Partners & members in Development

Strong net-work/Association at different levels with other organizations and other professional bodies:

| Sl No. | Name                   | Types          | Remarks |
|--------|------------------------|----------------|---------|
| 1      | ADAB                   | Chapter Member |         |
| 2      | NFOWD                  | General Member |         |
| 3      | BMSB                   | General Member |         |
| 4      | PHM                    | General Member |         |
| 5      | VHSS                   | General Member |         |
| 6      | CLNB                   | General Member |         |
| 7      | SAWAB                  | General Member |         |
| 8      | JPUF                   | Donor Member   |         |
| 9      | BNSWC                  | Donor Member   |         |
| 10     | MoH                    | Donor Member   |         |
| 11     | INC-USA                | Donor Member   |         |
| 12     | SEEP Network-USA       | General Member |         |
| 13     | WBB Trust              | General Member |         |
| 14     | Basundhara Foundation  | Donor Member   |         |
| 15     | BKB                    | Donor Member   |         |
| 16     | BDBL                   | Donor Member   |         |
| 17     | NBL                    | Donor Member   |         |
| 18     | MoWC                   | Donor Member   |         |
| 19     | NADPO                  | General Member |         |
| 20     | BGMEA                  | Donor Member   |         |
| 21     | Bangladesh ECD Network | General Member |         |
| 22     | CDF                    | General Member |         |

### Legal Status

Disable Development & Educational Foundation (DDEF) has been registered with the following authorities :

- Department of Social Service:-Barguna -433, Date: 29-5-2007
- NGO Affairs Bureau: NGOAB-2608, Date: 4-11-2010
- Department of Youth affairs: Barguna-220, Date: 10-01-2010
- Microcredit Regulatory Authority (MRA): 40 (Primary), Date: 10-9-2015

### Bank Information

|                  |   |
|------------------|---|
| Account Name     | : Disable Development & Educational Foundation (DDEF) |
| Types of Account | : MSA   |
| Account Number   | : 20502340200556518                                   |
| Name of Bank     | : Islami Bank Bangladesh Limited                      |
| Branch Name      | : Barguna   |
| Country          | : Bangladesh  |
| Swift Code       | : IBBL BDDH234  |

### Editor

Executive Director (Honorary)