

# Annual Report 2012

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



April, 2013

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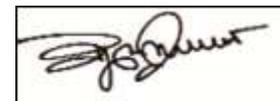
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## Message from the Chairperson

*Bangladesh is highly vulnerable, because it is low-lying, located on the Bay of Bengal in the delta of the Ganges, Brahmaputra and Meghna and densely populated. Its national economy strongly depends on agriculture and natural resources that are sensitive to climate change and sea level rise. 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. On the other hand, we all know that the national economy remain virtually paralyzed during the disaster. Disaster management is the issue at the present to face disaster with capacity to battle with disaster. To manage disaster we are working to make a difference in disaster risk reduction field through proper & timely dissemination of information, fast & frequent response and planned & effective preparedness activities in Bangladesh since 1997. NIRAPAD is working as coalition of 23 NGOs, which are extensively, related with disaster management activities.*

*NIRAPAD is working to aware people and to make the information available to the general people. NIRAPAD regularly prepare and disseminate the situation report before, during and after disaster considering the human beings sufferings from disaster. At the same time, we are lobbying and organize advocacy programmes to establish the national disaster plan and implement the SOD (Standing Order on Disaster).*

*As it is impossible to protect disaster, so our vision is to capable community people and organizations of Bangladesh to cope with natural disaster. To fulfill our visions we are working with the cooperation of our member organizations and collaboration with other organizations (both govt. and non-govt.) throughout the country. We look forward to continuing our work and having a positive impact over the long term in disaster risk reduction in Bangladesh.*



**Abul Haseeb Khan**  
**Chairperson**

## Message from the CEO

*This annual report gives a picture of important task that we have accomplished in 2012. 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 organization 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 organizations, partner organizations 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**  
CEO

## 1. NIRAPAD at a Glance

### 1.1 Background of NIRAPAD

NIRAPAD is a network mean to address the people affected by different types of disaster. NIRAPAD scheme is to gather disaster information and disseminate those to wider stakeholder for more response and preparedness. As NIRAPAD means Network for Information, Response And Preparedness Activities on Disaster, its' objective lies under the name. NIRAPAD also brings together professionals working in the area of disaster to address local and global disaster concerns. NIRAPAD works with different stakeholders all over Bangladesh.

Launched in 1997, NIRAPAD is an open coalition and established by CARE Bangladesh along with its disaster management partner NGOs. All 23 members under the coalition have been working in the high risk area of Bangladesh since long to reduce the risk of disaster on livelihood security of vulnerable household. Now, NIRAPAD is going with its' own capacity and partner organizations' maintain.

NIRAPAD acts as a facilitator and as a depository of all disaster related information, maintains inventory of skilled personnel, impulses awareness building in disasters, monitor disasters & disaster preparedness activities and maintain coordination with member organizations, non-member NGOs, social organizations, government agencies, 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 rigors 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 organization 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, programs and initiatives. Throughout the years the organization 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 organization, 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 Affair’s 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 focus 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 Organization	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, Moulovibazar, Sunamganj, Brahminbaria
Gano Unnayan Kendra (GUK)	Gaibandha
Gana Unnayan Prochesta (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, 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,

Member Organization	Working Area
	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, Chittagong, 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

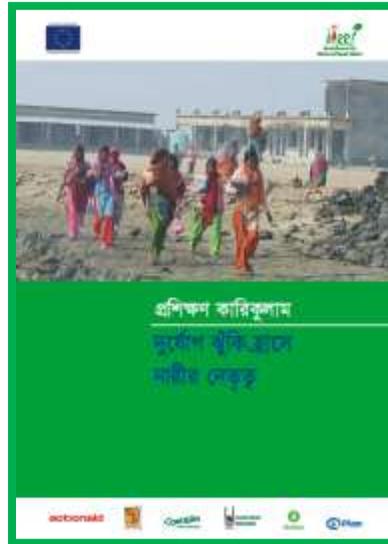
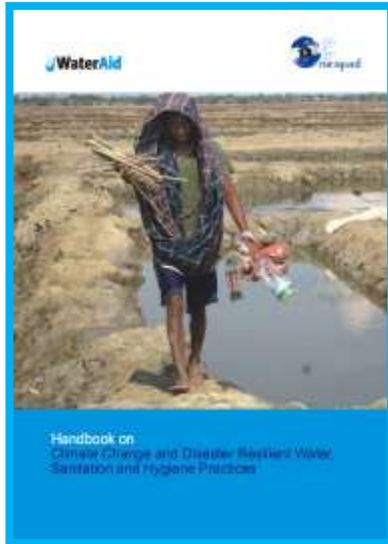
## 9. Progress of Activities (2012)

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 2012, 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 Situation Analysis by own initiatives and conducted research works with support of other organizations working in Bangladesh. List of the knowledge product is:

1. Situation Analysis Report- 1 Situation Analysis conducted and distributed.
2. Handbook on Climate Change and Disaster Resilient Water, Sanitation and Hygiene Practices.
3. Disaster Risk Management Training Modules for UzDMC and UDMC.
4. Training Needs Assessment and Training Module and IEC material development.
5. Training Curriculum on Women Leadership in Disaster Risk Reduction.
6. Facilitator's Guide & Good Practice Guide on Participatory Vulnerability and Capacity Assessment (PVCA).



## 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 2011-12 NIRAPAD has provided 11 Nos. of technical support to different international organizations.

List of those technical support activities is given under.

1. Conduction of Midterm Evaluation of V2R Project for Practical Action Bangladesh
2. Climate Vulnerability Mapping & Multipurpose Baseline Survey in Four Selected Village under 'Community Based Adaption in Vulnerable Coastal Areas of Bangladesh' Project of Asian Development Bank (ADB).



3. Development of Handbook 'Climate Change and Disaster Resilient Water, Sanitation

and Hygiene Practices' for WaterAid in Bangladesh both in Bengali and English.

4. Development of 'Disaster Risk Management Training Modules for UzDMC and UDMC' under PROSHAR project, implemented by ACDI/VOCA and PCI.
5. Conduction of TNA and Development of Training Module and IEC materials for Faster Project for Oxfam GB
6. Developed Facilitator's Guide & Good Practice Guide on 'Participatory Vulnerability and Capacity Assessment (PVCA)' and ToT Conduction for Christian Aid
7. Developed Training Curriculum on 'Women Leadership in Disaster Risk Reduction' Provided ToT on preparation for NARRI Consortium
8. Conduction of Training on DRR and Sphere Standards for Diakonia & its Partner's Staff
9. Conduction of ToT on First Aid, Search & Rescue for PROSHAR stakeholder
10. Organized Sphere by organizing ToT (2011 Edition) in Bangladesh
11. Organized ECB inter-active Event



### 9.3 Partnership & Collaboration

For humanitarian support in disaster and climate change NIRAPAD has good partnership and collaboration at national and international level. In the year 2011-12 NIRAPAD has conducted the following activities in respect to partnership and collaboration with Sphere Project and ECB Project.

1. Mobilization of Sphere in Bangladesh through organizing ToT on 2011 Edition of Sphere Standards in Bangladesh
2. Organized ECB inter-active Event in respect to collaboration with ECB Project in Bangladesh



## 10. Financial Statements

Financial Statements are represented 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 a established secretariat headed by Member Secretary by his designation to operate day-to-day activities. These are as follows:

- a. General Committee
- b. Steering Committee
- c. Honorary Advisors
- d. NIRAPAD Secretariat
- e. 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. Steering Committee (SC)*

The members of General Committee democratically elect the Steering 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 Steering Committee (SC) 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. Abul Haseeb Khan- Chairperson
2. Mr. Sirajul Islam- Vice-chairman
3. Mr. Nasir Uddin Ahmed- Finance Secretary

4. Mr. Kazi Shahidur Rahman- Member Secretary
5. Mr. Murshed Alam Sharker- Member
6. Mr. Md. Rafiqul Alam- Member
7. Mr. Shaik Abdul Halim- Member
8. Mr. Ferdausur Rahman- Member

### *C. Honorary Advisors*

To support and enhance the effective strategy, Effective interventions and development new strategy in changing context we have a dynamic mentors group consists of 6 (Six) members. They have long experience in the disaster management and climate change arena. They are well known in national and international level as good practitioner in disaster management field.

The Mentors Group as usually seats a meeting four times in a year and also provides backstopping support round the year.

Honorable Advisors are:

1. Mr. Zahid Hussain- Freelance consultant, Exe Director-Disaster Management Unit, Save the Children-U.S.A
2. Suman SMA Islam- Freelance consultant, Exe-Humanitarian Assistance Coordinator, SHOUHARDO, CARE Bangladesh
3. Mr. Shashanka Saadi - DRR and CCA Experts
4. Mr. Khurshid Alam- Chief Executive, Think Ahead
5. Mr. Sajedul Hasan, Director, Save the Children-U.S.A
6. Mr. Monzur Morshed, Deputy Chief of Party, SHOUHARDO, CARE Bangladesh

### *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 2012*

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

# Annex-A

Shiraz Khan Basak & Co.  
Chartered Accountants

Network for Information, Response And  
Preparedness Activities on Disaster (NIRAPAD)  
General Fund  
Balance Sheet as at December 31, 2012

<u>Assets and Properties</u>	<u>Notes</u>	<u>2012</u>	<u>2011</u>
<b>Non Current Assets:</b>			
Fixed Assets - At cost less depreciation	Annex-A	307,514	232,876
Fixed Deposit Receipt - FDR	4.00	<u>2,961,462</u>	<u>2,658,202</u>
		<u><b>3,268,976</b></u>	<u><b>2,891,078</b></u>
<b>Current Assets:</b>			
Cash and Bank Balance	5.00	58,818	224,594
Accounts Receivable	6.00	1,302,300	1,136,769
Advance Tax at Source	7.00	1,592,445	906,531
Security Deposit (Office Rent)		20,000	20,000
Other Project Loan		30,000	30,000
Advance Salary to Staff		<u>24,368</u>	<u>20,000</u>
		<u><b>3,027,931</b></u>	<u><b>2,337,894</b></u>
<b>Total Assets and Properties</b>		<u><b>6,296,907</b></u>	<u><b>5,228,972</b></u>
<b>Fund and Liabilities</b>			
Fund Account	8.00	5,728,229	5,028,224
<b>Current Liabilities:</b>			
Accounts Payable	9.00	568,678	200,748
		<u><b>6,296,907</b></u>	<u><b>5,228,972</b></u>

The accompanying notes from 1 to 13 form an integral part of this financial statement.

  
Chairperson

  
Finance Secretary

Subject to our separate report of even date

  
(SHIRAZ KHAN BASAK & CO.)  
CHARTERED ACCOUNTANTS

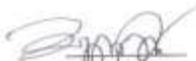
Dated: Dhaka, April 18, 2013



**Network for Information, Response And  
Preparedness Activities on Disaster (NIRAPAD)  
General Fund  
Income and Expenditure Account  
For the year ended December 31, 2012**

Particulars	Notes	2012	2011
<b>Income:</b>			
Income from Consultancy Service	10.00	9,080,603	6,560,472
Member's Subscription		71,906	150,000
Interest on FDR		342,194	246,947
Other Income		3,500	10,880
<b>Total Income</b>		<b>9,498,203</b>	<b>6,968,299</b>
<b>Expenditure:</b>			
Expenses against Consultancy Service	11.00	5,016,399	3,381,768
Administrative Cost	12.00	3,114,735	2,048,265
Vat on Consultancy Service	13.00	667,064	264,864
<b>Total Expenses</b>		<b>8,798,198</b>	<b>5,694,895</b>
<b>Excess of Income over Expenditure</b>		<b>700,005</b>	<b>1,273,404</b>

The accompanying notes from 1 to 13 form an integral part of this financial statement.

  
Chairperson

  
Finance Secretary

Subject to our separate report of even date

  
(SHIRAZ KHAN BASAK & CO.)  
CHARTERED ACCOUNTANTS

Dated: Dhaka, April 18, 2013

