

# ORGANIZATIONAL PROFILE

MULTIPURPOSE NATIONAL DEVELOPMENT PROGRAM

**MNDP**



**Hade Office:** Chakdev, Masterpara, Naogaon –6500, District :Naogaon, Bangladesh  
Phone : +8801713034702, +8801675063760  
email : ruzel@mndpbd.org, ruzel98@gmail.com

**Liaison Office:** Shekertek, Shyamoly Housing, Mohammadpur  
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Phone : +8801837531531, +8801712221101  
email: nasim@mndpbd.org  
website: www.mndpbd.org

<b>Organization name</b>	MULTIPURPOSE NATIONAL DEVELOPMENT PROGRAM (MNDP)
<b>Address : Hade Office:</b>	Chakdev, Masterpara, Naogaon –6500, District :Naogaon, Bangladesh email : ruzel@mndpbd.org, ruzel98@gmail.com
<b>1. Contact Person</b>	
<b>Name</b>	N,A,M Shaleh (Ruzel)
<b>Designation</b>	Executive Director
<b>Phone no</b>	Phone : +8801675063760
<b>email</b>	info@mndpbd.org
<b>Website</b>	www.mndpbd.org
<b>Date of establishment</b>	25 December 2001
<b>Address: Laison Office</b>	Shekertek, Shyamoly Housing, Mohammadpur Road # 06, House # 85, Flat # 4/A Dhaka. Phone : +8801837531531, +8801712221101 email: nasim@mndpbd.org www.mndpbd.org
<b>Contact person</b>	Shek Muhammad Sheikh Mustafiz (Chairman)
<b>Phone :</b>	+8801713034702
<b>email</b>	mustafiz@mndpbd.org

#### Legal Status:

Registered With	Registration Date	Registration no
Department of Social Services	652/03	02 March 2003
Youth Development	152	28 April 2005

#### MANAGEMENT

##### Profile of Executive Committee

SL	Name	Designation	Profession	Date Last Elected	Term (For Years)
1	Shek Muhammad Sheikh Mustafiz	Chairman	Teaching	31 October 2013	Two year
2	Jaynul Abedin	Vis- Chairman	Teaching	31 October 2013	Two year
3	N,A,M Shaleh (Ruzel)	Executive Director/ Secretary	service	31 October 2013	Two year
4	Shalahin Kabir	Taesser	service	31 October 2013	Two year
5	Mokbul Hossain	Executive Member	service	31 October 2013	Two year
6	Narzina Imrose	Executive Member	Teaching	31 October 2013	Two year
7	Nasimul Azad	Executive Member	service	31 October 2013	Two year
8	Mabubur Rahman	Executive Member	service	31 October 2013	Two year
9	Asraful Hoque	Executive Member	service	31 October 2013	Two year

## Profile Of Advisory Committee:

SL	Name	Profession	Date last Selected	Term (For years)
1	Dr Anwarul hasan Sufi	Teaching	31 October 2013	Two years
2	Professor Mafuzur Rahman	Professor(Rtd)	31 October 2013	Two years
3	Murshda Ifat Banu	Teaching	31 October 2013	Two years
4	Iftekhhar Alom	Business	31 October 2013	Two years

### Bank Account:

**Account name: MULTIPURPOSE NATIONAL DEVELOPMENT PROGRAM**

**Bank Name : Mercantile Bank Limited**

**Branch name : Naogaon Branch**

**Account no: 11008745**

### 1. BACKGROUND INFORMATIONS

**a) Inception :** The Multipurpose National Development Program (MNDP) was established in 2001 by a group of young aimed at help the peoples of poor and underprivileged section of the society in the process of development and improvement of their overall socioeconomic situation

**b) Type of organization:** The MNDP is a local non-profit voluntary development organization. Its a project oriented implementing NGO.

**c) Target peoples :** Peoples especially the women and children of the poor and poorest section of the society are the main target peoples of the organization. However, in some cases, whole peoples of community are the target peoples.

**d) Goal of the organization :** To improve the overall socioeconomic situation of the target peoples through providing them required supports and services

#### e) Objectives

- To Organize the target peoples especially the poor and the poorest women of the society to make them organized ,united and help building their own organizational bases and thus strengthening their individual and collective ability and capacity
- To make the group members conscious and aware of their situation ,develop their confidence, self-respects, and creativity to make them fit for their desired changes
- To educate illiterate group members and other target people of the program area literate through operating non-formal literacy centers
- To provide basic health services to the target peoples through both clinical and non-clinical services towards improvement of their overall health conditions
- To provide necessary technical and credit supports to the poor group members for undertaking and operating small scale income-generating activities mainly to help them improve their economic condition and thus alleviate their acute poverty
- To rehabilitate the disabled persons especially the disabled children of poor and the poorest families through providing necessary supports and services
- To improve the environmental situation of the target people through providing them necessary supports and services

- To respond to the needs of the distressed peoples caused by natural calamities

**f) Approaches :**

Normally, the organization works through group approach .Organize the target people in to group and reach supports and services to the individual members through the groups.

**g) Management structure:**

- **General Committee**

The General Committee of the organization is comprised of 29 members, and it is the principal authority of the organization. The GC meets at least once a year.

- **Executive Committee**

The Executive Committee (EC) is comprised of 9 member. The GC members are elected by the GC for a two years term. The EC is the Supreme policy-making body for projects and programs implementation of the organization. The EC meets at least once a month.

- **Executive Office**

MNDP has an Executive office headed by an Executive Director who execute projects programs and activities of the organization by a number of program and administrative staffs, workers and professionals etc

**3.0 PROJECT AND PROGRAMS :**

**a) National Children’s Task Force :** NCTF Naogaon committee organize by MNDP as a focal NGO Support on Save the children Austria & Bangladesh Shishu Academy.

(NCTF), is a national children’s organization which has been working in all 64 districts in Bangladesh through the Integrated Development Approach since 2003. The NCTF was established primarily to monitor the implementation of the National Plan of Action, adopted in 2002-2006, against sexual abuse and exploitation of children including trafficking. It has expanded its role to monitor other child rights issues, and raise concerns to hold duty bearers accountable as well as continue to create space for participation of children in decision making. Children from 12 years to 18 years are eligible to be members of NCTF. NCTF has ensured equal number of boys and girls and representation from all groups of children irrespective of their backgrounds and socio-economic context.

NCTF have been involved in initiating child-led advocacy both at local and national levels., NCTF members have been organizing public hearings and dialogue session with duty bearers to discuss child rights issues and instill the mechanism for accountability. NCTF has initiated evidence-based advocacy at national level to influence policies through Child Parliament.

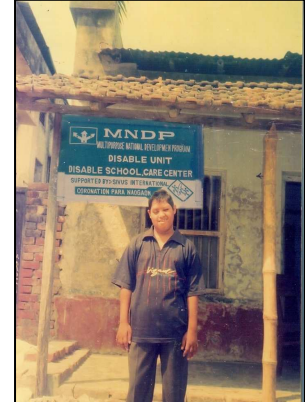


**NCTF Some Program Photo Program organize MNDP Support by Save the children Australia & Bangladesh Shishu Academy**

**b) Disabled persons Rehabilitation program:** under this program, disabled persons are provided supports and services to improve their quality of lives. At present providing aid materials, educational supports, PRT and other supports and services to the 20 disabled children in the 12 villages and worked on mental disabled child and we Built and operated a special school just for them; supported by Sivus International



**Dr Anwarul Hasan Sufi, Joint Secretary Ge: SIVUS Int: Visit on MNDP Special school and meet with mental retard Child Disable Person and**



**Razib is mental disabled child in front of MNDP special school.**

### c) Sanitation Program

Under the program, peoples of 10 villages are educated on sanitation and environmental health hygiene. During last one year, Supplied 420 sets of sanitary latrines among same number of families at reasonable cost basis.

### d. Arsenic Problem Mitigation Program

MNDP is implementing this program in 10 villages. And under the program, developing consciousness and awareness on arsenic problems among the peoples of the 10 villages through community meetings, training and workshops etc, testing water of hand tube well to identify the level of arsenic content in water of the hand tube wells.

### e. AIDS/HIV Education program

Under this program, develop consciousness and awareness about the AIDS/HIV and its harmfulness, protection measures etc. During the last 12 month educated 500 transport workers of the Naogaon town are made educated on AIDS/HIV through training, bill boards, wall writing etc.

### f. Survey on Aboriginal :

MNDP have done survey on aboriginal. The variables of the survey was Education, Health, Sanitation.



**Program Manager MNDP have a discussion with Aboriginal People.**

**g) Climate Change :** Bangladesh is the nation most vulnerable to global climate change in the world, according to German Watch's Global Climate Risk Index (CRI) of 2011. This is based on the analysis of impacts of major climate events that occurred around the world in the twenty-year period since 1990. The reasons are complex and extremely intertwined.

- We must prepare for Adaptation to Climate Variability (the already occurring extreme events) and keep in mind the trends indicated in Climate Change forecasts.
- The process of development must not be compromised.
- Response to floods, droughts, urban drainage problems, storm surge and cyclones are known but response to sea level rise and snow and glacier melting is to evolve.

**Monitoring and Supervision:** MNDP has its own monitoring unit headed by the Project Manager. It runs under direct guidance of the Assistant Director (Programme Development) and reportable to the Director Program and PD reportable to Executive Director. The monitoring unit is responsible for providing monitoring oversight for all activities in the organization. There is annual monitoring plan and the monitoring indicators are set up based on the outputs and activities. The team members visit the operational areas and collect regular information using various tools and techniques. They follow participatory monitoring process; interviewed various stakeholders including beneficiaries, local administrations, UP and the staff. The unit produces reports based on the findings and submitted it to the management. Based on the findings, the management takes appropriate measures where necessary. The progress is also monitored in the monthly staff meetings held at organization's head/project office, where it takes the decisions mostly related with programme implementation, which is documented in the meeting minutes and accordingly circulated at field level. Project experience sharing workshops are also organized with different stakeholders to exchange views and produce recommendations.

**The following mechanisms are followed in monitoring and supervision the project:**

- set up monitoring indicators based on the outputs and activities
- information collection using different monitoring tools
- field visits for physical verification and interview with the PP and stakeholders
- analyze/review of monitoring and progress reports
- weekly/monthly progress review meeting and analyzing targets against achievements

**Financial Management:** The organization has an approved financial policy to guide all financial management. Where provided/requested, MNDP implement donor guidelines for funded projects. In general bills and vouchers are checked by the assigned accountant and reviewed by the Manager (F&A) and finally approved by the Executive Director or his representatives following the approved ceiling. Also, there are the authorized ceiling for the projects, where the PM approved the bills and vouchers. There is a 'mother' account operated by three signatories including the Executive Director and each project also has its separate accounts. Monthly/quarterly/annual/closing financial statements are made in each project, which is accompanied with the Bank statement and is submitted to the management/donors accordingly.

**Fund Management:** The organization has an annual budget plan focusing all sources of funding and likely a separate budget plan for each project. There is an independent accounts unit for general fund management and a separate staff member (accountant) assigned in each individual project. The Executive director and Chairman operate the organizational mother accounts. Each project has separate accounts and all forms of expenditure are made following the approved budget. A quarterly budget review meeting is organized with the director in chair.

**Audit:** MNDP has its internal audit unit headed by one Assistant Director (Internal Audit). The audit unit is responsible for audit all sorts of expenditure of the organization. The team frequently and regularly visits different programme/projects. Further, it also audits the accounts expenditure of the organization's head office. They submit audit findings reports to the management. Further, the qualified registered charter accounting firm is appointed by the EC, who audited all annual financial transaction of the organization following terms of reference (TOR). Likewise, the accounts expenditure of the programme/projects are also audited annually appointing the external audit farms.

**Networking:** In view to develop coordination linkage, sharing development information, experiences and views, MNDP has build up networking linkages with different govt. and non-govt. organizations.

#### 4. FUND SOURCES

- ◆ Members subscription and donation
- ◆ Save the children Austria.
- ◆ Sivus international.

#### 4.0 STAFF POSITION :

Name of posts		No of posts		
SL	Designation	Male	Female	Total
1.	Executive Director	01	-	01
2.	Director Program	01	-	01
3	Director Dev: & Communication	01	-	
4	It Office	-	<b>01</b>	01
5.	Accountant officer		<b>01</b>	01
6.	Field Organizers	04	01	05
7.	Volunteer Staff	06	04	10
8.	peon	01	-	1
	<b>Total</b>	<b>13</b>	<b>05</b>	<b>18</b>

## MNDP STAF ORGANOGRAM

