

# **PROJECT COMPLETION REPORT**

**ON**

**WATER LOGGING RELIEF PROJECT-2006**

**IMPLEMENTED BY  
SAMADHAN**

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**SUPPORTED BY: CONCERN-BANGLADESH.**

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KESHABPUR, JESSORE

## PROJECT COMPLETION REPORT

Date: 24.09.2006

<b>Basic Project information:</b>	
Project Name:	<b>WATER LOGGING RELIEF PROJECT' 2006</b>
Funding Agency:	<b>Concern-Bangladesh</b>
Project Location (s):	Monirampur Upazila under Jessore district.
Reporting period:	27.08.2006 to 12.09.2006
Beneficiaries:	3675 Victim of Water logging Poorest of the poor family
Person Who compiled The report:	M. A. Khaleque, Coordinator, Samadhan

### 1. Introduction:

Samadhan is a Non-government, Non-political, Non-religious, Non-profitable multidimensional development service oriented voluntary organization. The organization is working in southwest areas of Bangladesh from **October 14, 1987** for poverty alleviation and sustainable socio-economic development for the poor and ultra poor inhabitants of the Sreenadi, Harihor, Bhodra and Kopotakkha River basin areas under Jessore and Satkhira District. The said areas are the most poverty-stricken & hazards prone. More or less every year the Flood, Water logging, Drought, Arsenic and some other hazards occurred here several times. The peoples are loosing assets and wealth, disrupting their livelihood pattern especially for men, women and children of poor and ultra poor family, so the sustainable livelihoods systems are not functioning well. Every year the mass people of Monirampur, Keshabpur and Avoynagar upazila under Jessore district and Kalaroa upazila under Satkhira district are affected for serious water logging. Especially the women, pregnant mother, child, disable and elderly people of those areas are becoming in unwanted situation and led their life in inhumanities situation. As a humanitarian organization **Samadhan** has taken different initiatives to ensure need based effective support for the victims of disaster caused by different hazards from the inception period since 1987 as the friend in need is a friend indeed.

The organization having good reputation in the locality for active participation in disaster preparedness and management by the support of **Proshika MUK, Uttaran, ADAB, NGO-forum, Gana Shasta Kendra, Concern-Bangladesh** and **organizational own fund** etc. Samadhan has an experienced and dedicated team consists of 75 members by gender to face any emergency situation within and outside of the working area. Other than that Samadhan has own field based training center, warehouse, well-equipped store and experienced store manager to manage the emergency situation by ensuring storage for necessary commodities. On the other hand a sufficient number of Motor bike and BI-cycle are available in its field and head office and having well acceptance to the community people, local government and local administration in relation to well managing of emergency situation.

## 2. Project background:

The south-western zone of Bangladesh basically river basins based 09 unions of Monirampur upazila under Jessore district were repeated water logging from last three to five years. From the very beginning of the rainy season (monsoon) 2006 there were heavy rains, no drainage systems for passing of surplus rain water from locality, result of that caused flood and inundated everything of the areas and turned into dangerous disaster as “**flood**” affects about 270000 population of the upazila. The water logging’ 2006 is completely different & harmful than previous, as because the water rising trend is very high and across the previous level of water. The affectedness was very high and the situations became beyond of the victims and ultimately hampered/disrupted their livelihood pattern. Most of the houses are inundated and still it is continuing. The latrine, tube-well, kitchen, firewood’s and other essential items of commodities were under water. The water and sanitation facilities were in inhumanities situation. In some villages found that there was no any dry place to use as toilet except plinths of the hut houses The people were completing toilet in the water in stand position and in the open water by using boat. Some other affected peoples taken shelter on high roads, neighbors and relative’s houses in the area and out side of the area. They are leading life under the open sky and suffering for rain and sunlight. The victims were suffering from wants of foods, and other essential items, actually they were in severe crisis and was facing famine situation. Especially the low income, women headed, disable and other joint poor families were more sufferer. On the other hand the affected people were unemployed. Being agricultural farming family last few years they could not grows crops in their fertile land due to water logging. They don’t have any alternative job/employment opportunities and some people were compelled to sale their cattle, goat and chicken by token of price for questioned of their survivability and mitigate their basic needs. So the emergency support was crying needed for the victims as urgent basis. Considering the painful and inhumanities situation the **Concern-Bangladesh** has been extended their hands with enough humanitarian assistance as an International Humanitarian Organization.

## 3. Wider objectives:

Provide immediate foods and Non-foods items support to protect the victims and strengthening organizational capacity (Samadhan) in relation to well manage the emergency situation.

## 4. Specific objective:

- To mitigate the food crisis as emergency basis.
- To reduce loss of life and assets.
- To protect women headed day laborer family.

## 5. Partnership approach:

The partnership approach in between **Samadhan** and **Concern-Bangladesh** is friendly, mutual respect, having prior dignity and trust among each other, bearing responsibility jointly with given high priority to the victims to ensure food security. This is the first time of formal partnership experience of **Samadhan** to work with **Concern-Bangladesh**. Other than that earlier Samadhan gathered little bit of partnership experience only one time through an informal emergency relies and rehabilitation support to the victims of waters logging people of Keshabpur upazila during 2003 and winter cloth distribution 2004. Actually the partnership was direct operated by the Concern i.e. Samadhan performed in field on behalf of Concern-Bangladesh without any Memorandum of understanding.

**i) Built capacity of PNGO's:**

Samadhan belief that this was the great opportunity to learnt a lot in all aspect of the organization from Concern through the said partnership and enhanced organizational staff management capacity on Planning, Implementation, Supervision, Monitoring, Evaluation by ensuring Quality, Quantity, Time and Cost of the specific program,

**ii) Key responsibility carried out by the Samadhan:**

- Prior discussion with respective UP chairman and upazila Nirbahi officer duly completed.
- Collected written permission from upazila Nirbahi officer for implementation of water logging relief project, 2006 and copy submitted to the Concern, Regional Office at Khulna.
- Beneficiaries selection through baseline survey by following survey form provided by the Concern.
- Finalized the primary survey form/list of selected beneficiaries for final distribution.
- Formation of procurement committee.
- Procure necessary items and quantity of foods and non-foods items.
- Issued distribution card and distribution.
- Distributed all items to the selected beneficiaries.

**iii) Key responsibility carried out by the Concern:**

- Ensure proper technical support.
- Provide financial support.
- One Monitoring Officer assigned for necessary Monitoring and evaluation.
- Provided procurement support by providing one officer in procurement committee.
- Logistic support like survey form, Distribution card, Sample copy of Master Roll forms.
- Man power support to ensure proper distribution at distribution center.

**6. Beneficiaries selection:**

We have selected beneficiaries by ensuring door to door visit by assigning 14 nos. paid and responsible staff of the organization by gender (Male-12, Female-02) following survey form provided the Concern. Firstly we have provided training to all related staff about how to conduct survey. Then finalized the beneficiaries from the water logging area of the selected union as per following criteria-

- House inundated.
- House damaged.
- No earning member in the family but the family is big.
- Illness family and having disable member.
- Having food crisis with elderly people in the family.
- Women headed family.
- Distressed women.
- No Assets in the family and day labor or the family hand to mouth.
- Having little bit land but no growing crops and or damaged the crops.
- No employment opportunities.
- Pregnant mother, lactating mother and having children in the family.
- Abandoned women, children etc.

## 7. Procurement:

We have procured the following items with quantity by forming prior purchase committee consist of 03 member (02 from Samadhan and 01 from Concern) and prior approval of the Director as per organizational policy exists.

### i) List of purchase committee members-

SL no.	Name staff	Designation	Designation in committee	Organization
01.	M. A. Khaleque	Coordinator	Convener	Samadhan
02.	Md. Jahir Uddinn	Project Manager	Member	Concern, Khulna
03.	Md. Ashrafuzzaman	Senior Manage	Member Secretary	Samadhan

Some items we have purchased locally from Keshabpur & Khulna divisional town. Rest of the items purchased centrally from Dhaka. All purchase made by collecting quotation at least 03 or more. Then all member of the committee seat together and analyzed the collected quotation considering caring rate, other cost, quality of goods, distance, easy to supervision/follow up and have ability to supply the required items and quantity as per desired date and finalized the feasible vendors. Then issued work order to their individual name by mentioning date, time and place to supply the goods, prepared and signed memorandum of understanding on non-judicial stamp with price of Tk.150.00 both of Samadhan and vendors.

Items & quantity of goods supported by concern and procurement place are as follows-

SL no	Name of item	Quantity per family	Remarks
1.	Rice (Br-28)	30 kg.	Locally procured
2.	Pulse (Local variety )	03 kg.	
3.	Soybean oil (Fresh)	02 liter	Procured from Khulna divisional town
4.	Shuzy (Fresh)	01 kg	
5.	Salt (Fresh)	01 kg	
6.	Sugar (locally produced)	01 kg	Locally procured
7.	Toilet soap	01 no.	
8.	Laundry soap	02 nos.	
9.	Alum	250 grams	
10.	ORS packet (SMC)	05 nos.	
11.	High energy Biscuit	10 packet	75 grams per family and procured from Dhaka as the item is not available in local market

Only the fowling item supplied by Islamic Relief Bangladesh:

12.	Health kit	01 packet	Consist of towel, Soap, comb, Tooth Brash and Tooth pest
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Based on the request of Samadhan, the Concern-Bangladesh has also procured High Energy Biscuit from central of Dhaka City and send it to us with in the stipulated time as requested.

## ii) Quality control of goods:

During packaging our procurement committee members followed time to time, other than that the Concern officials also supervise the process to ensure quality. At the time of receiving the materials we opened the master bag and tested/checked by counting or using balance to checked the weight of the goods. The goods we received at head quarter of Samadhan and stored it's in the go-down from where we transported to distribution center by track. After loading the track it was covered by Tripal to protect from rainfall and sunlight and security also. We maintained and kept stock-ledger and other relevant documents for all items with quantity at head office by the administrative section.

## 8. Distribution:

After completion of MOU on last 30.08.2006 we have completed survey and distributed the foods and non-foods items as per following schedule-

Upazila	Union	Distribution date	Distribution place	# of Target Beneficiaries
Monirampur	Haridaskathi	04.09.2006	Hogladanga primary School	1029
		05.09.2006		971
	Shyamkur	07.09.2006	Chinatola primary school	800
			Shyamnagor primary school	475
	Monoharpur	21.09.2006	Monoharpur UP Complex	400

We were very much aware about distribution center of goods i.e. we have selected distribution center at community level, from where they can receive goods with in short time and short distance and easily carrying from distribution center to their own house, as because the hungry people cannot bear the carrying cost from far distance. On the other hand there is a question for stilling/robbing the relief items from them as we distributed to women of the target family, those whose are physically unable for their weakness. It is mention able that we have given contract to the vendors to supply the master packet at distribution center with their own management. All loose items stored in Samadhan storeroom and prepared master packet under the control of vendors. Samadhan will pay track fair and cost of goods after receiving the adequate quantity and or number and as accordingly we received the goods by counting and measuring at distribution center in presence of Upazila Nirbahi Officer and or Tag officer, who was assigned by the Upazila Nirbahi Officer (UNO). So that is why there was no question for shortage of items and quantity in stock ledger and distribution center.

## 9. Chart:

The information about chart is as follows-

Upazila	Name of union	# of family	Type of assistance
Monirampur	Haridaskathi	2000	Rice (Br-28)- 30 kg, Pulse (Local variety )- 03 kg, Soybean oil (Fresh)- 02 liter, Shuzy (Fresh)- 01 kg, Salt (Fresh)- 01 kg, Sugar (locally produced)- 01 kg, Toilet soap-01 no, Laundry soap-02 nos, Alum-250 grams, ORS packet (SMC)- 05 nos, High energy Biscuit (75 grams per family)-10 packet, Health kit-01 packet (Consist of towel, Soap, comb, Tooth Brash and Tooth pest, The health kit supported by Islamic Relief, Bangladesh.)
	Shyamkur	800	
	Durbadanga	475	
	Monoharpur	400	
Total	<b>04 union</b>	<b>3675</b>	

## 10. Outputs/result:

It is mention-able that we have provided only emergency foods and non-foods items to the victims as short term basis for their immediate survivability from water logging relief project, 2006. The results and or output of the support are as follows-

- Ensured short-term food security both for adult and child.
- The package might be contributed to refill the nutritional deficiency especially for the child.
- Personal hygiene is ensured.
- Reduced germ of move-able diseases and germ of some other water born diseases.
- Reduced vulnerability of the affected people of Monirampur Upazila.
- Increased name and fame of the Concern as donor organization and as well as Samadhan as implementation organization in the locality.

## 11. Management and Coordination:

The Samadhan has developed an organogram to control and ensure accountability for each of the implementing staff and support staff to make it more transparent by every tire. Based on the developed and recognized systems chain of command followed accordingly. In field level implementation one officer was assigned to control & ensures proper list, and other essential documents in field level. Another one officer was also assigned to accomplish of procurement, record keeping and other necessary activities to ensure quality, quantity, time and cost. Over all the man, money, moments and materials were controlled in field and organizational levels during the project period. Other than another one officer was assigned control overall plan, implementation, supervision and coordination, communication between government officials especially with the Upazila Nirbahi Officer to ensure his presence and or the presence of Tag officer assigned by the respective Upazila Nirbahi Officer. It is noted that all respective Govt. officials were presence in the distribution center as per distribution schedule distributed among them by the signing of the Director. At the time of distribution invited third party like UNO, Upazila statistical officer, Assistant Upazila Education officer, UP chairman and other persons were present and checked / measured & count the quantity and weight of

the foods and non-foods items, found quite O.K. After all the distribution the Upazila Nirbahi Officer and Tag officers have kindly been given “**Distribution Certificate**” to the Samadhan as documentary evidence for good and transparent distribution.

Other than that one mid level Monitoring officer was assigned from Concern to assist and support time to time to make it acceptable, transparent and justified to every one of the project areas as desired. Some other Senior Officer from Concern Regional Office and Head office were extended whole hearted cooperation always to better distribution and utilization of goods in the hungry people of Jessore district.

### **13. Monitoring and Evaluation:**

Samadhan was really committed to implement the water logging relief project, 2006 by ensuring following things of ideality-

- Good planning
- Select right person.
- Procure quality goods.
- Distribution from right place.
- Distribution on right time.
- 100% distribution with in short times
- Relief distribution from community level not from office.

To ensure the aforesaid ideality Samadhan management has been assigned to some other staff for time to time monitoring in every levels of implementation process like in procurement with quality and quantity, packaging with right measurement, identify and select comparative vulnerable persons etc. Based on the findings every after sunset from 9.00 PM to 11.00 PM was the scheduled meeting time, where the senior officials of Samadhan given feedback to the right person for right action for rectification. Even though we have discussed in-groups (Forum) to find out better ways to overcome from barrier/challenges accordingly. Besides that one representative from Concern was full time assigned for monitoring from whom Samadhan received feedback positively and taken necessary steps to overcome any gap/lacking/mistake/shortage found in field.

Other than that some senior Officer from Concern regional office and head office has kindly visited time to time to ensure quality support for the betterment of program activities. Besides that the respective Upazila Nirbahi Officer and his assigned Tag officer were involved in the process as per the written request of Samadhan.

### **14. Information Dissemination (Networking):**

Samadhan has been gathered different information regarding project activities in relation to learning from beneficiaries, staff, field, donor, local govt. and administration and disseminated accordingly in different levels of tire of the stakeholder as need based. Then informed to the respective authority in written incase of need. Paper wise different journalist were invited to attend distribution center, who observed the total process of distribution with quantity and quality and they were satisfied with the performance and as accordingly the project activity printed in different Local, national and International daily news. Other than that every after distribution we have given press release in different newspapers through different media.

### **15. Significant Changes:**

There were no any significant or major changes we found in proposed plan and actual activities in the implementation level. Hence one thing we observed that initially we have a plan to cover 3275 nos. vulnerable family, But by the same resources allotted for the said number of family, actually we have covered 3675 nos. families by providing same package of foods and non-foods items with quantity.

### **16. Obstacles:**

During the course of implementation some obstacle we have found, those are as follows-

- i) As per decision of DER group to provide of High Energy Biscuits 10 packet per family, but the item is not available in the local market. Then as per our written request the Country Director of Concern-Bangladesh has kindly arranged to procure the said item and sent to Samadhan.
- ii) Another obstacles, practically Samadhan has been started the project activity from 27.08.2006 as per advice of the Concern people. The activity like Staff training, survey, Formation of procurement committee, collection of quotation from local and outside vendors, analyze the quotation, finalize vendor, Issue work order, complete MOU and finally purchasing of essential items of commodities, every where the financial involvement were assured. But Completed MOU on 30.08.2006 and disburse the fund was delayed, finally procurement was threatening and overcome the situation by using Samadhan's general fund at least 14,00,000.00.

### **17. Lessons learned and recommendation:**

Practically we have used our practical learning from field in the implementation cycle of the project. We are pleased for getting the opportunities to learn and build capacity of management lot work with Concern. Every stage or levels of project activities our all levels of staff were happy.

### **18. Conclusion:**

The inception period of the "**Water Logging Relief Project, 2006**" in Monirampur Upazila under Jessore district was very much exciting, as because the people were really helpless and hungry with women, children, elderly and disable people. Actually there were no any organization given such memorable package of support to the victims. So the beneficiaries were very happy with support, the Upazila administration, Union parishad and other third persons appreciated for enough items and quantity of package of support and we feel proud being an implementation organization as the partner of the Concern-Bangladesh.

Heartiest thanks and grateful to every body of Concern Regional office of Khulna, Country office at Dhaka, Bangladesh and as well as the officials of Concern **Dubling** for their contribution a lot to provide foods and non-foods items to the water logging hungry victims of Jessore district.

Hopping continued support of Concern-Bangladesh to rehabilitate the people of lost their wealth for water logging.

Thanks and regards

**Md. Rezaul Karim**

Director

Samadhan, Keshabpur, Jessore.