

Annual Report 2011

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



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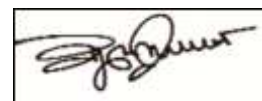
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Message from the Chairperson

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.



Abul hasseeb Khan
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, Chhtagong, 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 2011

Activities of 2011 are described in the following based on the each strategic objective:

9.1 Knowledge Management:

To strengthen disaster information management, NIRAPAD accomplished a number of activities in 2011 for knowledge generation of wider adherent at national and international level. List of the knowledge product is:


- **Situation Monitoring and Reporting:** Situation Reports were prepared by NIRAPAD to cover the all disaster. As well, NIRAPAD has disseminated those to wider stakeholders. Major situation reports covered disaster like- Nor'wester, cyclone, flood, flash flood, water logging, tornado and fire, river bank erosion, landslide etc. In 2011, several situation reports prepared and disseminated to more than two thousand stakeholders.

9.2 Technical support in DRR and CCA

In the year of 2011, NIRAPAD has provided several numbers of technical supports to different international organizations. List of those technical support activities is given under.

- **Preparation of a Handbook on "Women Leadership in Disaster Risk Management" and Roll Out of the Handbook:** In 2010, NIRAPAD has developed a handbook titled "Women Leadership in Disaster Risk Management". Also, NIRAPAD has provided supported to roll out the handbook in collaboration with Dhaka Ahsania Mission and FIVDB. It was a technical support to Oxfam.



- Development of Disaster Preparedness Process for Plan Bangladesh: In 2011, NIRAPAD provided technical support to Plan International Bangladesh for develop of Disaster Preparedness Process. This document gives policy options for Plan Bangladesh staff to perform their duties. It was developed based on the Plan’s DRM policy and strategy, which mandate a timely, effective and child-centered response.
- Conducting TNA and Developing Training Module/IEC for ECHO-EFSL Project: In 2011, NIRAPAD has conducted training needs assessment to understand the actual situation at field level that people of the area really need the training or not. This job was done to understand the present condition of people at Aila affected area. Based on training needs assessment, NIRAPAD has developed four modules (1. WASH; 2. Childcare and Nutrition; 3. Home based Gardening and 4. DRR) for helping the people to cope with the situation.
 
- Development of Emergency Response Protocol for ECB-Bangladesh Consortium: NIRAPAD has provided technical support to ECB Consortium for development of emergency response protocol. The protocol builds on the objective of the Consortium engagement, common elements of the response strategies of the individual ECB agencies. It provides framework to coordinate and collaborate during disaster responses.
- Education in Emergency- A National Priority of UNICEF: NIRAPAD has provided technical support to organize a national workshop titled “Education in Emergencies – context of Bangladesh and Role of Stakeholders” on December 21, 2011 at the Conference room of DPE, Dhaka. Purpose of the workshop was to consolidate the advocacy issues and means to influence the concerned stakeholders effectively

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 2010, NIRAPAD has conducted the following activities in respect to partnership and collaboration.

- Community Mobilization to Promote Social Change in 34 Riverbank Upazilas of Seven Jamuna District: The 2nd of phase of the project funded by UNICEF have been implemented by NIRAPAD and RIC in 2011. In this journey NIRAPAD has also added its member organizations i.e. Basic Unit for Resources and Opportunities (BURO, Bangladesh), Unnayan Sangha (US), Manab Mukti Sangstha (MMS), National Development Program (NDP), Uttara Development Program Society (UDPS), SKS Foundation and Gana Unnayan Kendra (GUK). The staff of the above partner organizations has got training on community mobilization to promote social change.

10. 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. 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. Abul Haseeb Khan - Member
6. Mr. Md. Rafiqul Alam - Member
7. Mr. Abdul Halim - Member
8. Mr. Morshed Alam Sarker

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.	Mr. Aminur Rahman	Manager -Finance & Admin
5.	Mr. Mohammad Asaduzzaman	Program Officer
6.	Mr. Syeda Tania Islam	Program Officer
7.	Mr. Sohel Rana	Admin Officer
8.	Mr. Tania Islam	Program Associate
10.	Royna Begum	Casual Staff (Cleaner)

Annex-A: Financial Statements

Financial Statement of 2011

Shiraz Khan Basak & Co.
Chartered Accountants

**Network for Information, Response And
Preparedness Activities on Disaster (NIRAPAD)
General Fund
Balance Sheet as at December 31, 2011**

Assets and Properties	Notes	2011	2010
Non Current Assets:			
Fixed Assets - At cost less depreciation	Annex-A	232,876	163,890
Fixed Deposit Receipt - FDR	4.00	2,658,202	1,938,001
		<u>2,891,078</u>	<u>2,101,891</u>
Current Assets:			
Cash and Bank Balance	5.00	224,594	520,990
Accounts Receivable	6.00	1,136,769	1,659,757
Advance Income Tax at Source	7.00	906,531	429,469
Security Deposit (Office Rent)		20,000	20,000
Other Project Loan		30,000	30,000
Advance Salary to Staff		20,000	40,000
		<u>2,337,894</u>	<u>2,700,216</u>
Total Assets and Properties		<u>5,228,972</u>	<u>4,802,107</u>
Fund and Liabilities			
Fund Account	8.00	5,028,224	3,754,820
Current Liabilities:			
Accounts Payable	9.00	200,748	1,047,287
Total Fund and Liabilities		<u>5,228,972</u>	<u>4,802,107</u>

The accompanying notes from 1 to 15 form an integral part of this financial statement.


Chairperson


Finance Secretary

Subject to our separate report of even date

Dated: Dhaka, April 18, 2013




(SHIRAZ KHAN BASAK & CO.)
CHARTERED ACCOUNTANTS