

# ORGANIZATION PROFILE

DECEMBER 2019



## Contact:

### DAK DIYE JAI (DDJ)

#### Head Office:

House No. 1, Bypass Road, Masimpur,  
Upazila: Pirojpur Sadar, Dist.: Pirojpur-8500,  
Bangladesh. Ph: +88-0461-62763

#### Dhaka Office:

House # 56 (4<sup>th</sup> Floor), Flat No. 4/B-2, Road No. 3/A,  
Zigatala Bus Stand, Dhanmondi R/A, Dhaka-1205  
Ph: +88-02-9669832

Email: [info@ddjbd.org](mailto:info@ddjbd.org), [ddj-org@hotmail.com](mailto:ddj-org@hotmail.com)

Website: [www.ddjbd.org](http://www.ddjbd.org)



## 1. Basic Information:

1.1 Full name of the Organization	DAK DIYE JAI
1.2 Acronym	DDJ
1.3 Type of the organization	NGO
1.4 Establishment date	10 <sup>th</sup> December 1982
1.5 Contact Address of the Head Office	House No. 1, Bypass Road, Masimpur, Upazila: Pirojpur Sadar, Dist.: Pirojpur-8500, Bangladesh
1.6 Contact number	Phone: +88-0461-62763, +88-02-9669832
1.7 Email address	info@ddjbd.org, ddj-org@hotmail.com
1.8 Website	www.ddjbd.org
1.9 Contact person	<b>Name:</b> Md. Shahjahan Gazi <b>Designation:</b> Executive Director <b>Contact:</b> 01711-243388, 01733-069000 <b>Email:</b> info@ddjbd.org
1.10 Address of Dhaka Office	House No. 56 (4 <sup>th</sup> Floor), Flat No. 4/B-2, Road No. 3/A, Zigatala Bus Stand, Dhanmondi R/A, Dhaka-1205
1.11 Legal Status	
<b>Registration Authority</b>	<b>Registration Number &amp; Date of Registration</b>
NGO Affairs Bureau	FDO/R-484 dated June 8, 1991
Department of Social Welfare	Piroj-64/85 dated October 3, 1985
Joint Stock Company	S-2643(56)/2001 dated November 17, 2001
Directorate of Family Planning	5198/1(1) dated July 27, 1986
Microcredit Regulatory Authority	01121-00835-00237 dated May 14, 2008
National Board of Revenue	778325249019 dated January 29, 2014
Customs, Excise & VAT Commissionerate, Khulna	15121016033 dated September 23, 2012

## 2. Background of the Organization:

Dak Diye Jai (DDJ) is a non-governmental, non-profitable organization, which came into existence on 10<sup>th</sup> December 1982. DDJ started its activities initially through conscious raising program in Indurkani Upazila of Pirojpur district that is in the southern remote part of Bangladesh. To improve the quality of life of the backward and underprivileged, marginal, landless and poor people of the area, the organization initiated self-employment programs through group formation, encouraging savings and income generation activities. At the same time, motivational activities were started with health education and use of safe drinking water and sanitary latrines through a community approach. DDJ accomplished these activities by its own initiatives, but the organization started implementing activities intensively during late 1988. On 29<sup>th</sup> November 1988 a devastated cyclone occurred, which severely affected the people of DDJ working area, and to bring back normalcy of the people, DDJ with the support from Overseas Development and Administration (ODA) and Center for Development Services (CDS), undertook relief and rehabilitation program in the area. This program was successfully completed in the early 1989. During implementation of

this program, DDJ became closer to the poor people and was inspired to work for their betterment of the poor. From that time, it started to think about the improvement of the quality of life of the distressed people, and felt that, only relief would not be enough for their betterment. The people need food, cloth, shelter, education and health services, which can alleviate disparity among the rich and poor.

In 1989 DDJ started its Maternal, Child Health and Family Planning (MCH & FP) project with the technical and financial support from Bangladesh Population and Health Consortium (BPHC)/ODA through CDS. The project was implemented with different titles up to December 2004 with direct support of BPHC. As recognition of successful project implementation in the health sector, **DDJ was rewarded National Prize and Certificate by the Ministry of Health and Family Welfare as the best NGO for consecutive two times in Barisal Division for the services to Mother, Child Health and Family Planning Project for the years of 1998-1999 and 1999-2000.**

The organization started Water and Sanitation project in 1990 with the financial assistance of NGO Forum for Drinking Water Supply and Sanitation. Health and sanitation program alone cannot bring the holistic development of the human being. As such, the organization undertook income generating and self-employment activities to meet the basic needs of the target beneficiaries. In 1984 a project for the development of fisherman families was undertaken with the support from SAP-Bangladesh. The project helped to create employment opportunities for 800 fishermen families. In broader perspective, DDJ started its Rural Micro Credit program in the year 1994 with the financial assistance of Palli Karma-Sahayak Foundation (PKSF) with a view to socio-economic development of rural poor people. Since then the forward journey of the organization towards socio-economic development of poor people is continuing.

### **3. Vision and Mission Statement of the Organization:**

#### **3.1 The Vision**

Economically sustainable society and a healthy and modern Bangladesh that is free from hunger, poverty, environmental degradation and all forms of exploitation based on age, sex, religion and ethnicity.

#### **3.2 The Mission Statement**

The Mission of the organization is to ensure people and communities' sustainable development fighting against poverty, illiteracy, disease, social injustice and national disaster.

### **4. Goal, Objectives and Values of the Organization:**

#### **4.1 Goal**

Human and Socio-economic development of the people.

#### **4.2 Objectives**

Our main objectives are to assist the target population to build them:

- Economically self-reliant by increasing their income and enhance their economic conditions through skill trainings and extending micro-credit support;
- Socially developed through promoting health, education, gender, human rights, good governance and ICT knowledge and services;
- Resilient to disaster with climate change adaptation understanding and capacity.



#### **4.3 Core Values of DDJ:**

- We work together effectively to serve the larger community;
- We value efficiency and excellence in all our work;
- Solidarity with the poor, powerless and excluded community;
- Equity, equality and participation;
- Integrity, innovation, dedication, and professionalism;
- Honesty, responsibility, accountability and transparency.

#### **5. Program Approaches, Areas of Activities and Strategic Issues of the Organization:**

##### **5.1 Program Approaches:**

- Right based approach;
- Community approach.
- Group approach applied to implement IGA activities;
- Gender focused;
- Priority given to the poor, especially poor women;
- Focus to the coastal area;
- Disaster and environment friendly;
- Measurable impact.

##### **5.2. Areas of Activities:**

- Nutrition, Agriculture & Food Security;
- Micro finance;
- Livelihood, business development & value chain;
- Environment, Climate Change & DRR;
- Relief & Rehabilitation;
- Local Governance & Responsive Governance;
- Human Right, Gender Sensitization & Advocacy;
- Maternal and Child Health Care/Primary Health Care (PHC)/Adolescent Health Care;
- Water, Sanitation & Hygiene;
- Child Education (CE);
- Social A forestation;
- Information & Communication Technology (ICT).

##### **5.3. Strategic Issues of the Organization:**

- Expansion /Growth to outreach;
- Improved quality and professional competence of staff;
- Rearranging organizational setup in harmony with new priorities;
- Adjustment to declining resources;
- Internal and external environment;
- Effective partnering;
- Handsome management;
- Resource mobilization.
- Organizational and institutional capacity building;
- Mainstreaming of gender issues in all program/project(s);
- Persons with disability.

## 6. Present Working Area:

Sl#	Division	District	Name of Upazila	Unions	Villages
1.	Barishal	Barishal	Barisal Sadar, Banaripara, Babugonj, Gournadi, Bakergonj.Wazirpur.	53	187
		Pirojpur	Pirojpur Sadar, Indurkani (Zianagar), Bhandaria, Nazirpur, Mathbaria, Nesarabad, Kawkhali	56	508
		Jhalokathi	Jhalokathi Sadar, Razapur, Kathalia, Nalcity	20	161
		Barguna	Bamna, Patharghata	09	20
2.	Khulna	Bagerhat	Bagerhat Sadar, Morrelgonj, Kochua, Chetalmari, Mollahat, Fakirhat, Rampal, Sharonkhola, Mongla	69	418
3.	Dhaka	Gopalganj	Tungipara, Kotalipara.	2	8
<b>Total</b>	<b>3</b>	<b>6</b>	<b>30</b>	<b>209</b>	<b>1302</b>

## 7. Address of other Offices of the Organization:

Sl#	Division	Name of District	Office Address
<b>PIROJPUR DISTRICT</b>			
1.	Barishal	Pirojpur Area Office	101/01 Parerhat Road, Near Sundarban Courier Service, Upazila- Pirojpur Sadar, Dist.-Pirojpur-8500. E-mail: <a href="mailto:pirojpur@ddjbd.org">pirojpur@ddjbd.org</a>
2.	Barishal	Indurkani Branch	Thana Road, Upazila- Indurkani, Dist.-Pirojpur-8500. E-mail: <a href="mailto:indurkani@ddjbd.org">indurkani@ddjbd.org</a>
3.	Barishal	Balipara Branch	Vill- Charbaleswar, PO.-Chandipurhat. Upazila- Indurkani, Dist.-Pirojpur-8500 E-mail: <a href="mailto:balipara@ddjbd.org">balipara@ddjbd.org</a>
4.	Barishal	Parerhat Branch	Parerhat Bazar Road Upazila- Indurkani, Dist.-Pirojpur-8500 E-mail: <a href="mailto:parerhat@ddjbd.org">parerhat@ddjbd.org</a>
5.	Barishal	Ekry Branch	C/O- Shahidul Haque Badsha, Vill- Atorkhali, PO: Ekry, Upazila- Vandaria, Dist.-Pirojpur-8500 E-mail: <a href="mailto:ekri@ddjbd.org">ekri@ddjbd.org</a>
6.	Barishal	Nazirpur Branch	College Road (Near Krishi Bank) Upazila- Nazirpru, Dist.-Pirojpur-8500 E-mail: <a href="mailto:nazirpur@ddjbd.org">nazirpur@ddjbd.org</a>
7.	Barishal	Baithakata Branch	Baithakata Bazar Road, Vill: Mugarjor, Post: Baithakata, Upazila- Nazirpur, Dist. – Pirojpur-8500 E-mail: <a href="mailto:baithakata@ddjbd.org">baithakata@ddjbd.org</a>
8.	Barishal	Mativanga Branch	Shukur Market, Vill + PO: Mativanga Upazila- Nazirpur, Dist.- Pirojpur-8500 E-mail: <a href="mailto:mativanga@ddjbd.org">mativanga@ddjbd.org</a>
9.	Barishal	Mathbaria1 Area Office	C/O- Md. Nazmul Hasan, T & T Road, Howlader Mansion, Upazila- Mathbaria, Dist.-Pirojpur-8500 E-mail: <a href="mailto:mathbaria1@ddjbd.org">mathbaria1@ddjbd.org</a>
10.	Barishal	Mathbaria-2 Office	C/o- Jano Chairman, Gulishakhali Bazar, Vill + PO: Gulishakhali, Upazila- Mathbaria, Dist.-Pirojpur-8500 E-mail: <a href="mailto:mathbaria2@ddjbd.org">mathbaria2@ddjbd.org</a>
11.	Barishal	Saplaza Branch	Tuhin Manjik, Alishah More, Saplaza Bazer, Upazila- Mathbaria, Dist.-Pirojpur-8500 E-mail: <a href="mailto:shapleza@ddjbd.org">shapleza@ddjbd.org</a>

Sl#	Division	Name of District	Office Address
12.	Barishal	Baramasua Branch	C/o: Habibur Rahman Khalifa, Near Khajurbaria Road, Bara Masua, Upazila- Mathbaria, Dist.-Pirojpur-8500 E-mail: <a href="mailto:baromasua@ddjbd.org">baromasua@ddjbd.org</a>
13.	Barishal	Dhanisafa Branch	Dhanisafa, Upazila- Mathbaria, Dist.-Pirojpur-8500. E-mail: <a href="mailto:dhanisafa@ddjbd.org">dhanisafa@ddjbd.org</a>
14.	Barishal	Inderhat Branch	Mia Bari, Vill: South Kowrikhara, PO: Kowrikhara, Upazila- Nesarabad, Dist.-Pirojpur-8500 E-mail: <a href="mailto:inderhat@ddjbd.org">inderhat@ddjbd.org</a>
15.	Barishal	Sworupkathi Branch	Datta Para, Coed Building Road, Sworupkathi, Nesarabad, Dist.-Pirojpur-8500 E-mail: <a href="mailto:sworupkatho@ddjbd.org">sworupkatho@ddjbd.org</a>
16.	Barishal	Shikdermollik Branch	Near S.K Majumder Technical & Agricultural College, Vill + PO: Shikdermollik, Pirojpur Sader, Pirojpur-8500. E-mail: <a href="mailto:shikdermollik@ddjbd.org">shikdermollik@ddjbd.org</a>
17.	Barishal	Kalakhali Branch	Gazalia Kheyaghat Road, Vill: Phukria, PO: Udaykhati, Pirojpur-8500 E-mail: <a href="mailto:kalakhaldj@gmail.com">kalakhaldj@gmail.com</a>
18.	Barishal	Durgapur Branch	C/o: Abul Hossain, Near Durgapur Primary School, Pirojpur Sadar, Dist.-Pirojpur-8500 E-mail: <a href="mailto:durgapurddj@gmail.com">durgapurddj@gmail.com</a>
19.	Barishal	Tona Branch	Near Mulgram Primary School, Tona, Pirojpur Sadar, Dist.-Pirojpur-8500 E-mail: <a href="mailto:tonaddj@gmail.com">tonaddj@gmail.com</a>
<b>JHALOKATHI DISTRICT</b>			
20.	Barishal	Jhalokathi Area Ojjice	388/1, Bikna Road, Jhalokathi Sadar, Dist.-Jhalokathi. E-mail: <a href="mailto:jhalakathi@ddjbd.org">jhalakathi@ddjbd.org</a>
21.	Barishal	Sheikherhat Branch	C/o: Jafar Khan, Sheikherhat Bazar Road, PO: Sheikherhat, Jhalokathi Sadar, Dist.-Jhalokathi. E-mail: <a href="mailto:shekherhat@ddjbd.org">shekherhat@ddjbd.org</a>
22.	Barishal	Razapur Branch	Hazi Muslim Alir Bari, Upazila Court Building Road, Razapur Upazila, Dist.-Jhalokathi. E-mail: <a href="mailto:rajapur@ddjbd.org">rajapur@ddjbd.org</a>
<b>BARISHAL DISTRICT</b>			
23.	Barishal	Banoripara Branch	Talukder Building, Vill-Narattampur, PO-Rayerhat, UZ-Banoripara, Dist.-Barishal. E-mail: <a href="mailto:banaripara@ddjbd.org">banaripara@ddjbd.org</a>
24.	Barishal	Bisharkandi Branch	Mosque Road, Bisharkandi Bazer, Upazila-Banaripara, Dist.-Barisal E-mail: <a href="mailto:bisharkandi@ddjbd.org">bisharkandi@ddjbd.org</a>
25.	Barishal	Gariarpar Branch (Barisal Area Office)	House No. 2551, Salma Vila, Near Kashipur High School, Kaxhipur Road, Barishal, E-mail: <a href="mailto:gariarpar@ddjbd.org">gariarpar@ddjbd.org</a>
26.	Barishal	Wazirpur Branch	Kazi Monjil, TNT Road, Wazirpur, Barishal, E-mail: <a href="mailto:wazirpur@ddjbd.org">wazirpur@ddjbd.org</a>
27.	Barishal	Bakergonj Branch	House No # 454, Khan Vila, Runshi Road, Bakergonj, Dist.-Barishal E-mail: <a href="mailto:bakergonjddjbd.org@gmail.com">bakergonjddjbd.org@gmail.com</a>
28.	Barishal	Gournadi Branch	North Bejoypur, Near Al-Helal Madrsa, Gournadi, Dist.-Barisal. E-mail: <a href="mailto:gournadiddj@gmail.com">gournadiddj@gmail.com</a>
29.	Barishal	Rahmatpur Branch	Rahman Manjil, Mosque Goli, Rahmatpur, Babugang, Dist.-Barisal
<b>BARGUNA DISTRICT</b>			
30.	Barishal	Dawatala Branch	C/o: Amir Hossain, Vill: Sonbunia, PO: Dowatala Bazar, Bamna, Barguna

Sl#	Division	Name of District	Office Address
			E-mail: <a href="mailto:dawatala@ddjbd.org">dawatala@ddjbd.org</a>
	<b>Khulna Division</b>		<b>BAGERHAT DISTRICT</b>
31.	Khulna	Bagerhat Area Office	C/o; Ansar Ali, Vill: Bakul Tala, PO: Dasani, Bagerhat Sadar, Dist.-Bagerhat E-mail: <a href="mailto:bagerhatsadar@ddjbd.org">bagerhatsadar@ddjbd.org</a>
32.	Khulna	Fulhata Branch	Fullhata Bazar, Morrelgonj Upazila, Dist.-Bagerhat. E-mail: <a href="mailto:fulhata@ddjbd.org">fulhata@ddjbd.org</a>
33.	Khulna	Jewdhara Branch	Madrassa Bazar, Morrelgonj Upazila, Dist.-Bagerhat. E-mail: <a href="mailto:jewdhara@ddjbd.org">jewdhara@ddjbd.org</a>
34.	Khulna	Shannashi Branch	Sannashi Bazar, Morrelgonj Upazila, Dist.-Bagerhat. E-mail: <a href="mailto:sannsi@ddjbd.org">sannsi@ddjbd.org</a>
35.	Khulna	Badhal Branch	Badhal Bazar, Kachua Upazila, Dist.-Bagerhat E-mail: <a href="mailto:badhal@ddjbd.org">badhal@ddjbd.org</a>
36.	Khulna	Chitalmari Branch	Vill: Vromogati, PO + Upazila- Chitalmari, Dist.-Bagerhat. E-mail: <a href="mailto:chitalmari@ddjbd.org">chitalmari@ddjbd.org</a>
37.	Khulna	Fakirhat Branch	Morolbari Bari, Near BRAC Office More, Pagla Sam Nagar, Fakirhat, Dist.-Bagerhat E-mail: <a href="mailto:fakirhat@ddjbd.org">fakirhat@ddjbd.org</a>
38.	Khulna	Morrelgonj Area Office	Baroikhali, Morrelgonj Upazila Dist.-Bagerhat. Cell: 04656 -56122. E-mail: <a href="mailto:morrelgonj@ddjbd.org">morrelgonj@ddjbd.org</a>

#### 8. Stakeholders:

Category of Stakeholder	Criteria
Rural and urban extreme poor	Have no regular income source, suffer for food crisis in the year, land holding up to 15 decimal, income of each member of the family is less than 1 dollar per day, women headed, disable, elderly, regular sickness etc families that are unable to do physical work, professional beggar, day labourer, landless farmers and depend on others etc.
Entrepreneur (Micro, SME, ME & large)	Persons who are involved with micro enterprise.
Value chain actor	Business actor, service provider actor, private sector actor and market actor
Youth & Children	Youth population and the children from poor family who do not meet their basic needs.
Community people	Different level of community people irrespective of caste, creed and religion.
Government department and Offices	Relevant with organizations activity and local government
NGOs	Local, National and International NGOs
Donors	National and International Donors
Media People	Journalist of electronic and print media.

## 9. Ongoing Program/Project(s) of the Organization:

Sl. No.	Name of the programs/ projects	Funding Agency	Duration	Nature of work
1.	Micro Finance Program (s)	Palli Karma-Sahayak Foundation (PKSF)	From 1993 to Continuing	Group formation, loan distribution, savings collection, provide training for skill development and IGA development etc.
2.	Enhancing Resources and Increasing Capacities of Poor Households Towards Elimination of their Poverty- (ENRICH) Program	PKSF	July 2014 to continuing	Ensuring capacity of poor households for sustainable poverty reduction by proper utilization of their own resources, provide health service, conduct awareness on nutrition, ensuring quality education for children through civic engagement, provide diversified and flexible loan at family level for income generation etc.
3.	Learning and Innovation Fund to Test New Ideas (LIFT) Program	PKSF	December 2016 to continuing	Production and distribution of potable water in the saline prone areas.
4.	Uplifting the Quality of the Lives of the Elderly People Program	PKSF	July 2017 to continuing	Development of lives of the elderly people through implementation of different activities e.g. establishment of social centers for the elderly people, formation of committee for them, providing orientation & training, providing old age allowance and special assistance, providing health care services, providing care and housing assistance, providing special credit support, organizing different programs etc.
5.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning Project-REE <b>CALL-2021</b>	Oxfam	1 October 2017 to 19 March 2020	Capacity building of community to understand impact and risks of climate change and disasters, improve livelihood status of vulnerable women and men, aware community people on their own entitlements, rights and empower them on their access to public services and opportunities, leadership development among the vulnerable women in order to capacitate them in ending violence against women etc.
6.	Cultural and Sports Program	PKSF	July 2017 to continuing	Create awareness against crimes like terrorism, social ills like harassing women, drug abuse, and violence against women.



Sl. No.	Name of the programs/ projects	Funding Agency	Duration	Nature of work
7.	Koisor Program/Adolescent Program	PKSF	July 2019 to continuing	Organize adolescents and establishment of Kishori (adolescent) club, prevention of early marriage, awareness building on prevention of early marriage, dowry and woman oppression, formation of anti-dowry committee, arrange recreational facilities i.e. different games such as Keram, Ludu, chess, singing, recitation of poem etc. for adolescents of Kishori clubs.
8.	Vulnerable Group Development Program (VGD)	Dept. of Women Affairs of GoB	July 2019 to December 2020	Provide social awareness and IGA skill trainings to the vulnerable women, provide micro credit support to the women, provide the women with monthly food ration etc.

#### 10. Completed Program/Project(s) of the Organization:

Sl. No.	Name of the Programs/ Projects	Name of Donors	Duration	
			Starting Date	Ending Date
1.	Maternal, Child Health and Family Planning (MCH & FP)	Bangladesh Population and Health Consortium (BPHC)/ODA	1989	December 2005
2.	Fishermen Development Project	SAP Bangladesh	1984	1987
3.	Adarsha Gram Project	Ministry of Land of GoB/ European Commission	1992	1994
4.	NGO Gardening for Nutrition Education Surveillance Project (NGNESP)	Helen Keller International (HKI)	1995	2000
5.	Advocacy Education for Civic Participation Project (AECPP)	International Voluntary Services (IVS)/USAID	1996	1999
6.	Upokulio Sobuj Bestoni Prokalpa/Coastal Greenbelt Project	Forestry Department of GoB	1996	2005
7.	Sundarban Biodiversity Conservation Project (SBCP)	Forestry Department of GoB	November 2001	2003
8.	Development of Knowledge and Skill of School going Adolescent Girls on Nutrition and Environment/ Agricultural Services Innovation and Research Project	Department of Agricultural Extension (DAE) of GoB	November 2002	October 2003
9.	Consultation for Strengthening of Human Rights Promotion Project	World Bank Dhaka Office	July 2003	June 2004
10.	Community Managed Community Clinic Pilot Project	UHFPO/BPHC	March 2003	March 2004

Sl. No.	Name of the Programs/ Projects	Name of Donors	Duration	
			Starting Date	Ending Date
11.	Gopalgonj, Madaripur, Shariatpur and Pirojpur-Integrated Area Development Project (GMSP-IADB)	Department of Agriculture Extension (DAE) of GoB/ADB	July 2002	June 2005
12.	Barisal, Patuakhali, Jhalokathi and Borguna-Small Holder Support Project (BPJB-SHSP).	DAE of GoB/ADB	July 2002	June 2005
13.	Reducing Vulnerability to Climate Change (RVCC)	CARE Bangladesh/Canadian CIDA	March 2003	January 2006
14.	Road Side Tree Plantation	DAE/ADB	2003	2005
15.	Post Literacy and Continuing Education Project (PLCEHD)-1	Department of Non-Formal Education (DNFE) of GoB	November 2002	December 2007
16.	Need oriented Education on Election and Democracy (NEED)	European Commission through WAVE Foundation	April 2006	March 2007
17.	Programmed Initiative for Monga Eradication Project (PRIME-2)	PKSF	23 February 2008	24 May 2008
18.	Cyclone Affected Aquaculture Rehabilitation Project (CAARP-1 & 2)	USAID through WorldFish, Bangladesh	March 2008	February 2009 & April 2010
19.	Gender Equity and Human Development Project	Steps Towards Development	2000	December 2009
20.	Piloting Capacity Building of Private Latrine Producers Project	HYSAWA, LGSU	February 2011	October 2011
21.	Voter and Civic Education Project	The Asia Foundation	September 2006	April 2010
22.	Non-Formal Primary Education Program (NFPE)	BRAC	1995	December 2010
23.	Strengthening Local Governance Project	DANIDA through WAVE Foundation	2005	December 2010
24.	Mainstreaming of HIV/AIDS among Youth and Adolescent	Global Fund	July 2005	December 2010
25.	Micro Finance and Technical Support Project (MFTS)	PKSF	21 June 2004	September 2011
26.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning Project- <b>REE CALL</b>	Oxfam GB	1 July 2010	September 2011
27.	Livelihood Restoration Program (LRP)	PKSF	19 February 2007	2009
28.	Special Assistance for Housing of Sidr Affected Borrowers Project (SAHOS)	PKSF	30 December 2007	December 2011

Sl. No.	Name of the Programs/ Projects	Name of Donors	Duration	
			Starting Date	Ending Date
29.	Emergency 2007 Flood Restoration and Recovery Assistance Project (EFRRAP)	PKSF	22 February 2009	December 2011
30.	Rehabilitation of Sidr Affected Coastal Fishery, Small Business and livelihood Enterprise Project (RESCUE)	PKSF	30 December 2007	December 2011
31.	Grameen Tettho Kendra/Village Information Center	Bangladesh NGO Foundation	October 2009	December 2012
32.	Sustainable Rice Seed Production and Development System in Southern Bangladesh (SRSPDS)	IRRI/USAID	July 2012	December 2013
33.	Hygiene, Sanitation and Water Supply Project (HYSAWA)	GoB-DANIDA through HYSAWA Fund Management Office	January 2009	December 2014
34.	Cereal Systems Initiative for South Asia in Bangladesh (CSISA-BD)	CIMMYT	15 October 2012	September 2015
35.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning Project- <b>REE CALL-SUE</b>	Oxfam/Shiree	1 <sup>st</sup> September 2011	31 <sup>st</sup> August 2016
36.	Strengthening Partnership, Results and Innovation in Nutrition Globally (SPRING)	Save the Children International (SCI)	16 October 2012	September 2016
37.	Promoting grassroots' capacity to reduce vulnerability due to increasing salinity in Bagerhat district	PKSF	July 2013	31 December 2016
38.	Let Her Decide and Participate (LHDP)	Oxfam GB	October 2012	June 2017
39.	Strengthening Civic Engagement in Elections and Political Processes For Enhanced Transparency and Democratic Accountability	The Asia Foundation	1 May 2013	September 2016
40.	Strengthening and Promoting Active Citizenship in Bangladesh	The Asia Foundation	1 March 2018	28 February 2019
41.	UPP-Ujjibito Project	Bangladesh Government, European Union & PKSF.	1st November 2013	30 April 2019

## 11. Sector wise Activities of the Organization:

SI #	Projects/Programs	Commence Date	End Date	Funding Source
	<b>Maternal &amp; Child Health Care/Primary Health Care /Adolescent Health Care</b>			
1.	Maternal, Child Health and Family Planning Project	1989	June 1999	Bangladesh Population and Health Consortium (BPHC)/ODA through CDS
2.	Strengthening Health and Population for the Less Advantaged (SHAPLA) Project	July 1999	December 2000	BPHC/DFID
3.	Implementation of Essential Service Package for Rural Communities (IESPRC) Project	January 2001	December 2005	BPHC/DFID
4.	Community Managed Community Clinic Pilot Project	March 2003	March 2004	UHFPO/BPHC/DFID
5.	Mainstreaming of HIV/AIDS among Youth and Adolescent	July 2005	December 2010	Global Fund
6.	Maternal, Child Health and Family Planning Project (MCH & FP)	July 2007	Continued	Bangladesh NGO Foundation
	<b>Water, Sanitation &amp; Hygiene</b>			
7.	Water & Sanitation Project (WATSAN)	1989	Continued	NGO Forum for Drinking Water Supply and Sanitation
8.	Hygiene, Sanitation and Water Supply Project	January 2009	December 2014	GoB-DANIDA through HYSAWA Fund Management Office
9.	Piloting Capacity Building of Private Latrine Producers Project	February 2011	October 2011	HYSAWA, LGSU of GoB
10.	Learning and Innovation Fund to Test New Ideas (LIFT) Program	December 2016	Ongoing	PKSF
	<b>Education Project</b>			
11.	Non Formal Primary Education (NFPE) Program	1995	December 2010	BRAC
	<b>Micro Finance &amp; Livelihood Project</b>			
12.	Rural Micro Credit Program (RMC)	October 1993	Continued	Palli Karma-Sahayak Foundation (PKSF)

SI #	Projects/Programs	Commence Date	End Date	Funding Source
13.	Micro Finance & Technical Support Project (MFTS)	July 2003	September 2011	PKSF (IFAD)
14.	Ultra Poor Program (UPP)	2005	Continued	Do
15.	Agriculture Sector Microcredit Program	2008	Continued	Do
16.	Micro Enterprise (ME)	2004	Continued	PKSF
17.	Sundarban Biodiversity Conservation Project (SBCP)	November 2001	2003	Forestry Department of GoB
18.	Fishermen Development Project	1984	1987	SAP Bangladesh
19.	Adarsha Gram Project	1992	1994	Ministry of Land of GoB/European Commission
20.	Vulnerable Group Development Program (VGD)	May 2010	July 2015	Department of Women Affairs of GoB
21.	UPP-Ujjibito Project	1st November 2013	30 April 2019	Bangladesh Government, European Union & PKSF.
<b>Rehabilitation</b>				
22.	Livelihood Restoration Program (LRP)	2007	2008	PKSF
23.	Special Assistance for Housing of Sidr Affected Borrowers (SAHOS)	2007	2008	PKSF
24.	Rehabilitation of Sidr Affected Coastal Fishery, Small Business and Livelihood Enterprise (RESCUE)	2007	December 2008	PKSF
25.	Programmed Initiative for Monga Eradication Project (PRIME-2)	23 February 2008	24 May 2008	PKSF
26.	Cyclone Affected Aquaculture Rehabilitation Project ( <b>CAARP-2</b> )	May 2009	April 2010	USAID through WorldFish, Bangladesh
<b>Governance</b>				
27.	Advocacy Education for Civic Participation Project (AECF)	1996	1999	International Voluntary Services (IVS)/USAID
28.	Strengthening Local Governance Project	2005	December 2010	DANIDA through WAVE Foundation



SI #	Projects/Programs	Commence Date	End Date	Funding Source
29.	Need oriented Education on Election and Democracy (NEED)	April 2006	March 2007	European Commission through WAVE Foundation
30.	Voter and Civic Education Project	September 2006	April 2010	The Asia Foundation
31.	Strengthening Civic Engagement in Elections and Political Processes For Enhanced Transparency and Democratic Accountability	1 May 2013	September 2016	The Asia Foundation
32.	Strengthening and Promoting Active Citizenship in Bangladesh	1 March 2018	28 February 2019	The Asia Foundation
	<b>Nutrition/Agriculture based Project</b>			
33.	NGO Gardening for Nutrition Education Surveillance Project (NGNESP)	January 1995	December 2000	Helen Keller International (HKI)
34.	Development of Knowledge and Skill of School going Adolescent Girls on Nutrition and Environment	November 2002	October 2003	Department of Agricultural Extension (DAE) of GoB
35.	Gopalganj, Madaripur, Shariatpur and Pirojpur-Integrated Area Development Project (GMSP-IADB)	July 2002	June 2005	Department of Agriculture Extension (DAE) of GoB/ADB
36.	Barisal, Patuakhali, Jhalokathi and Borguna-Small Holder Support Project (BPJB-SHSP).	July 2002	June 2005	DAE of GoB/ADB
37.	Strengthening Partnership, Results and Innovation in Nutrition Globally (SPRING)	16 October 2012	August 2015	Save the Children International (SCI)
38.	Cereal Systems Initiative for South Asia in Bangladesh (CSISA-BD)	15 October 2012	October 2014	CIMMYT
39.	Sustainable Rice Seed Production and Development System in Southern Bangladesh (SRSPDS)	July 2012	December 2013	IRRI/USAID
	<b>Social Afforestation</b>			
40.	Upokulio Sobuj Bestoni Prokalpa/Coastal Greenbelt Project	1996	2005	Forestry Department of GoB
41.	Road Side Tree Plantation	2003	2005	DAE/ADB

SI #	Projects/Programs	Commence Date	End Date	Funding Source
	<b>Human Right</b>			
42.	Consultation for Strengthening of Human Rights Promotion Project	July 2003	June 2004	World Bank Dhaka Office
43.	Gender Equity and Human Development Project	2000	December 2009	Steps Towards Development
44.	Let Her Decide and Participate	October 2012	September 2016	Oxfam GB
45.	Enhancing Resources and Increasing Capacities of Poor Households Towards Elimination of their Poverty- (ENRICH) Program	July 2014	June 2016	PKSF
46.	Uplifting the Quality of the Lives of the Elderly People Program	July 2017	Continuing.	PKSF
47.	Koisor Program/Adolescent Program	July 2019	Continuing	PKSF
	<b>Environmental/Climate Change Project</b>			
48.	Reducing Vulnerability to Climate Change (RVCC)	March 2003	January 2006	CARE Bangladesh/Canadian CIDA
49.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning Project-REE CALL/REE CALL-SUE	1 July 2010	31 August 2016	Oxfam GB/Shiree
50.	Promoting grassroots' capacity to reduce vulnerability due to increasing salinity in Bagerhat district	July 2013	December 2016	PKSF
51.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning Project- <b>REE CALL-2021</b>	1 October 2017	19 March 2020	Oxfam
	<b>ICT based Project</b>			
52.	Grameen Tettho Kendra/Village Information Center	October 2009	December 2012	Bangladesh NGO Foundation

## **12. Governing Body of the Organization:**

### **General Committee (GC)**

The General Committee of Dak Diye Jai is the highest policy formulation body and meets once in a year to review and approve plan, budget and expenditure and also formulates policy decisions. This committee is formed by 21 members and elects an Executive Committee for 3 years. As per DDJ constitution the duration of this General Committee is 3 years.

### **Executive Committee (EC)**

The Executive Committee of Dak Diye Jai is formed by 7 members. This committee meets quarterly to approve and review the quarterly plan, budget expenditure and progress and makes policy decisions. The Executive Director materializes the decision through his staff members. As per DDJ constitution the duration of this committee is 3 years.

## **13. Training, Organization & Institution Building and HRD:**

### **Training and Capacity Building:**

Staff training on different issues is going on continuously with a view to develop the skills of the staff members of the organization. Besides, the organization has been conducting training to develop the skills as well as aware the group members and community people on different issues from the very beginning of the organization. The trainings aim to change the consciousness level, skill and outlook of the neglected and disadvantaged people. Motivational activities are also going on for motivating group members as well as community people on different activities.

### **Organization and Institution Building:**

This is the main activity of DDJ. Most of the development efforts of the organization are offered through the process of organization building. Most of the people of the working areas are very poor. Lack of unity and unconsciousness are the prime obstacle towards socio-economic development of poor people. They are deprived from their basic need. So, the deprived men and women are organized into groups to create their savings fund. They meet together once in a week. They discuss their present problems in the weekly meetings and take positive steps to solve the problems. They take most of the decisions in the weekly meeting.

### **Human Resource Development (HRD):**

Human Resource Development is aimed to foster institutional development and resource management activities of DDJ. DDJ has a training center at its Head Office in Pirojpur. There are good numbers of professional trainers in the HRD division of DDJ who have sufficient skills in the art of imparting training. The center is well equipped with training instruments and materials. Staff training on different issues is going on continuously with a view to develop the skills of the staffs. Besides, the organization has been conducting training to develop the skills as well as to aware the group members and community people on different issues since 1989. The trainings aim to change the consciousness level, skill and outlook of the neglected and disadvantaged people. The HRD of DDJ also emphasizes on to develop carrier plan of staffs to increase their capacity.

## **14. Working Approach & Decision Making Process:**

### **14.1. Working Approach:**

DDJ follows participatory management systems and ensure the active participation of all actors from planning to evaluation. The organization implements its project/program mainly through group approach. DDJ is working with the whole community to enhance the democratic practice and good governance system. DDJ has been implementing the planned program activity into two fold approach. They are target group approach and community approach with government and local government agencies with a good and friendly working environment.

## **14.2. Decision Making Process:**

The decision making process of DDJ is structural. It has an Executive Committee as well as a Management Committee. The management committee is formed by senior staffs of the organization. EC and MC are the part and parcel of the decision making process. All decisions are taken jointly in a forum.

## **14.3 Staff's Participation:**

Based on needs the staffs of the organization sit weekly, monthly and half yearly basis. They review the progress of activity, finding out problems and challenges, finding out solutions and finalizing action plan for the next course of action.

## **15. Coordination, Networking and working relationship with GO & NGOs:**

### **15.1. Coordination and working relationship**

- Coordination with the local government and administration as a non-governmental development organization and participate in the coordination meeting in the Deputy Commissioner's office regularly.
- DDJ also coordinates with relevant government department and offices at Upazila level for ensuring linkage, coordination and communication for getting necessary support for implementation of its activity.
- DDJ also keeps coordination and working relationship with other like-minded development organization for smooth operation of its development initiatives.

### **15.2 Networking:**

DDJ is partner of three networks. The networks are Governance Coalition, Coastal Development Forum (CDF) and GAD Alliance through Steps Towards Development, VHSS, FoRAM, NC4 and Civil Society Alliance for SUN Bangladesh. DDJ is the lead organization of CDF. The CDF is a network of NGOs working in Pirojpur, Jhalokathi and Barisal district and very particularly the interface zone of coastal ecology. DDJ is playing different roles in those networks with some key responsibility.

### **15.3 Partnering:**

DDJ is the Partner Organization (PO) of Palli Karma-Shahayak Foundation (PKSF). DDJ is interested to work with any like-minded NGO in regard of implementation of various program/project(s) on the basis of mutual understanding.

## **16. Organization's Transparency and Accountability:**

### **Existing Monitoring and Evaluation system:**

The organization has its Monitoring and Evaluation (M&E) Unit lead by M&E Coordinator based in the Head Office to facilitate, support and assist the M & E activities of programmes and projects. This central M&E unit mainly support developing and implementing M&E systems for the programmes and project following the activities and indicators defined for projects/programmes. In addition, the unit also has an M&E Framework to monitor and evaluate the relevance, effectiveness, efficiency and sustainability of projects/programmes and monitor to ensure that the projects/programmes addressed inclusion (gender, elderly, persons with disability and children) issues. The central M&E unit visit fields quarterly and share their feedback with the project/programmes teams to review implementation strategies if required.

The project/programme level M&E done through developing project/programme based M&E Framework. This mainly covers the progress of activities (planned versus achievement) with quality to contribute the objectives and goal of the project/programmes and the progress of values set at indicator level. The project/programmes based M&E focal persons and other team members accomplish the M&E activities of the particular project/programmes.

## 17. Internal and External Audit System, Reporting and Publication:

### 17.1 Internal and External Audit System:

DDJ has its Internal Audit Team reportable to the Executive Director of the organization. The Internal Audit Team regularly visits the project offices to check and verify the bills, vouchers and accounts book including process (compliance of procurement policies of both organization and donors/partners) and prepare audit reports to share with the Executive Director and Project responsible persons (Accountants and Project Coordinators).

The External Audit is done annually by the Government enlisted Audit Firms and following the project requirement. However, a central compiled audit is done annually covering all projects and programmes of the organization.

### 17.2 Reporting and Publication:

Weekly, monthly, quarterly and yearly reporting system is in practice in DDJ. DDJ is able to produce and provide report to the donor as per their requirements. DDJ has regular publication of Annual Report, Brochure, Booklet, leaflet and posters highlighting implementation status of different program/project(s).

## 18. Membership with:

Sl. No.	Name of Organization	Year	
		Membership	Partnership
01.	NGO Forum for Drinking Water Supply and Sanitation	-	1989
02.	Association for Land Reform and Development (ALRD)	1992	-
03.	Palli Karma-Shahayak Foundation (PKSF)	-	1993
04.	Voluntary Health Services Society (VHSS)	1994	-
05.	Credit Development Forum (CDF)	1996	-
06.	FoRAM for Regenerative Agriculture Movement	1998	-
07.	Governance Coalition	-	2004
08.	Election Working Group (EWG)	2006	-
09.	Bangladesh NGO Foundation (BNF)	-	2007
10.	Microcredit Summit Campaign (US based international organization)	2005	-
11.	Civil Society Alliance for SUN Bangladesh	2013	-
12.	NC4	2011	-
13.	Citizen's Platform for SDGs, Bangladesh	-	2019
14.	Govt. Family Planning district Committee	1989	-
15.	Govt. Health & MCH Committee (District level)	1991	-

## 19. Strength of the Organization:

### 19.1 Policy Documents & Manual:

The organization runs the management functions based on the following approved policy documents and manuals.

Sl#	Name of Policy	Date of Effectiveness
1.	Service Rules and Administrative Management Policy	14.12.2013
2.	Financial Policy	14.12.2013
3.	Procurement Policy	14.12.2013



4.	Vehicle Policy	01.03.2018
5.	Gender Policy	01.01.2017
6.	Cost Allocation Policy	01.02.2012
7.	Savings & Loan Policy	01.01.2016
8.	Special Savings Policy	01.07.2013
9.	Security Savings Policy	01.07.2015
10.	Internal Audit Policy	30.06.2017
11.	Disaster Management Policy	01.07.2007
12.	Loan Risk Management Fund Policy	01.01.2016
13.	Provident Fund and Gratuity Policy	01.07.2014
14.	Monitoring and Evaluation Policy	01.07.2009
15.	Staff Rotation Policy	01.07.2016
16.	Child safe Guard Policy	03.01.2015
17.	Integrity Strategy Policy	30.06.2017

### 19.2 Transport /Vehicles:

Sl.	Name of Transport /Vehicle	Quantity	Status
1.	Motorcycle	67 nos.	Full functioning
2.	Pajero Car	1 no.	Full functioning

### 19.3 Office Premises and Land Property:

DDJ has the following land property.

Sl. No.	Description	Location of Land	Amount of Land
1.	Office land	Chandipur, Indurkani Upazila, Pirojpur	6 decimal
2.	Do	Choto Boichakathi, Nazirpur, Pirojpur	24 decimal
3.	Do	North Methakhali, Mathbaria, Pirojpur	21 decimal
4.	Do	Baroikhali, Morrelgonj, Bagerhat	6.5 decimal
5.	Do	10 no. Mugar Jor	29.5 decimal
6.	Do	110 no. Chandipur, Indurkani Upazila, Pirojpur	0.06 decimal
7.	Do	104 no. Indurkani, Indurkani Upazila, Pirojpur	0.10 decimal
8.	Other	Indurkani Upazila, Pirojpur	13 decimal

### 20. Total Staff by Sex and Category

Category	Total staff by Sex		
	Female	Male	Total
Senior Staff/Management Staff	2	20	22
Supervisory Staff	1	36	37
Technical Staff	17	38	55
Field Staff	34	127	161
Support Staff	1	10	11
<b>Total Staff</b>	<b>55</b>	<b>231</b>	<b>286</b>

**21. Computer /MIS Facilities and Office Equipment:**

<b>Sl. No.</b>	<b>Name of the Office Equipment</b>	<b>Quantity</b>	<b>Status</b>
01.	Computer with UPS	16 nos	Full functioning
02.	Laptop Computer	39 nos.	Full functioning
03.	Printer (Laser, Inkjet, Dot.)	45 nos.	Full functioning
04.	Scanner	2 nos.	Full functioning
05.	Digital Photocopier	2 nos.	Full functioning
06.	Overhead Projector (OHP)	1 no.	Full functioning
07.	Television	42 nos.	Full functioning
08.	PABX set	1 no.	Full functioning
09.	Digital Video Camera-	2 nos.	Full functioning
10.	Multimedia Projector	2 no.	Full functioning
11.	Still Camera	2 nos.	Full functioning
12.	Digital Camera	1 no.	Full functioning
13.	Spiral Binding Machine	1 no.	Full functioning
14.	White Boards	4 sets.	Full functioning
15.	Telephone sets	9 no.	Full functioning
16.	Different Chairs	328 nos	Full functioning
17.	Different Tables	130 nos.	Full functioning
18.	File cabinets	38 nos.	Full functioning
19.	Almirahs	30 nos.	Full functioning
20.	Racks	28 sets.	Full functioning
21.	Fans	84 nos.	Full functioning
22.	Calculators	267 nos.	Full functioning
23.	Half Secretariat Tables	16 nos.	Full functioning
24.	Generator	3 nos.	Full functioning
25.	Refrigerator	3 nos.	Full functioning
26.	Air Conditioner	18 nos.	Full functioning

**22. Other Strengths:**

- Good number of skilled field and management staffs;
- Financial capacity;
- Organization's goodwill among the community;
- Good team spirit;
- Decentralized management;
- Well-equipped training center;
- Good supervision, monitoring and internal control system.

**23. Threats:**

- Natural calamities;
- Fundamentalism;
- Hard reaching and remote working areas;

**24. Challenges:**

- Due to remote area, staffs cannot move to their destination easily;
- Continuous natural calamity like flood, tidal water, salinity, cyclone etc.;
- Inadequate donor fund for need based project/program(s).

**25. Other Important Information:**

- The organization is situated in the coastal area;
- Most of the staffs are familiar with the coastal area;
- Ultra poor, poor and disadvantaged people; mainly women are getting priority in project/program activity;
- Regular income from micro credit program(s);
- Most of the project/program are focused in coastal area;
- The organization has made good relationship with GO-NGOs;
- The organization has well acceptance among the community people;
- The organization has good number of dedicated staffs.

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