

Annual Report 2014

Network for Information, Response And
Preparedness Activities on Disaster (NIRAPAD)



January, 2015

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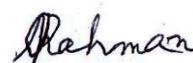
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Message from the Chairperson

Many people in Bangladesh are vulnerable to the effects of disasters. Almost every year they face natural hazards of different kind. In Khulna region, a wide range of hazards including cyclones, storm surges, floods, water logging and salinity threaten the lives and livelihoods of coastal communities. Moreover, climate change magnifies their distresses. Bangladesh is considered to be one of those countries that have already been exposed to the negative impacts of climate change. The issue of climate change in Bangladesh is expected to bring temperature increase, sea-level rise, increasingly erratic and intense monsoon rainfall, and increased prevalence and intensity of flood, cyclone and drought.

Disasters destroy life, asset and environment. Degree of damages and losses depends on the type and intensity of the hazard. Cyclones in 1970 and 1991 killed about 470,000 and 138,000 people, respectively. As well, Destruction caused by a disaster leads to disruption of service delivery and market system. It exposes the affected people, women, in particular, to deprivation and distress. Disaster affected families suffer due to the lack of food, drinking water, sanitation facilities and medical care.

Disaster cannot be stopped, but if people have capacity, loss of lives and assets can be reduced significantly. So, our vision is to develop capacity of community people and organisations of Bangladesh to cope with natural disaster. To fulfill our vision we are working with the cooperation of our member organisations and national as well as international organisations. We look forward to continuing our work and having a positive impact over the long term in disaster risk reduction and climate change adaptation in Bangladesh.



Shaikh Ferdausur Rahman
Chairperson

Message from the CEO

It is my privilege to present to you Annual Report 2010 – 2014. This report gives a picture of important tasks that NIRAPAD has accomplished during this period. During this period, NIRAPAD has implemented knowledge generation and management programs on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA). During this period NIRAPAD has also focused on promoting collaboration and partnership with Government and global initiatives.

NIRAPAD is a coalition and the basic purpose of the coalition is to assist vulnerable people with knowledge, skill, attitude and resources to prepare, mitigate and manage disaster. The real strength of the organisation is most competent staff. Also the contribution made the executive committee as well as network member is really fruitful for the organisation.

NIRAPAD wish to establish itself as a pioneer organisation in Disaster Risk Management sector in Bangladesh. The progress made by NIRAPAD with limited staff and resources provide a hope for future expansion of the organisation. It is important to point that the challenge lies on resource mobilizations by using the existing reputations as well as skill and knowledge. Hope that NIRAPAD will emerge as organisation of knowledge management in Disaster management sector in Bangladesh.

We express our sincere gratitude to all concerned, national governments, member organisations, partner organisations and donors and NIRAPAD staff for the cooperation extended that enabled us to go ahead.



Kazi Shahidur Rahman
Chief Executive Officer

1. NIRAPAD at a Glance

1.1. Background of NIRAPAD

NIRAPAD, a network of 23 NGOs, works for reducing disaster risk through diminution of disaster related information and knowledge gap and strengthening Disaster Risk Management (DRM) abilities of the development organisations and communities. Initially with the funding support from USAID, CARE Bangladesh and its disaster management partner NGOs formed a coalition and established NIRAPAD as an NGO network. However, due to its nature of work NIRAPAD got separated from CARE Bangladesh in 2006 and came forth as a full-fledged independent entity.

NIRAPAD got its registration from NGO Affairs Bureau, Bangladesh on 19th May 2010. Under this new identity, NIRAPAD had been developed as a knowledge based collaborative organisation having strong collaboration and relation with more than 100 local and international humanitarian agencies, institutions and organisations. NIRAPAD promotes and supports collaboration with wider community. The Government of Bangladesh recognised it and included NIRAPAD as a member in the Bangladesh DRR Platform.

Over time, NIRAPAD's mandate had been shifted from information sharing to knowledge generation and management, providing technical support in Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) and promoting collaboration and partnership. Ensuring accountability at all levels and establishing a rightful accountable humanitarian system is another mandatory issue for the organisation. Since reformation the organisation had also been proactively involved in promotion and mainstreaming various cross cutting issues (i.e. good governance, gender, environment, etc.) and minimum standards (i.e. HAP, Sphere standard, etc.).

A constitution and strategic plan has been developed for NIRAPAD by its member organizations. The constitution and strategic plan clearly states the vision, mission, activities and management procedure of the network. The vision, mission and strategies of NIRAPAD are as follows:

1.2. Vision

DRM agencies following, integrating and mainstreaming the national and International Drivers and progress towards risk-free Bangladesh

1.3. Mission

Provide support and services to the DRM agencies for strengthening progress in the field of DRM and CCA

1.4. Organizational Principles

- Mutual respect, trust and tolerance
- Participatory decision-making
- Transparency and accountability
- Stewardship and cost-Effectiveness
- Gender sensitivity and diversity
- Environment friendly and climate sensitive
- Follow SPHERE Standard and HYOGO Framework
- Listen to peoples voice and views
- Serve most vulnerable

2. Strategies

NIRAPAD revised its strategic focus through rigorous consultations with stakeholders having demonstrated organizational capacity as well as strong connection and background in DRR, CCA and humanitarian development. Strategically NIRAPAD focuses on three major areas i.e. DRR and CCA related capacity enhancement; knowledge management and Collaboration and partnership. The strategies emphasize on three specific building blocks namely knowledge management, Technical support and collaboration and partnership, as the basic means of attaining the goals, objectives and materializing the mission of NIRAPAD.

Knowledge Management

Considering the existing need, NIRAPAD extends its strategic focus on DRR and CCA related knowledge management. By knowledge management the organisation means generation, regeneration, storage, availability and free flow of DRR and CCA related information and knowledge. Under this strategic focus NIRAPAD aims to facilitate DRR and CCA related knowledge generation processes, store existing DRR and CCA knowledge as well as ensure free flow of information. This approach will positively contribute the humanitarian sector in accessing a wide range of information on disaster situation, relevant technologies, technical resource persons, public preparedness private and NGO sectors in disaster response and mitigations, disaster related support and available services, etc.

Technical Support in DRR and CCA

Another aspect of NIRAPAD's strategic focus is to provide technical support in various Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) projects, programmes and initiatives. Throughout the years the organisation has gained valuable experience and developed expertise in DRR and CCA that carries a certain value in the sector. NIRAPAD uses these resources for providing technical support in DRR and CCA. This initiative enables NIRAPAD to demonstrate its commitment and responsibilities for disaster risk reduction.

Collaboration and partnership

Being a networking organization, the scope of NIRAPAD obligates it in DRR and CCA related advocacy and lobbying with the policy makers, donors, corporate sectors and others actors for drawing greater attention and resources allocation in disaster risk reduction. For effective DRR and CCA related advocacy and lobbying NIRAPAD has included promoting collaboration and partnership into its strategic focus. This approach enables NIRAPAD to collaborate as well as establish formal and informal partnerships with a wide range of organisation, institutions, bodies and stakeholders at national and global level.

3. Goals and Objectives

“To be developed as a sustainable organization with enhanced capacity to manage knowledge and information on disaster risk reduction for advocacy and stakeholders' capacity building.”

- Strengthen the knowledge management process on DRM & CCA field at national level;
- Provide the capacity development support for integrating DRM & CCA to organizations
- Support collaboration and partnership with national and global stakeholders for promoting DRR and CCA initiatives

4. Geographic Focus

Activities of NIRAPAD should not be confined within certain limited geographic areas; rather spread over the whole country through its member organizations and through building collaboration with other organizations and networks. However, during emergency its geographic focus should be the most affected areas.

5. Legal Basis

NIRAPAD is a legal and authorized organization registered from NGO Affairs Bureau under the Foreign Donation (Voluntary Activities) Regulation Ordinance 1978 Reg. No. 2574 on May 19, 2010 and also registered under the societies Registration Act (XXI), Regn. No. S-3411 (200), 2003.

6. Member of National Platform

NIRAPAD is an honorable member of Bangladesh National Disaster Platform.

7. Collaboration

Collaboration is one of the major focuses of NIRAPAD. Currently the organisation is collaborating with various/ more than 50 national and international organisations for promoting and supporting DRR and CCA initiatives. NIRAPAD is an open platform for providing DRR and CCA related support to the wider stakeholder groups through collaboration and partnership approach and value addition to reduce disaster and climate change risk and uncertainty.

8. Member Organization

NIRAPAD has 23 member organizations working in disaster risk reduction throughout the country. Their list and working areas are given below:

Member Organisation	Working Area
Bangladesh Development Society (BDS)	Barisal, Pirojpur, Patuakhali, Madaripur, Gopalganj
Basic Unit for Resources and Opportunities of Bangladesh (BURO Bangladesh)	45 districts in the country
CARE Bangladesh	All over the country
Center for Community Development Assistance (CCDA)	Comilla
Community Development center (CODEC)	Chittagong, Laxmipur, Noakhali, Patuakhali, Bariguna, Rangamati, Bagerhat
Dwip Unnayan Sangstha (DUS)	Noakhali, Bhola, Laxmipur
Friends In Village Development Bangladesh (FIVDB)	Sylhet, Hobiganj, Moulvibazar, Sunamganj, Brahminbaria
Gano Unnayan Kendra (GUK)	Gaibandha
Gana Unnayan Procheta (GUP)	Madaripur, Gopalganj, Shariatpur, Chittagong
Grameen Jonokollyan Sangsad (GJKS)	Sylhet, Hobiganj, Moulvibazar, Sunamganj
National Development Programme (NDP)	4 districts
People's Oriented Program Implementation (POPI)	18 districts
PRODIPAN	Khulna, Bagerhat, Dhaka, Gazipur, Narayanganj, Jamalpur, Gaibandha, Kishorganj, Sylhet, Rajshahi, Chittagong, Barisal,

Member Organisation	Working Area
	Narail, Satkhira
Rangpur Dinajpur Rural Service (RDRS)	Rangpur, Dinajpur, Thakurgaon, Panchagar, Kurigram, Lalmonirhat, Nilfhamari, Jamalpur, Hobiganj, Moulvibazar
Resource Integration Center (RIC)	Dhaka, Munsiganj, Narsingdhi, Gazipur, Cox's Bazar, Pirojpur, Bagerhat, Noakhali, Nogaon, Rajshai, Khulna
Shariatpur Development Society (SDS)	Shariatpur, Fairdpur
Thengamara Mohila Sabuj Sangha (TMSS)	26 districts
Uttara Development Program (UDP)	Panchagar, Takurgaon, Dinajpur, Bogra, Natore, Pabna, Sirajganj, Dhaka
Unnayan Sahayak Sangstha (USS)	Sylhet
Village Education Resource Center (VERC)	Dhaka, Narayanganj, Manikganj, Chapainoabganj, Rajshai, Naogaon, Chhhtagong, Cox's Bazar, Bhola
Manab Mukti Sangstha (MMS)	Sirajgonj, Tangail and Pabna district
SKS Foundation (SKS)	Gaibandha, Rangpur and Bogra district
Young Power in Social Action (YPSA)	Chittagong City Corporation and greater Chittagong division

9. Progress of Activities 2014

Activities of 2014 are described in the following based on the each strategic objective:

9.1. Knowledge Management

In the year 2014, a number of knowledge products have developed by NIRAPAD and initiatives were taken to improve the knowledge level of the patrons using those products. List of the knowledge product is:

- Bangladesh Report 2013 on Disaster Preparedness, Response and Recovery:*** In 2014, UNDP engaged NIRAPAD to supporting DDM in preparing Bangladesh Report 2013 on Disaster Preparedness, Response and Recovery initiatives undertaken by the government and other relevant stakeholders. Objectives of the assignment was to analyse information collected from relevant government and different humanitarian agencies/actors and produce a high quality report presenting critical analysis of strengths, weakness and gap in response and recovery in 2013.
- EiE Policy Study for Education Cluster in Bangladesh:*** Considering the role education plays in providing physical, psycho-social and cognitive protection to children, Education cluster led by Save the Children, engaged NIRAPAD to conduct education in emergency policy study. The purpose of the study is to explore options for minimizing disaster risks on education in Bangladesh. Also, they intended to develop an advocacy strategy for Education Cluster.



9.2. Technical support in DRR and CCA

In the year of 2013, NIRAPAD has provided several numbers of technical support to different international organizations. List of those technical support activities is given under.

- Conducting a Study for 'Documentation of Best Practices of SHOUHARDO II Program' for CARE Bangladesh: CARE Bangladesh engaged NIRAPAD to identify and document the best practices of SHOUHARDO II Program. For capturing best practice NIRAPAD used resilience framework which sets out the key factors that contribute to peoples' vulnerability: exposure to hazards and stresses; fragile livelihoods; future uncertainty; and weak governance.
- Translation and Layout Design of JNA Documents: NIRAPAD has provided technical support to CARE for translating Joint Needs Assessment documents (e.g. format, guidance, ToR) in Bengali.
- Training on Quality Stands for Humanitarian program: In order to build capacity of its local partners on effective humanitarian response programme, Christian Aid, engaged NIRAPAD to facilitate a three-day-long training. The Training was organized by Christian Aid on 25-27 March 2014 at YWCA Training Centre, Dhaka.



9.3. Partnership and Collaboration

In the year 2014, NIRAPAD has conducted the following activities in respect to partnership and collaboration with HAP.

- Mobilization of Sphere Community in Bangladesh: NIRAPAD is involved in mobilizing Sphere community in Bangladesh. NIRAPAD provides supports in initiative taken by Sphere Community.

10. Financial Statements

Financial Statements are enclosed in Annex-A.

11. Corporate Structure

NIRAPAD is operated as per the provisions of the approved constitutions of the organization. NIRAPAD has a steering committee consists of eight members that take all the important decisions to function it. NIRAPAD coordinator acts a Chief Executive Officer of the organization and by designation member secretary of the steering committee.

From the beginning, member organizations of NIRAPAD have subscribed to building a common fund. The member organizations continue to contribute to the fund on a yearly basis. It owns two types of organizational structure to govern and policy formulation and an established secretariat headed by Member Secretary by his designation to operate day-to-day activities.

These are as follows:

- a. General Committee
- b. Executive Committee
- c. NIRAPAD Secretariat
- d. Secretariat staff(s)

a. General Committee (GC)

The General Committee consist of 23 members has formed including the representatives of the senior personnel of the member organization. It meets at least once in a year. It approves the constitution amendment, elect executive committee, approve strategic plan, annual work plan and audit report of the organization. The General Council also performs such other functions as is entrusted to it by the constitution. The representatives of the organized members of NIRAPAD elect the General Committee.

b. Executive Committee (EC)

The members of General Committee democratically elect the Executive Committee of NIRAPAD for the period of 2 (two) years. It consists by 08 members. Coordinator of the secretariat by designation is the Member Secretary of the committee. As per constitution and organizational requirements, it meets quarterly in a year and performs such functions as entrusted to it by this constitution.

The Executive Committee (EC) oversees programs and activities of NIRAPAD, which are the responsibilities, subject to the aims and objectives of the organization, to determine the direction and scope of the activities of it. Honourable Executive Committee Members:

1. Mr. Shaikh Ferdausur Rahman - Chairperson
2. Mr. Nasir Uddin Ahmed - Vice-chairman
3. Mr. Sirajul Islam - Finance Secretary
4. Mr. Kazi Shahidur Rahman- Member Secretary
5. Mr. Abul Haseeb Khan - Member
6. Mr. Md. Rafiqul Alam - Member
7. Mr. Mozibur Rahman - Member
8. Mr. Md. Alauddin Khan - Member

d. NIRAPAD Secretariat

The Coordinator/CEO is responsible for management and administration, implementation of programs as of yearly plan derivative from Strategic Plan of NIRAPAD. The organization has formed its Secretariat Team to ensure ownership, greater participation and dynamic partnership among its staff members in order to establish an effective and efficient management system, and foster transparency, accountability and decentralization of programs and its execution. Hence, the Secretariat Team works to ensure translation of NIRAPAD's mission; coordinate and facilitate program activities, sharing, mentoring and supporting understanding the needs of beneficiaries and designing new projects; and also decide, modify and implement internal policy decisions.

Beside the committee NIRAPAD has Individual Membership for the people who have knowledge and experience in disaster sector. He has not any voting rights but have the opinion for strategic

direction of the organization. IM worked as advisory body of the Network. They are the special mentor group of NIRAPAD.

e. Secretariat Staff

Sl. No.	Name	Position
1.	Mr. Kazi Shahidur Rahman	Chief Executive Officer
2.	Ms. Hasina Akter Mita	Manager-Programme
4.	Ms. Umma Kulsum	Manager -Finance & Admin
8.	Mr. Sohel Rana	Admin Officer
9.	Royna Begum	Casual Staff (Cleaner)

Annex-A: Financial Statements

ASHRAF UDDIN & CO.

Chartered Accountants

**Network for Information, Response and Preparedness
Activities on Disaster (NIRAPAD)**

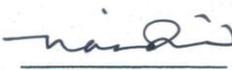
**Balance Sheet
As at 31st December 2014**

Particular	Notes	2014 Amount	2013 Amount
Assets:			
Non-current Assets:			
Fixed Assets	Appendix-1	238,344	276,700
Fixed Deposit With Bank (FDR)	Appendix-2	2,088,556	2,641,535
Current Assets:			
Accounts Receivable	04	75,316	2,319,341
Advance Income Tax at Source	05	934,122	413,553
Security Money		66,000	20,000
Other Project Loan		30,000	30,000
Cash & Bank Balance	06	1,397,663	25,295
Total Tk.		4,830,001	5,726,424
Fund & Liabilities:			
Fund Account	07	3,605,867	3,803,677
Current Liabilities:			
Accounts Payable	08	290,012	1,216,495
Prov. for VAT on Consultancy Fee	09	-	292,699
Prov. for Income Tax	10	934,122	413,553
Total Tk.		4,830,001	5,726,424

1. Figures have been rounded off to the nearest taka.
2. Annexed notes form part of the financial statements.



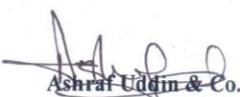
Finance Secretary



Chairperson

Signed in terms of our separate report of even date.

Dhaka.
Date : 25 January, 2016


Ashraf Uddin & Co.
Chartered Accountants



**Network for Information, Response and Preparedness
Activities on Disaster (NIRAPAD)**

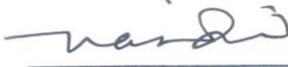
**Income and Expenditure Account
For the year ended 31st December 2014**

Particular	Notes	2014 <u>Amount</u>	2013 <u>Amount</u>
A. Income:			
Members Annual Subscription		138,000	173,971
Interest on FDR		216,656	318,129
Other Income	11	24,500	17,520
Income from Consultancy Fee	12	6,655,268	6,848,350
Total Tk.		<u><u>7,034,424</u></u>	<u><u>7,357,970</u></u>
B. Expenditure:			
Expenses Against Consultancy Work	13	2,971,771	2,816,784
Administrative Expenses	14	3,284,237	3,590,176
VAT on Consultancy Fee	15	455,657	874,564
Total Tk.		<u><u>6,711,665</u></u>	<u><u>7,281,524</u></u>
C. Net Profit Before Tax (A-B)		322,759	76,446
D. Prov. for Income Tax		520,569	413,553
E. Excess/(deficit) of income over expenditure Transfer to Fund Account (C-D)		<u><u>(197,810)</u></u>	<u><u>(337,107)</u></u>

1. Figures have been rounded off to the nearest taka.
2. Annexed notes form part of the financial statements.

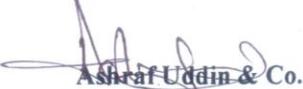


Finance Secretary



Chairperson

Signed in terms of our separate report of even date.


Ashraf Uddin & Co.
Chartered Accountants

