



## Organizational Profile



## DAK DIYE JAI

### Head Office:

House No. 1, Bypass Road, Masimpur,  
Upazila: PirojpurSadar, Dist.: Pirojpur-8500,  
Bangladesh

Ph: +88-0461-62763

### Email:

info@ddjbd.org, ddj-org@hotmail.com

Website: www.ddjbd.org

## Highlights on DDJ

**Establishment Year**

1982

**Working Area**

7 Districts

**Total Office**

37

**Total Staff**

277

**Ongoing  
Project/Programs**

07

**Completed  
Project/Programs**

42



## Achievement



**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.**



# Highlights on Ongoing Project/Program



**Program Title:** Micro Finance Program, Funded by PKSF

**Working Area:**

Pirojpur, Jhalokathi, Barishal & Borguna districts under Barishal Division and Bagarhat & Gopalganj districts under Khulna division

**Category of Beneficiary:** Poor and ultra-poor women and men.

**No. of Direct Beneficiary:** 45,450 persons.

**Program Issues:** Poverty alleviation & women empowerment



**Project Title:** REE-CALL 2021 Project, Funded by Oxfam in Bangladesh

**Working Area:** Indurkani Upazila of Pirojpur district

**Category of Beneficiary:**

Women headed families, most vulnerable & marginal poor families, youth, persons with disability.

**No. Direct Beneficiary:** 3,230

**Project Issues:** Climate change, Livelihood development, Gender & women empowerment, market linkage, value chain.



**Program Title:** Adolescent Program, Funded by PKSF

**Working Area:**

Pirojpur Sadar & Indurkani Upazila of Pirojpur district.

**Category of Beneficiary:** Adolescent Girls & Boys.

**Direct Beneficiary:** 688 adolescent girls and boys

**Program Issues:** Adolescent development, develop moral values and ethics, leadership development, awareness on dowry and early marriage etc.



**Program Title:** ENRICH Program, Funded by PKSF

**Working Area:**

Sikdermallik, Kalakhali, Tona & Durgapur unions of Pirojpur Sadar Upazila under Pirojpur district

**Type of Beneficiary:** Households of the working area.

**Direct Beneficiary:** General people of 4 unions.

**Program Issues:** Poverty alleviation, education, health & nutrition, infrastructure development etc.



**Program Title:** Elderly People Program, Funded by PKSF

**Working Area:** IndurkaniUpazila of Pirojpur district

**Type of beneficiary:** Elderly people

**No. of Direct Beneficiary:**2,405 elderly people

**Program Issues:**Health care services, old age allowance, special assistance, equipment distribution, recreation for elderly people etc.



**Project Title:** Learning and Innovation Fund to Test New Ideas (LIFT), Funded by PKSF

**Working Area:** Morrelgonj Upazila of Bagerhat district

**Type of Beneficiary:** Community People.

**No. of Direct Beneficiary:**General people of Baharburnia union

**Project Issue:** Potable water supply.



**Project Title:** Vulnerable Group Development Program (VGD), funded by Dept. of Women Affairs of GoB

**Working Area:** Pirojpur Sadar & Kaukhali Upazilas of Pirojpur district

**Type of Beneficiary:** Vulnerable ultra-poor women.

**No. of Direct Beneficiary:** 2346 vulnerable women

**Project Issues:** Provide social awareness and IGA skill trainings to the vulnerable women, support Union Parishad for providing the women with monthly food (rice) ration etc.

## 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: PirojpurSadar, Dist.: Pirojpur-8500, Bangladesh
1.6 Contact number	Phone: +88-0461-62763 (HQ)
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. ShahjahanGazi <b>Designation:</b> Executive Director <b>Contact number:</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
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

DakDiye 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 IndurkaniUpazila of Pirojpur district which 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. 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 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 the 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 Barishal 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 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**

#### **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**

- 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.

#### 6. 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;
- Social A forestation;
- Information & Communication Technology (ICT).

#### 7. 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.

#### 8. Present Working Areas:

Sl#	Division	District	Name of Upazila	Unions	Villages
1	Barisal	Barishal	Barisal Sadar, Banaripara, Babugonj, Agoiljhara, Gournadi, Bakergonj, Wazirpur.	53	187
		Pirojpur	PirojpurSadar, Indurkani, Bhandaria, Nazirpur, Mathbaria, Nesarabad, Kawkhali	56	508
		Jhalokathi	JhalokathiSadar, Razapur, Kathalia, Nalcity	20	161
		Barguna	Bamna, Patharghata	09	20
2	Khulna	Bagerhat	BagerhatSadar, Morrelgonj, Kochua, Chetalmari, Mollahat, Fakirhat, Rampal, Sharonkhola, Mongla	69	418
3	Dhaka	Gopalganj	Tungipara, Kotalipara.	2	8
		Madaripur	Kalkini	2	5
<b>Total</b>	<b>3</b>	<b>7</b>	<b>32</b>	<b>211</b>	<b>1307</b>



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

Sl#	Division	Name of District	Name of Branch	Office Address
1.	Barishal	Pirojpur	Pirojpur Area Office	101/01 Parerhat Road, Near Sundarban Courier Service, Upazila- PirojpurSadar, Dist.-Pirojpur-8500 E-mail: <a href="mailto:pirojpur@ddjbd.org">pirojpur@ddjbd.org</a>
2.	Barishal	Pirojpur	Indurkani Branch	Thana Road, Upazila- Indurkani, Dist.-Pirojpur-8500 E-mail: <a href="mailto:indurkani@ddjbd.org">indurkani@ddjbd.org</a>
3.	Barishal	Pirojpur	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	Pirojpur	Parerhat Branch	Parerhat Bazar Road Upazila- Indurkani, Dist.-Pirojpur-8500 E-mail: <a href="mailto:parerhat@ddjbd.org">parerhat@ddjbd.org</a>
5.	Barishal	Pirojpur	Ekry Branch	C/O- ShahidulHaqueBadsha, Vill- Atorkhali, PO: Ekry, Upazila- Vandaria, Dist.-Pirojpur-8500 E-mail: <a href="mailto:ekri@ddjbd.org">ekri@ddjbd.org</a>
6.	Barishal	Pirojpur	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	Pirojpur	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	Pirojpur	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	Pirojpur	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	Pirojpur	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	Pirojpur	Saplaza Branch	TuhinManjik, Alishah More, SaplazaBazer, Upazila- Mathbaria, Dist.-Pirojpur-8500 E-mail: <a href="mailto:shapleza@ddjbd.org">shapleza@ddjbd.org</a>
12.	Barishal	Pirojpur	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	Pirojpur	Dhanisafa Branch	Dhanisafa, Upazila- Mathbaria, Dist.-Pirojpur-8500 E-mail: <a href="mailto:dhanisafa@ddjbd.org">dhanisafa@ddjbd.org</a>
14.	Barishal	Pirojpur	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	Pirojpur	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	Pirojpur	Shikdermollik Branch	Near S.K Majumder Technical & Agricultural College, Vill + PO: Shikdermollik, PirojpurSader,

Sl#	Division	Name of District	Name of Branch	Office Address
				Pirojpur-8500 E-mail: <a href="mailto:shikdermollik@ddjbd.org">shikdermollik@ddjbd.org</a>
17.	Barishal	Pirojpur	Kalakhali Branch	GazaliaKheyaghat Road, Vill: Phukria, PO: Udaykhata, Pirojpur-8500 E-mail: <a href="mailto:kalakhali@ddjbd.org">kalakhali@ddjbd.org</a>
18.	Barishal	Pirojpur	Durgapur Branch	C/o: Abul Hossain, Near Durgapur Primary School, PirojpurSadar, Dist.-Pirojpur-8500 E-mail: <a href="mailto:durgapur@ddjbd.org">durgapur@ddjbd.org</a>
19.	Barishal	Pirojpur	Tona Branch	Near Mulgram Primary School, Tona, PirojpurSadar, Dist.-Pirojpur-8500 E-mail: <a href="mailto:tona@ddjbd.org">tona@ddjbd.org</a>
20.	Barishal	Jhalokathi	Jhalokathi Area Office	388/1, Bikna Road, JhalokathiSadar, Dist.-Jhalokathi. E-mail: <a href="mailto:jhalakathi@ddjbd.org">jhalakathi@ddjbd.org</a>
21.	Barishal	Jhalokathi	Sheikherhat Branch	C/o: Jafar Khan, Sheikherhat Bazar Road, PO: Sheikherhat, JhalokathiSadar, Dist.-Jhalokathi. E-mail: <a href="mailto:shekherhat@ddjbd.org">shekherhat@ddjbd.org</a>
22.	Barishal	Jhalokathi	Razapur Branch	Hazi Muslim Alir Bari, Upazila Court Building Road, RazapurUpazila, Dist.-Jhalokathi. E-mail: <a href="mailto:rajapur@ddjbd.org">rajapur@ddjbd.org</a>
23.	Barishal	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	Barishal	Bisharkandi Branch	Mosque Road, BisharkandiBazer, Upazila- Banaripara, Dist.-Barisal E-mail: <a href="mailto:bisharkandi@ddjbd.org">bisharkandi@ddjbd.org</a>
25.	Barishal	Barishal	Gariarpar Branch (Barishal 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	Barishal	Wazirpur Branch	KaziMonjil, TNT Road, Wazirpur, Barishal, E-mail: <a href="mailto:wazirpur@ddjbd.org">wazirpur@ddjbd.org</a>
27.	Barishal	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	Barishal	Gournadi Branch	North Bejoypur, Near Al-HelalMadrassa, Gournadi, Dist.-Barisal E-mail: <a href="mailto:gournadi@ddjbd.org">gournadi@ddjbd.org</a>
29.	Barishal	Barguna	Dawatala Branch	C/o: Amir Hossain, Vill: Sonbunia, PO: Dowatala Bazar, Bamna, Barguna E-mail: <a href="mailto:dawatala@ddjbd.org">dawatala@ddjbd.org</a>
30.	Khulna	Bagerhat	Bagerhat Area Office	C/o; Ansar Ali, Vill: Bakul Tala, PO: Dasani, BagerhatSadar, Dist.-Bagerhat E-mail: <a href="mailto:bagerhatsadar@ddjbd.org">bagerhatsadar@ddjbd.org</a>
31.	Khulna	Bagerhat	Fulhata Branch	Fullhata Bazar, MorrelgonjUpazila, Dist.- Bagerhat, E-mail: <a href="mailto:fulhata@ddjbd.org">fulhata@ddjbd.org</a>
32.	Khulna	Bagerhat	Jewdhara Branch	Madrassa Bazar, MorrelgonjUpazila, Dist.-Bagerhat, E-mail: <a href="mailto:jewdhara@ddjbd.org">jewdhara@ddjbd.org</a>
33.	Khulna	Bagerhat	Shannashi Branch	Sannashi Bazar, MorrelgonjUpazila, Dist.-Bagerhat, E-mail: <a href="mailto:sannsi@ddjbd.org">sannsi@ddjbd.org</a>
34.	Khulna	Bagerhat	Badhal Branch	BadhalBazar, KachuaUpazila, Dist.-Bagerhat, E-mail: <a href="mailto:badhal@ddjbd.org">badhal@ddjbd.org</a>
35.	Khulna	Bagerhat	Chitalmari Branch	Vill: Vromogati, PO + Upazila- Chitalmari, Dist.-Bagerhat, E-mail: <a href="mailto:chitalmari@ddjbd.org">chitalmari@ddjbd.org</a>
36.	Khulna	Bagerhat	Fakirhat Branch	Morolbari Bari, Near BRAC Office More, Pagla Sam Nagar, Fakirhat, Dist.-Bagerhat

Sl#	Division	Name of District	Name of Branch	Office Address
				E-mail: <a href="mailto:fakirhat@ddjbd.org">fakirhat@ddjbd.org</a>
37.	Khulna	Bagerhat	Morrelgonj Area Office	Baroikhali, MorrelgonjUpazila Dist.-Bagerhat. Cell: 04656 -56122. E-mail: <a href="mailto:morrelgonj@ddjbd.org">morrelgonj@ddjbd.org</a>

#### 10. 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& ME)	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 organization's activity and local government.
NGOs	Local, National and International NGOs.
Donors	National and International Donors.
Media People	Journalist of electronic and print media.

#### 11. Existing Program/Project(s) of the Organization:

Sl. No.	Name of the programs/ projects	Name of Donors	Duration	Nature of work
1.	Micro Finance Program	Palli Karma-Sahayak Foundation (PKSF)	From 1993 to Continuing	Group formation, loan distribution, savings collection, provide training for skill development, provide training for IGA & enterprise 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 building of poor households for sustainable poverty reduction by proper utilization of their own resources, provide health services at union level through static and satellite clinic, conduct awareness on nutrition, ensuring quality education through civic engagement, run 96 education centers for providing primary education (0 to 2 Grade), provide diversified and flexible loan at family level for income generation activities 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

Sl. No.	Name of the programs/ projects	Name of Donors	Duration	Nature of work
				them, providing orientation & training, providing old age allowance and special assistance, providing free health care services for the sick elderly people by a specialist doctor in every month, 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 CALL-2021	Oxfam	1 October 2017 to 31 March 2025	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.	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.
7.	Vulnerable Group Development Program (VGD)	Dept. of Women Affairs of GoB	August 2021 to December 2022	Formation of group of vulnerable women, provide training to vulnerable women on life skills, income generating activities (IGA), mother and child health, women empowerment, HIV/AIDS, goat, cow and poultry rearing, vegetable gardening etc., savings collection, food/rice distribution among the vulnerable women through Union Council etc.

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

Sl. No.	Name of the Programs/ Projects	Name of Donors	Duration	
			Starting Date	Ending Date
1.	Fishermen Development Project	SAP Bangladesh	1984	1987



Sl. No.	Name of the Programs/ Projects	Name of Donors	Duration	
			Starting Date	Ending Date
2.	Maternal, Child Health and Family Planning (MCH & FP)	Bangladesh Population and Health Consortium (BPHC)/ODA	1989	December 2005
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.	Non-Formal Primary Education Program (NFPE)	BRAC	1995	December 2010
6.	Advocacy Education for Civic Participation Project (AECPP)	International Voluntary Services (IVS)/USAID	1996	1999
7.	UpokulioSobujBestoniProkalpa/Coast al Greenbelt Project	Forestry Department of GoB	1996	2005
8.	Gender Equity and Human Development Project	Steps Towards Development	2000	December 2009
9.	Sundarban Biodiversity Conservation Project (SBCP)	Forestry Department of GoB	November 2001	2003
10.	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
11.	Gopalganj, 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.	Post Literacy and Continuing Education Project (PLCEHD)-1	Department of Non-Formal Education (DNFE) of GoB	November 2002	December 2007
14.	Consultation for Strengthening of Human Rights Promotion Project	World Bank Dhaka Office	July 2003	June 2004
15.	Community Managed Community Clinic Pilot Project	UHFPO/BPHC	March 2003	March 2004
16.	Reducing Vulnerability to Climate Change (RVCC)	CARE Bangladesh/Canadian CIDA	March 2003	January 2006
17.	Road Side Tree Plantation	DAE/ADB	2003	2005
18.	Micro Finance and Technical Support Project (MFTS)	PKSF	21 June 2004	September 2011
19.	Strengthening Local Governance Project	DANIDA through WAVE Foundation	2005	December 2010
20.	Mainstreaming of HIV/AIDS among Youth and Adolescent	Global Fund	July 2005	December 2010
21.	Need oriented Education on Election and Democracy (NEED)	European Commission through WAVE Foundation	April 2006	March 2007
22.	Voter and Civic Education Project	The Asia Foundation	September 2006	April 2010

Sl. No.	Name of the Programs/ Projects	Name of Donors	Duration	
			Starting Date	Ending Date
23.	Livelihood Restoration Program (LRP)	PKSF	19 February 2007	2009
24.	Special Assistance for Housing of Sidr Affected Borrowers Project (SAHOS)	PKSF	30 December 2007	December 2011
25.	Rehabilitation of Sidr Affected Coastal Fishery, Small Business and livelihood Enterprise Project (RESCUE)	PKSF	30 December 2007	December 2011
26.	Programmed Initiative for Monga Eradication Project (PRIME-2)	PKSF	23 February 2008	24 May 2008
27.	Cyclone Affected Aquaculture Rehabilitation Project (CAARP-1 & 2)	USAID through WorldFish, Bangladesh	March 2008	February 2009 & April 2010
28.	Emergency 2007 Flood Restoration and Recovery Assistance Project (EFRRAP)	PKSF	22 February 2009	December 2011
29.	GrameenTettho Kendra/Village Information Center	Bangladesh NGO Foundation	October 2009	December 2012
30.	Hygiene, Sanitation and Water Supply Project (HYSAWA)	GoB-DANIDA through HYSAWA Fund Management Office	January 2009	December 2014
31.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning Project- <b>REE CALL</b>	Oxfam GB	1 July 2010	September 2011
32.	Piloting Capacity Building of Private Latrine Producers Project	HYSAWA, LGSU	February 2011	October 2011
33.	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
34.	Sustainable Rice Seed Production and Development System in Southern Bangladesh (SRSPDS)	IRRI/USAID	July 2012	December 2013
35.	Cereal Systems Initiative for South Asia in Bangladesh (CSISA-BD)	CIMMYT	15 October 2012	September 2015
36.	Strengthening Partnership, Results and Innovation in Nutrition Globally (SPRING)	Save the Children International (SCI)	16 October 2012	September 2016
37.	Let Her Decide and Participate (LHDP)	Oxfam GB	October 2012	June 2017
38.	Promoting grassroots' capacity to reduce vulnerability due to increasing salinity in Bagerhat district	PKSF	July 2013	31 December 2016
39.	Strengthening Civic Engagement in Elections and Political Processes For Enhanced Transparency and Democratic Accountability	The Asia Foundation	1 May 2013	September 2016
40.	UPP-Ujjibito Project	Bangladesh Government, European Union & PKSF.	1 <sup>st</sup> November 2013	30 April 2019
41.	Strengthening and Promoting Active Citizenship in Bangladesh	The Asia Foundation	1 March 2018	28 February 2019
42.	Cultural and Sports Program	PKSF	July 2017	June 2020

### 13. 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.	Fishermen Development Project	1984	1987	SAP Bangladesh
13.	Adarsha Gram Project	1992	1994	Ministry of Land of GoB/European Commission
14.	Rural Micro Credit Program (RMC)	October 1993	Continued	Palli Karma-Sahayak Foundation (PKSF)
15.	Micro Finance & Technical Support Project (MFTS)	July 2003	September 2011	PKSF (IFAD)

SI #	Projects/Programs	Commence Date	End Date	Funding Source
16.	Sundarban Biodiversity Conservation Project (SBCP)	November 2001	2003	Forestry Department of GoB
17.	Micro Enterprise (ME)	2004	Continued	PKSF
18.	Ultra Poor Program (UPP)	2005	Continued	Do
19.	Agriculture Sector Microcredit Program	2008	Continued	Do
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 (CAARP-2)	May 2009	April 2010	USAID through WorldFish, Bangladesh
	<b>Governance</b>			
27.	Advocacy Education for Civic Participation Project (AECPP)	1996	1999	International Voluntary Services (IVS)/USAID
28.	Strengthening Local Governance Project	2005	December 2010	DANIDA through WAVE Foundation
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>			



SI #	Projects/Programs	Commence Date	End Date	Funding Source
33.	NGO Gardening for Nutrition Education Surveillance Project (NGNESP)	January 1995	December 2000	Helen Keller International (HKI)
34.	UpokulioSobujBestoniProkalpa/Coastal Greenbelt Project	1996	2005	Forestry Department of GoB
35.	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
36.	Gopalgonj, Madaripur, Shariatpur and Pirojpur-Integrated Area Development Project (GMSP-IADB)	July 2002	June 2005	Department of Agriculture Extension (DAE) of GoB/ADB
37.	Barisal, Patuakhali, Jhalokathi and Borguna-Small Holder Support Project (BPJB-SHSP).	July 2002	June 2005	DAE of GoB/ADB
38.	Strengthening Partnership, Results and Innovation in Nutrition Globally (SPRING)	16 October 2012	August 2015	Save the Children International (SCI)
39.	Cereal Systems Initiative for South Asia in Bangladesh (CSISA-BD)	15 October 2012	October 2014	CIMMYT
40.	Sustainable Rice Seed Production and Development System in Southern Bangladesh (SRSPDS)	July 2012	December 2013	IRRI/USAID
<b>Social Afforestation</b>				
41.	Road Side Tree Plantation	2003	2005	DAE/ADB
<b>Human Right</b>				
42.	Gender Equity and Human Development Project	2000	December 2009	Steps Towards Development
43.	Consultation for Strengthening of Human Rights Promotion Project	July 2003	June 2004	World Bank Dhaka Office
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	1 July 2010	31 August 2016	Oxfam GB/Shiree

SI #	Projects/Programs	Commence Date	End Date	Funding Source
	Community Adaptation, Leadership, Learning Project-REE CALL/REE CALL-SUE			
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-REE CALL-2021	1 October 2017	19 March 2020	Oxfam
	<b>ICT based Project</b>			
52.	GrameenTettho Kendra/Village Information Center	October 2009	December 2012	Bangladesh NGO Foundation

#### 14. Development Growth of the Organization in every 10 years:

SI#	Name of Program/Project	Start Date	Donor Agency
<b>Period: Year 1982-1990</b>			
1.	Fishermen Development Project	1984	SAP Bangladesh
2.	Maternal, Child Health and Family Planning Project (MCH & FP)	1989	Bangladesh Population and Health Consortium (BPHC)/ODA through CDS
3.	Water and Sanitation Project (WATSAN)	1990	NGO Forum for DWSS
<b>Period: Year 1991-2000</b>			
4.	Strengthening Health and Population for the Less Advantaged (SHAPLA)	July 1999	BPHC
5.	Adarsha Gram Project		Ministry of Land of GoB/European Commission
6.	NGO Gardening for Nutrition Education Surveillance Project (NGNESP)	Jan 1995	Helen Keller International (HKI)
7.	Advocacy Education for Civic Participation Project (AECPP)	1996	USAID through International Voluntary Services (IVS)
8.	UpokulioSobujBestoniProkalpo/Coastal Greenbelt Project	1996	Forestry Department of GoB
9.	Non Formal Primary Education (NFPE)	1995	BRAC
10.	Rural Micro Credit Program (RMC)	1994	Palli Karma-Shahayak Foundation (PKSF)
<b>Period: Year 2001-2010</b>			
11.	Implementation of Essential Service Package for Rural Communities (IESPRC)	January 2001	BPHC
12.	Community Managed Community Clinic Pilot Project	March 2003	UHFPO/BPHC
13.	Sundarban Biodiversity Conservation Project (SBCP)	November 2001	Forestry Department of GoB
14.	Development of Knowledge and Skill of School going Adolescent Girls on Nutrition and Environment Project	November 2002	Department of Agricultural Extension (DAE) of GoB
15.	Reducing Vulnerability to Climate Change Project (RVCC)	March 2003	Canadian CIDA through CARE Bangladesh
16.	Consultation for Strengthening of Human Rights Promotion Project	July 2003	World Bank Dhaka Office

Sl#	Name of Program/Project	Start Date	Donor Agency
17.	Gopalganj, Madaripur, Shariatpur and Pirojpur-Integrated Area Development Project (GMSP- IADB)	July 2002	Department of Agricultural Extension (DAE) of GoB
18.	Barisal, Patuakhali, Jhalokathi and Borguna-Small Holder Support Project (BPJB-SHSP)	July 2002	Department of Agricultural Extension (DAE) of GoB
19.	Road Side Tree Plantation	2003	Department of Agricultural Extension (DAE) of GoB
20.	Post Literacy and Continuing Education Project (PLCEHD-1)	November 2002	Department of Non Formal Education (DNFE) of GoB
21.	Need Oriented Education on Election and Democracy (NEED)	April 2006	European Commission through WAVE Foundation
22.	Programmed Initiative for Monga Eradication Project (PRIME-2)	23 February 2008	Palli Karma-Shahayak Foundation (PKSF)
23.	Gender Equity and Human Development Project	2002	Steps Towards Development
24.	Cyclone Affected Aquaculture Rehabilitation Project	March 2008	USAID through WorldFish Bangladesh
25.	Mainstreaming of HIV/AIDS among Youth and Adolescent Project	July 2005	Global Fund
26.	Hygiene, Sanitation and Water Supply Project	January 2009	GoB-DANIDA through HYSAWA Fund Management Office
27.	Micro Finance and Technical Support Project (MFTS)	21 June 2004	Palli Karma-Shahayak Foundation (PKSF)/IFAD
28.	Micro Enterprise (ME)	2004	PKSF
	Ultra Poor	2005	Do
29.	Agriculture Sector Microcredit Program	2008	Do
30.	Livelihood Restoration Program (LRP)	2007	Do
31.	Special Assistance for Housing of Sidr Affected Borrowers (SAHOS)	2007	Do
32.	Rehabilitation of Sidr Affected Coastal Fishery, Small Business and Livelihood Enterprise (RESCUE)	2007	Do
33.	Strengthening Local Governance Project	1 May 2013	DANIDA through WAVE Foundation
34.	Voter and Civic Education Project	September 2006	The Asia Foundation
35.	GrameenTettho Kendra /Grameen Information Center Project	October 2009	Bangladesh NGO Foundation
36.	Vulnerable Group Development Project (VGD)	May 2010	Dept. of Women Affairs of GoB
37.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning-REE CALL	1 July 2010	Oxfam in Bangladesh
<b>Period: Year 2011-2020</b>			
38.	Piloting Capacity Building of Private Latrine Producers Project	February 2011	HYSAWA, LGSU/GoB-DANIDA
39.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning-REE CALL-SUE	1 September 2011	Oxfam GB/Shiree
40.	Strengthening Partnership, Results and Innovation in Nutrition Globally (SPRING)	16 October 2012	Save the Children International
41.	Sustainable Rice Seed Production and Development System in Southern Bangladesh (SRSPDS)	July 2012	IRRI/USAID
42.	Let Her Decide and Participate (LHDP)	October 2012	Oxfam GB
43.	Cereal Systems Initiative for South Asia in Bangladesh (CSISA-BD)	15 October 2012	CIMMYT

SI#	Name of Program/Project	Start Date	Donor Agency
44.	Strengthening Civic Engagement in Elections and Political Processes For Enhanced Transparency and Democratic Accountability	1 May 2013	The Asia Foundation
45.	Promoting grassroots' capacity to reduce vulnerability due to increasing salinity in Bagerhat district	July 2013	PKSF
46.	UPP-Ujjibito Project	1 November 2013	Bangladesh Government, European Union & PKSF.
47.	Enhancing Resources and Increasing Capacities of Poor Households Towards Elimination of their Poverty-(ENRICH) Program	July 2014	PKSF
48.	Learning and Innovation Fund to Test New Ideas (LIFT) Program	December 2016	PKSF
49.	Uplifting the Quality of the Lives of the Elderly People Program	July 2017	PKSF
50.	Resilience through Economic Empowerment and Community Adaptation, Leadership, Learning- <b>REE CALL-2021</b>	1 October 2017	Oxfam GB
51.	Koisor Program/Adolescent Program	July 2019	PKSF
52.	Vulnerable Group Development Project (VGD)	July 2019	Dept. of Women Affairs of GoB

#### 15. Last five years Annual Budget:

Fiscal Year	Fiscal Year Budget	Without Microfinance
2021-2022	21,28,49,852	1,63,18,761
2020-2021	17,07,96,091	1,57,42,533
2019-2020	17,24,21,048	1,78,26,575
2018-2019	17,65,69,833	3,44,44,987
2017-2018	14,68,25,460	1,62,69,375

#### 16. Governing Body of the Organization:

##### General Committee (GC)

The General Committee of DakDiye 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 DakDiye 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. This Executive Director materializes the decision through his staff members. As per DDJ constitution the duration of this committee is 3 years.

#### 17. 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. Most of the activity of the organization is implemented through grassroots level group or organizations. Community Development Organizers (CDOs) of DDJ facilitate the meetings. They collect weekly savings and installment of loan. Different development issues are discussed in the weekly meetings. Awareness session on health, education etc. is also take place in the weekly meetings.

#### **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 career plan of staffs to increase their capacity.

### **18. Working Approach & Decision Making Process**

#### **19.1. 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.

#### **19.2. 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.

#### **19.3 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.

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

#### **20.1. 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 organizations for smooth operation of its development initiatives.

#### **20.2 Networking:**

DDJ is partner of three networks. The networks are: Governance Coalition, Coastal Development Forum (CDF) and GAD Alliance through Steps Towards Development. DDJ is the lead organization

of CDF. The CDF is a network of NGOs working in Pirojpur, Jhalokathi and Barishal districts and very particularly the interface zone of coastal ecology. DDJ is playing different roles in these networks with some key responsibilities.

### 20.3 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.

## 21. Organization's Transparency and Accountability:

### M & E 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 programs and projects. This central M&E unit mainly support developing and implementing M& E systems for the programs and project following the activities and indicators defined for projects/programs. In addition, the unit also has an M&E Framework to monitor and evaluate the relevance, effectiveness, efficiency and sustainability of projects/programs and monitor to ensure that the projects/programs 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/programs teams to review implementation strategies if required.

The project/program level M&E done through developing project/program 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/programs and the progress of values set at indicator level. The project/programs based M&E focal persons and other team members accomplish the M&E activities of the particular project/programs.

### Audit Systems:

DDJ has its Internal Audit Team reportable to the Executive Director of the organization. The Internal Audit Team regular visit 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 programs of the organization.

### 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).

## 22. 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.	Bangladesh NGO Foundation (BNF)	-	2007

09	Microcredit Summit Campaign (US based international organization)	2005	-
10.	Civil Society Alliance for SUN Bangladesh	2013	-
11.	NC4	2011	-
12.	Citizen's Platform for SDGs, Bangladesh	-	2019
13.	Govt. Family Planning district Committee	1989	-
14.	Govt. Health & MCH Committee (District level)	1991	-

### 23. Strength of the Organization:

#### i) Policy Documents & Manual:

The organization run 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

#### ii) Transport /Vehicles:

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

#### iii) Office Premises and Land Property:

DDJ has the following land property.

Sl. No.	Description	Location of Land	Amount of Land
1.	Office land	Chandipur, ZianagarUpazila, Pirojpur	6 decimal

Sl. No.	Description	Location of Land	Amount of Land
2.	Do	ChotoBoichakathi, Nazirpur, Pirojpur	24 decimal
3.	Do	North Methakhali, Mathbaria, Pirojpur	21 decimal
4.	Do	Baroikhali, Morrelgonj, Bagerhat	6.5 decimal
5.	Do	10 no. MugarJor	29.5 decimal
6.	Do	110 no. Chandipur, ZianagarUpazila, Pirojpur	0.06 decimal
7.	Do	104 no. Indurkani, ZianagarUpazila, Pirojpur	0.10 decimal
8.	Other	Zianagar, Pirojpur	13 decimal

#### 24. Total Staff by Sex and Category

Category	Total staff by Sex		
	Female	Male	Total
Senior Staff/Management Staff	1	21	22
Supervisory Staff	0	37	37
Technical Staff	12	26	38
Field Staff	35	120	155
Project Staff	5	17	22
Support Staff	0	3	3
<b>Total Staff</b>	<b>53</b>	<b>224</b>	<b>277</b>

#### 25. Computer /MIS Facilities and Office Equipment:

Sl. No.	Name of the Office Equipment	Quantity	Status
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	36 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

**26. Other Strengths:**

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

**27. Threats:**

- Natural calamities;
- Fundamentalism
- Social unrests
- Hard reaching and remote working areas.

**28. 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).

**29. 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;
- Good number of dedicated staffs.

**Conclusion:**

Dak Diye Jai since its inception in the year 1982 has been working for the rural poor and underprivileged people for their socioeconomic development. The organization is committed to continue its development efforts to help the poor and underprivileged people in the coming days with new project/program/initiative and services. In this regard the organization expects support and inspiration from its stakeholders and development partners.

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