

NGO FOFILE
of
BICOSITO BANGLADESH FOUNDATION (BBF)

Mailing Address:

Vandara (Ramjan nagar), Post: Ranisankail, Upazila:

Ranisankail, District: Thakurgaon.

E-mail: bbf.bangladesh2005@gmail.com.

NGO Profile

1. Organization Information:

Contact person : Md. Jakaria Sumon, Executive director
Mobile: +8801717410865,
E-mail: sumonbbf@gmail.com

Name of Organization : Bicosito Bangladesh Foundation (BBF)

Date of formation : 01/01/2005

Head Office Address : Vandara (Ramjan nagar), Post:Ranisankail, Upazila:
Ranisankail, District: Thakurgaon.
E-mail: bbf.bangladesh2005@gmail.com.
Facebook Page: www.facebook.com/bbfngo.org

Type of Organization : Non-Governmental Organization (NGO)

2. Legal Status (Registration Date, Registration Number and Registration Authority):

SL	Concern Department	Reg. No.	Date
01.	Joint Stock Companies & Firms.	S – 10879	11/01/2010
02.	Women Affairs Brue	JMBKKA/Thak/2019/108	12/06/2019
03.	Jubo Unnayan Adhidaptar	Jubo-Thak/102	09/01/2020

3. Contact Person Details:

Contact person : Md. Jakaria Sumon,
Executive director
Mobile: +8801717410865,
E-mail: sumonbbf@gmail.com

Contact Number : +8801717410865

Background Information: Bicosito Bangladesh Foundation (BBF) established in 2005 is a Non-Govt., Non-profit, Non-political voluntary & Human development organization. BBF initiative of some social workers of Bangladesh at promoting disadvantage women and child rights, supply of drinking water hygiene & sanitation and human rights program in Bangladesh. The organization aims to mobilize and rehabilitation of the disadvantage people women as beneficiaries and agents of change as well as the institutions addressing women related issues in development. Originally, BBF believes in non-directive, bottom up, integrated and participatory development frame work and acts as a catalyst with its concerned. Since its inception its created community trusts and implementing different types of development work for the primary.

4. Organization's Vision & Mission:

Vision: To promote socio-economically developed and peaceful society free from all types of discrimination and repression by empowerment of the most vulnerable, disadvantaged and destitute women & children for their sustainable development. Livelihood security of poor, disable, marginalized people, women and children through prolong participation establishing of human rights and socio-economic and political empowerment.

Mission Statement:

To promote positive socio-economic changes in the lifestyle of the socially disadvantaged communities specially to support the right of rural and urban most vulnerable, disadvantaged and destitute women, children and disabled people through awareness raising, skill development

training, capacity building, income generating activities, non-formal education, health, establishing human rights and medical care & reproductive health services, environment & self-employment activities for poverty alleviation.

Objectives: BBF, a national NGO works with under privileged & destitute women & children for empowerment by way of:

- (a) Social empowerment of the disadvantaged groups specially the women & children.
- (b) Undertake different programmed on health & medical care, nutrition, MCH for the disadvantaged men, women and children.
- (c) Provide shelter facilities, counseling & other services to the disadvantaged women and children.
- (d) To organize programmed to protect and prevention of HIV / STD/AIDS.
- (e) To impart skill development training for capacity building for self employment to the disadvantaged women and children.
- (f) To organize micro-credit for income generation of the poor both in the rural and urban areas.
- (g) To provide legal aid support to the disadvantaged women and children.
- (h) To conduct baseline survey, research, study on different social sectors / problems.
- (i) To organize program for health care and reproductive health services.
- (j) To combat & prevention of women & children abuse.
- (k) To conduct advocacy and awareness programmed combat women and child trafficking.
- (l) To combat drug abuse etc.
- (m) Arsenic mitigation and water-sanitation.
- (n) To ensure education and rehabilitation to the disable women and children
- (o) To arrange workshop/meeting on at risk of drugs among the policy maker and rehabilitate drug affected women and children.
- (p) To arrange training on disaster preparedness to the local people and giving urgent support to the effected people.
- (q) To ensure legal aid support to the neglected women protect their basic rights.
- (r) To build strong networking with national and international organizations to share child and human rights issues and jointly arrange national and international seminar home and aboard.
- (s) To build relationship with village people to take decision on any development work and also ensuring their participation.
- (t) To aware voting rights and Election monitoring of slum dwellers.

5. Number of Branch/Regional /Area Offices (if any) and location:

District	Address	Category	Contact Person	Mobile No.
Thakurgoan	Vandara (Ramjan nagar), Post-Ranisankail, Upazila: Ranisankail, District: Thakurgaon.	Head Office	Ms. Gulsanara Akter	01757538638
Munshigonj	Vill: Charbisanath (Zolghata), Post-Tol Basail, P/S-Sirajdikhan, District-Munshigonj.	Branch Office	Mr. Ashim Kumar Barue	01713501129
Dhaka	House # 22, Road # 2, Block # E, Banasree, Rampura, Dhaka.	Liaison Office	Office Contact	01717410865

6. Current Program Operational Areas (District & Upazila Name):

BBF is an efficient and highly client oriented non-government organization. The organization is working both in urban and rural areas. BBF has been working in 130 villages and wards under 11 upazilas of Thakurgaon and Munshigonj districts all over Bangladesh. The information of the operational district and activities of the organization are given below:

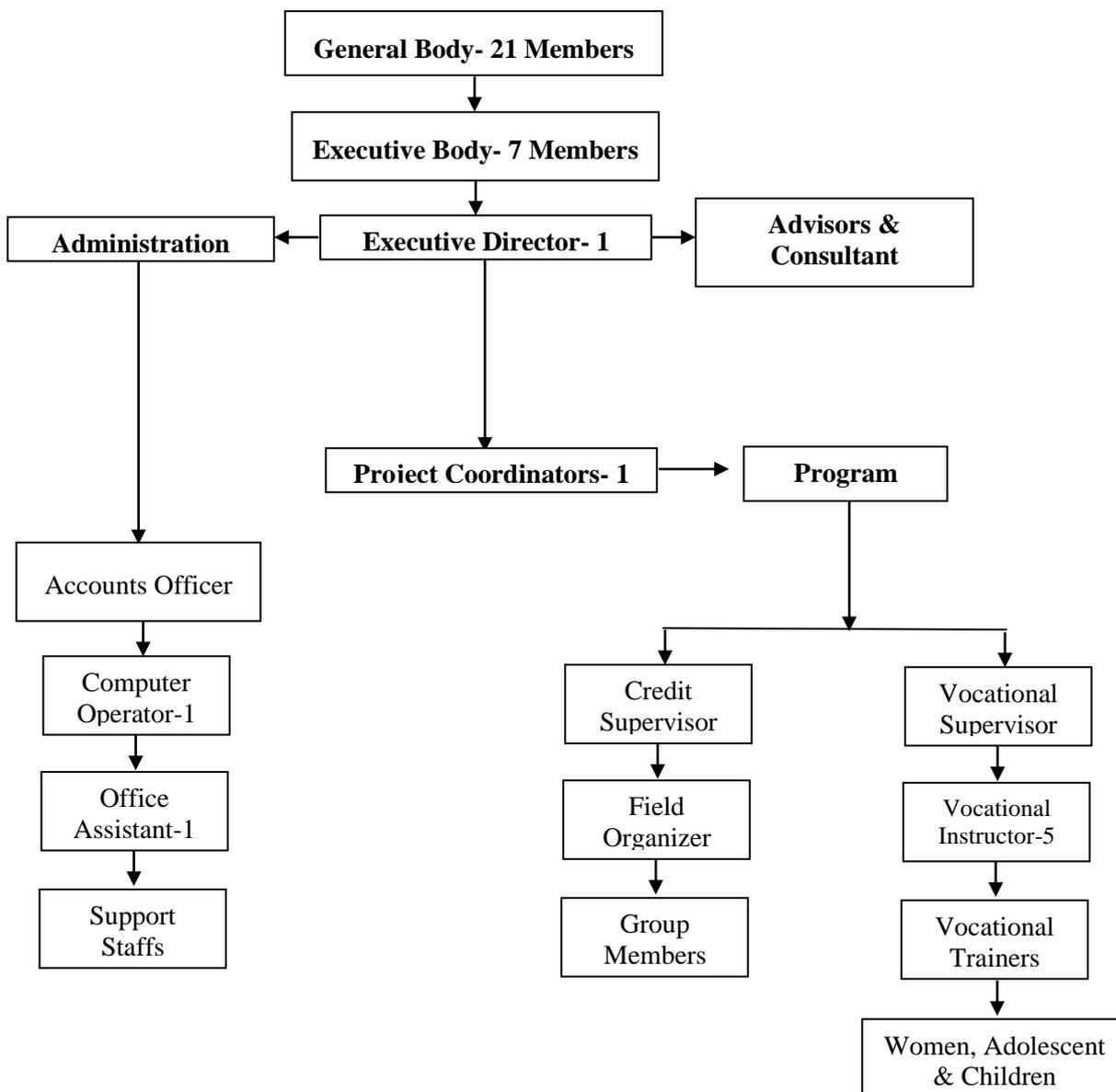
Working Strategic:

Since its inception in 2005, BBF attempts to empower the hitherto neglected underprivileged and destitute women and most vulnerable children of Ranisankail upazila of Thakurgaon district and Sirajdikhan upazila of Munshigonj district by forming them into group, motivate them for training and credit for different income generating activities for employment creation, livelihood skill

development training for job facilities, awareness raising and advocacy for sexually abused, child trafficking, counseling/motivation, rehabilitation of street children, forest, fisheries and livestock etc for their sustainable development.

7. Organizational Structure:

i) Organogram of the Organization:



ii) Information on General Body (GB) and Executive Committee (EC):

The Management Structure of the organization (BBF) includes some sub-structures. Such as-

1. General Body of 21 members.
2. Executive Body of 07 members
3. Advisory Body of 05 members.
4. Project implementation Committee 5 members
5. Project implementation committee 1 members for each committee.

The General Body elects the Executive Body for 3 years to develop policies and ensuring their proper execution with the assistance of Executive Director.

Executive Body is elected by election and the Advisory Committee is formed with 03 deserving personalities having relevant experiences to guide the Executive Body to solve problems and provide special requirements.

A project implementation Body is comprised of project relevant staffs, volunteers & social leaders to ensure better utilization of available resources, valuable time, and money and men power for executing the program activities.

The Community based volunteers committees are organized to avail local level cooperation in implementing the project.

iii) Executive Committee Members:

Sl.	Name	Designation
1	Honorable Captain Md. Abdur Rhaman (Rted.)	President
2	Md. Sarwar Hosen	Vice-president
3	Md. Jakaria Sumon	General Secretary
4	Ms. Sonali Begum	Join Secretary
5	Ms. Ruma Akter	Treasurer
6	Ms. Gulshanara Akter	Executive Member
7	Ms. Sadeka Khatun	Executive Member

8. Information on Other Management of the Organization:

i) Central Office Management:

The central office management is responsible for program preparation, planning and determination of implementation process, program implementation, program supervision, monitoring and follow-up. Executive Director of the organization will act as the chief of the central management.

ii) Field Management:

Field management is divided into two parts to implement the organization activities under the central management as under

- a) Program Management
- b) Financial Management

a) Program Management:

Director is the chief of the program. His/her performs all responsibilities of the program implementation. The respective Deputy Director, coordinators, program officer & area manager will act as support staff.

b) Financial Management:

Accounts of all BBF project and formulation are operated under the simple accounting program for head and branch offices. The head office accounts are daily while the branch office is done on a monthly basis. This has better routine of financial management system of BBF.

A full time manager (Finance & Administration) with a team of accounts is responsible for maintain the financial management system. BBF maintains the usual auditing procedure of all financial statements at the end July to June. Present audit firm is Hafiz Ahmed & Co. Chartered Accounts.

iii) Change Management:

1. A fund raising group will be established with the existing staff members and an out consultant.
2. Monitoring data need to be collected from the field and finding will be documented.

3. A plan for the staff development training need to be development and implemented on a quarterly basis.

9. Total Number of Staff in the Organization:

Type of Staff	Total Numbers	Men	Women
Regular	15	06	09
Contractual	05	01	04
Volunteers	25	04	21

10. State how much times the NGO's Executive Director/Chief Executive is willing to spend for successful program planning and implementation?

Based at Bangladesh BBF is administered on a project basis with the support of finance & administration, Monitoring and Evolution and training under the leadership of the Executive director. The line of accountability for project management beings with the head office and with the field staff. Project Coordinator administers each project. They are responsible for implementation of project and donor reporting. Branch managers are responsible for each of the branch. Area Managers report to the project coordinator and project coordinators turns report to the Executive Director. A team of accounting staff assists Manager (Finance & Administration). They are responsible for coordinating and maintaining the financial management system of BBF while account and other support staffs help him to maintain the either administrative aspects of the formulation.

11. Track Record of Experience:

Name of projects/program	Major Program Focus	Geographic coverage (Name of District & Upazila)	Budget in Taka	Donor Name
Safe Migration for Bangladeshi Workers	Safe migration for migrant people	Sirajdikhan upazila of Munshigonj district	1,040,000.00	Brac & Japan Social Development Fund.
Legal Aid Awareness Program	Disadvantage destitute Women & Children	Munshigonj district	250,000.00	Khan Foundation
Voter Awareness Program	Mass people	Thakurgaon & Munshigonj district	840,000.00	Khan Foundation
Election Observation & Perception Survey	Election day observation and pre & post election public perception.	Thakurgaon & Munshigonj district	250,000.00	Khan Foundation
Environmental Friendly "Bondhu Chula"	Safe Carbon	Thakurgaon & Munshigonj district	760,000.00	Giz/SZ
HYSAWA	Installation Arsenic free Deep Tubewell	Sirajdikhan upazila of Munshigonj district	3,900,000.00	HYSAWA-NGO Forum-Gram Kalyan Sangsha
Household Monitoring EGG's Program	Arsenic Affected Household	Gazaria upazila of Munshigonj district and Shibpur upazila of Narshingdi district.	75,000.00	NGO Forum for DWSS
NCNSP Program	Arsenic Awareness	Lahajong upazila of Munshigonj district	240,000.00	NGO Forum for DWSS
School Program	Formal & Non-formal Education	Sirajdikhan upazila of Munshigonj district	450,000.00	Brac

12. Furnish the list of policy/procedure document/manual:

Name of the document/Manual	Purpose	Prepared/Last updated
Modules on HIV/AIDS and Awareness Training Against Drugs and Tobacco.	HIV/AIDS and Drug Invention Project	March 2016
Modules on Safe Migration	Safe Migration for Bangladeshi Workers	March 2017
Women's Empowerment Training Module.	Women's Empowerment Training	August 2019
Training Module for post-harvest management and preliminary processing.	Farmer Training	January 2020

13. list of the Organization Affiliated with BBF:

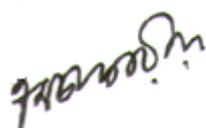
SL	Name	Address	Reg. No & Department	Working Area
1.	Ekota Mohila Unnayan Samity	Baliadangi, Thakurgaon	DSS-58/99, DWA-08/99 Department of Social Welfare & Women Affairs	Thakurgaon district
2.	Palli Unnayan Mohila Samity	Ranisankail, Thakurgaon	JMBKKA/Thak/33/04, Department of Women Affairs	Thakurgaon district
3.	Golap Sangstha	Pirgonj, Thakurgaon	DWA/11/2000, Department of Women Affairs	Thakurgaon district
4.	Provati Unnayan Sangstha	Baliadangi, Thakurgaon	DWA/10/99, Department of Women Affairs	Thakurgaon district
5.	Sapla Mohila Unnayan Samity	Ranisankail, Thakurgaon	DWA/22/04, Department of Women Affairs	Thakurgaon district
6.	Aram Foundation	Gazaria, Munshigonj	Department of Social Welfare & Women Affairs	Dhaka and Munshigonj district

14. Future Plan:

In future, multi-dimensional development program, implementation and networking with the local level NGOs in poverty alleviation, women empowerment, health and nutrition, non-formal education, Arsenic, HIV/STD/AIDS, gender perspective, adolescent, reproductive health, rehabilitation of disables, control of women & child trafficking, prevention & control of drug abuse, besides present activities like group formation, motivation, training, credit, livelihood skill development training for self employment, rehabilitation of street children etc, will be important work component of BBF. We believe, BBF's contribution will continue to be profound in the years to come.

15. Name, designation and contact details of Chief Executive for communication on this donor request:

Contact person : Md. Jakaria Sumon,
Executive director
Mobile: +8801717410865,
E-mail: sumonbbf@gmail.com

Signature with date:

Name: Md. Jakaria Sumon
Designation: Executive Director