

# Annual Report 2013

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



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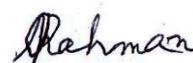
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## Message from the Chairperson

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 Ferdousur Rahman**  
**Chairperson**

## Message from the CEO

This annual report gives a picture of important task that we have accomplished in 2013. 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 organization is most competent staff. Also the contribution made the steering committee as well as network member is really fruitful for the organization.

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 organization. It is important to point that the challenge lies on resource mobilizations by using the existing reputations as well as skill and knowledge. Hope NIRAPAD will emerge as organization of knowledge 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. Finally we regret the delay in publishing the annual report for the unusual circumstances.



**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 19<sup>th</sup> 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 & 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

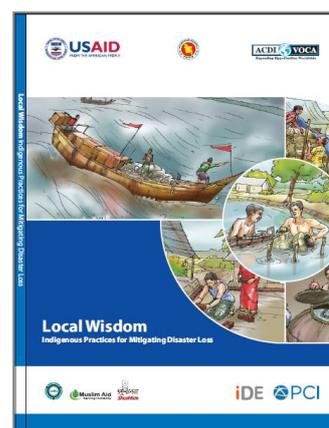
## 9. Progress of Activities (2013)

The following are progress based on the each strategic objective;

### 9.1. Knowledge Management

To strengthen disaster information management, NIRAPAD accomplished a number of activities for knowledge generation of wider adherent at national and international level. In the year 2013, a number of knowledge products have developed by NIRAPAD and initiatives were taken to improve the knowledge level of the patrons using those products. NIRAPAD has conducted Disaster Clinics, informal group sessions or conferences offering counsel or instruction in specific fields, activities and issues concerning disaster and Situation Reports by own initiatives as well as conducted research works with support of other organizations working in Bangladesh. List of the knowledge product is:

1. Disaster Clinic- 5 Disaster clinics were essentially designed as informal group sessions or conferences where a small number of lecturers discussed on predefined topic and later answered relevant questions from a small-to-medium sized audience.
2. Situation Report- Situation reports on Tropical Storm Mahasen and Flood in Northern Region have been developed and distributed.
3. Study on Indigenous Coping Mechanism.
4. Annual Report 2012 on Disaster Response and Recovery.
5. EiE Policy Study for Education Cluster in Bangladesh.



## 9.2. Technical support in DRR and CCA

Technical support is provided by NIRAPAD to the organizations at national and international level. These supports are provided through different projects in the sector of DRR and CCA. These technical supports include-1) Evaluation, 2) Baseline survey, 3) Development of handbook, Training module, IEC material, 6) Conduction of ToT and Learning Event. 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.

1. Conduction of Training On Prevention, Mitigation, Preparedness and response for UzDMC Members
2. Development of Four Training Manuals and Flipchart for PROSHAR Stakeholders
  - a. Manual on Humanitarian Crisis Management for Village Police
  - b. Manual on Humanitarian Response for UDMC
  - c. Manual on Volunteerism for Scout and Girl Guide
  - d. Flipchart on Water Management for Volunteers
3. Conduction of ToT on First Aid for PROSHAR stakeholders
4. Conduction of ToT on Search and Rescue for PROSHAR stakeholders
5. Learning Documentation of the ECB Project.
6. Learning Documentation on Child Participation in Climate Change Adaptation.



## 9.3. Partnership and Collaboration

For humanitarian support in disaster and climate change NIRAPAD has good partnership and collaboration at national and international level. In the year 2013 NIRAPAD has conducted the following activities in respect to partnership and collaboration with Sphere Project and ECB Project.

1. Participated in the Learning Event: "Can certification contribute to humanitarian effectiveness?" organized by HAP International and SCHR at Bangkok, Thailand

## 10. Financial Statements

Financial Statements (draft) 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**

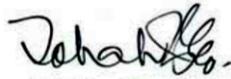
The Coordinator/CEO is responsible for management and administration, implementation of programs as of yearly plan derivative from Strategic Plan of NIRAPAD. The organization has formed its Secretariat Team to ensure ownership, greater participation and dynamic partnership among its staff members in 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 Staffs in 2013**

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>
1.	Mr. Kazi Shahidur Rahman	Chief Executive Officer
2.	Ms. Hasina Akter Mita	Manager-Programme
4.	Ms. Umma Kulsum	Manager -Finance & Admin
5.	Mr. Sabbir Hussain	Programme Officer
6.	Ms. Syeda Tania Islam	Programme Officer
7.	Mohammad Mehedi Hasan	Programme Officer
8.	Mr. Sohel Rana	Admin Officer
9.	Royna Begum	Casual Staff (Cleaner)

## Annex-A: Financial Statements

NETWORK FOR INFORMATION, RESPONSE AND PREPAREDNESS ACTIVITIES ON DISASTER (NIRAPAD)			
GENERAL FUND			
STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2013			
PARTICULARS	NOTE	31-12-2013	31-12-2012
<b>PROPERTIES AND ASSETS:</b>			
FIXED ASSETS	4.00	276,700	307,514
FIXED DEPOSIT WITH BANK (FDR)	5.00	2,641,535	2,961,462
<b>CURRENT ASSETS:</b>			
Accounts Receivable	6.00	2,319,341	1,302,300
Advance Income Tax at Source	7.00	413,553	1,592,445
Personal Loan to Staff		0	24,368
Security Money (House Rent)		20,000	20,000
Other Project Loan		30,000	30,000
Cash and Bank Balances	8.00	25,295	58,818
<b>Total Taka:</b>		<b>5,726,424</b>	<b>6,296,907</b>
<b>FUND AND LIABILITIES:</b>			
FUND ACCOUNT	9.00	3,803,677	5,728,229
<b>CURRENT LIABILITIES:</b>			
Accounts Payable	10.00	1,216,495	568,678
Prov. for VAT on Consultancy Fee	11.00	292,699	0
Prov. for Income Tax	12.00	413,553	0
<b>Total Taka:</b>		<b>5,726,424</b>	<b>6,296,907</b>
<p>1.00 Figures have been rounded off to the nearest taka.                  2.00 Annexed notes form part of the accounts.</p>			
 <b>(Mr. Sirajul Islam)</b> Finance Secretary		 <b>(Mr. Ferdausur Rahman)</b> Chairperson	
Signed in terms of our separate report of even date annexed.		 <b>(Toha Khan Zaman &amp; Co.)</b> Chartered Accountants	
Dated, Dhaka 07 August 2014			



NETWORK FOR INFORMATION, RESPONSE AND  
PREPAREDNESS ACTIVITIES ON DISASTER (NIRAPAD)  
GENERAL FUND

STATEMENTS OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2013

PARTICULARS	Note	2013	2012
<b>INCOME:</b>			
Members Annual Subscription		173,971	71,906
Interest on FDR		318,129	342,194
Other Income	13.00	17,520	3,500
Consultancy Work	14.00	6,848,350	9,080,603
<b>Total Taka:</b>		<b>7,357,970</b>	<b>9,498,203</b>
<b>EXPENDITURE:</b>			
Expenses against Consultancy Work	15.00	2,816,784	5,016,399
Administrative Expenses	16.00	3,590,176	3,114,735
VAT on Consultancy Fee	17.00	874,564	667,064
<b>Sub-Total Taka:</b>		<b>7,281,524</b>	<b>8,798,198</b>
Provision for Income Tax	12.00	413,553	0
<b>Total Taka:</b>		<b>7,695,077</b>	<b>8,798,198</b>
Surplus/(Deficit) of Income over expenditure transferred to Fund Account	9.00	(337,107)	700,005
<b>Total Taka:</b>		<b>7,357,970</b>	<b>9,498,203</b>

1.00 Figures have been rounded off to the nearest taka.  
2.00 Annexed notes form part of the accounts.



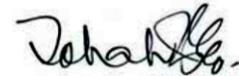
**(Mr. Sirajul Islam)**  
Finance Secretary

Signed in terms of our separate report of even date annexed.

Dated, Dhaka  
07 August 2014



**(Mr. Ferdausur Rahman)**  
Chairperson



**(Toha Khan Zaman & Co.)**  
Chartered Accountants

