

# SAMADHAN

KESHABPUR, JESSORE

## PROJECT COMPLETION REPORT

Date: 12.12.2007

Basic Project information:	
Project Name:	COMPLETION REPORT OF THE IMPLEMENTATION OF "EMERGENCY RELIEF INTERVENTION" DUE TO FLOODS CAUSED BY WATERLOGGING IN THE KAPOTAKHA BASIN IN KESHABPUR AND MONIRAMPUR UPAZILA UNDER JESSORE DISTRICT
Funding Agency:	UN, WFP, CERF & Concern-Bangladesh
Project Location (s):	Keshabpur & Monirampur Upazila under Jessore district.
Reporting period:	29.11.2007 to 14.12.2007
Beneficiaries:	4031 nos. flood victim caused by waterlogging
Person Who compiled The report:	<b>Md. Rezaul Karim, Director</b>

### 1. Introduction:

#### Introduction:

Samadhan is a Non-government, Non-political, Non-religious, Non-profitable multidimensional development service oriented local level voluntary organization. Samadhan is working in southwest region of Bangladesh from October 14, 1987 for poverty alleviation and sustainable socio-economic development for the poor and ultra poor inhabitants of the Kopotakkha and Sreenadi River basin areas under Jessore and Satkhira District. The said areas are the most poverty-stricken & disaster prone. Every year the Flood, waterlogging, Drought and some other disaster are occurred here several times. The peoples are losing assets and wealth, disrupted their livelihoods pattern especially for poor and ultra poor men, women and children, so the sustainable livelihoods systems are not well functioning. Every year the mass people of Keshabpur, Monirampur and Avoyanagar upazila under Jessore district are seriously affected for waterlogging, specially the women, pregnant/lactating mother, child, disable and elderly people of those areas becomes in inhumanities situation and led life in worst condition. Samadhan has been taken different initiatives to ensure effective support for the victims of disaster caused by any means in the areas since 1987 as the friend in need is a friend indeed as a humanitarian organization. Samadhan has good reputation in the locality for active participation in disaster preparedness and management activity by the support of **Proshika MUK, Uttaran, ADAB, NGO-forum, Gana Shasta Kendra, Islamic relief, UNICEF, Concern Worldwide Bangladesh, ECHO through Concern Worldwide Bangladesh and organizational own fund etc.**

Samadhan has an experienced and potential operational team consists of 93 members by gender to face any emergency situation with in the working areas and out side of the working areas. 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 accommodations for 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:**

Some union under Keshabpur and Monirampur upazila under Jessore district are stand on Kopotakkha river basin areas, causes of which the areas are hazards prone and different hazards made disaster round the year, especially flood is the common hazard caused by waterlogging. From the very beginning of the rainy season (monsoon) 2007, found heavy rainfall and no sufficient drainage systems for passing of surplus rainwater from locality to different river, Which are the main causes of “**flood**”. The disaster (Flood) 2007 is little bit different than previous year. As because the showering was continuing and river water was increasing day by day, but the river is completely sealtrated in lower part at Dhandia union under Tala upazila and finally the surplus water can not passing out. As a result the river and community areas were full of water and inundated houses at least 2 to 4 feet of water in some union mentioned below.

Actually the situation is now beyond control of the affected people and hampered/disrupted their livelihood pattern of the local people. Most of the houses of the affected areas are inundated. The latrine, tube-well, kitchen, firewood's and other essential items and commodities were under water. The sanitation facilities were in dangerous situation. Most of toilets were washed out. The affected peoples have been taken shelter on high roads, neighboring houses, and relative's houses different common and religious place. They are leading life under the open sky and sufferings for rain, sunlight and winter.

Presently the victims are sufferings for foods, drinking water and other essential items. The cattle, goat, chicken and ducks were also seriously affected. The people are in severe crisis and facing famine situation. Actually the peoples are sufferings for destroying their livelihood systems and damaging the socio-economic status due to extensity of water logging. Finally the total situation is in alarming position for survivability of the affected people, the situation is not recoverable by their own without help and assistance from outsider. 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 support to protect the victims to overcome the initial impact of the waterlogging in Jessore district of Bangladesh 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 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 relief and rehabilitation support to the victims of water logging people of Keshabpur upazila during 2003 and winter cloth distribution 2004. Actually the partnership was directly operated by the Concern i.e. Samadhan performed in the field on behalf of Concern-Bangladesh without any Memorandum of Understanding.

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

Samadhan believes that this was the great opportunity to learn a lot in all aspects of the organization from Concern worldwide Bangladesh 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, 2007.
- Developed baseline survey form and selected the target beneficiaries.
- Finalized the primary survey form/list of selected beneficiaries for final distribution of relief.
- Formation of procurement committee.
- Procured necessary items and quantity of foods and non-foods items.
- Developed and issued distribution cards and distributed among the targeted families.
- Distributed all items to the selected beneficiaries.

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

- Ensure proper technical support.
- Provide timely financial support.
- One Monitoring Officer assigned for full time for continuous Monitoring and evaluation.
- Make Samadhan tracking with the project activities by visiting from Khulna Regional office.
- Made decision prior discussion with Samadhan to protect interest of the project participants.
- Provided feedback and shared openly with Samadhan about any of the significant information gathered from project monitoring visits.

**6. Beneficiaries selection:**

We have selected beneficiaries by ensuring door to door visit by assigning 20 nos. paid and responsible staff of the organization following survey form developed following Concern provided previous format. 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 with the help of Union parishad 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 with 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	Conveyer	Samadhan
02.	Md. Abue Jafor Matubbor	Assist. Coordinator	Secretary	Samadhan
03.	Ms. Achia Khatun	Field Facilitator	Member	Samadhan

Some items we have purchased locally from Keshabpur & Khulna divisional town. All purchase made by collecting spot quotation at least 03 or more. Then all member of the committee seated 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/time and finalized the feasible and potential 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.	Pulse (Local variety )	03 kg.	Procured from locally and from Khulna divisional town
2.	Soybean oil (Fresh)	02 liter	
3.	Salt (Fresh)	01 kg	
4.	ORS packet (SMC)	05 nos.	

### The following items supplied by Concern:

1	Rice-30 kg per family		
2.	Biscuit-10 packet per family		

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 supervised 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 have received at head quarter of Samadhan and stored it's in the rented warehouse 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 point of view also. We maintained and kept stock-ledger and other relevant documents for all items with quantity at head office by the administrative/financial section.

## 8. Distribution:

After completion of MOU on last 04.12.2007 we have completed survey and distributed the foods and non-foods items as per following schedule-

SL	Distribution date	Time	Distribution center	Family target	Union
<b>Keshabpur upazila</b>					
1.	09.12.2007	10.00 AM	Sagordari KG School field	1135	Sagordari
2.	10.12.2007	10.00 AM	Kabilpur primary school field	1320	Biddanandakathi
3.	10.12.2007	10.00 AM	Pathorghata school field	350	Panja
4.	11.12.2007	10.00 AM	Shufolakathi UP Office	330	Shufolakathi
<b>Total</b>			<b>04</b>	<b>3135</b>	<b>04</b>
<b>Monirampur upazila</b>					
5.	09.12.2007	10.00 AM	Shyamnagar School field	246	Durbadanga
6.	11.12.2007	10.00 AM	Rajganj high school field	150	Jhampa
7.	11.12.2007	10.00 AM	Chakla primary school field	500	Maswimnagar
<b>Total</b>			<b>03</b>	<b>896</b>	<b>03</b>
<b>Grand total</b>			<b>07</b>	<b>4031</b>	<b>07</b>

We were very aware about distribution center to make closer for goods distribution i.e. selected center at community level, from where they can receive goods with in short time and short distance and easily carried 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. All loose items stored in Samadhan controlled storeroom and prepared master packet under the control of vendors. Samadhan have been paid 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. Other than that Samadhan hired one warehouse adjacent office, where accommodated all rice provided by WFP, all biscuit provided by Concern and Samadhan purchased Soyabean oil, from where we carried to field for distribution.

## 9. Chart:

The information about chart is as follows-

SL	Distribution date	Time	Family target	Union	Distributed relief package	
<b>Keshabpur upazila</b>						
1	09.12.2007	10.00 AM	1135	Sagordari	Rice-30 kg, Soyabean oil-2 liter, Pules- 03 kg, Salt-01 kg, Biscuit-10 packet and ORS- 5 packet to each of the targeted families in the target areas under Keshabpur and Monirampur upazila Jessore district.	
2	10.12.2007	10.00 AM	1320	Biddanandakathi		
3	10.12.2007	10.00 AM	350	Panja		
4	11.12.2007	10.00 AM	330	Shufolakathi		
<b>Total</b>			<b>3135</b>	<b>04</b>		
<b>Monirampur upazila</b>						
5	09.12.2007	10.00 AM	246	Durbadanga		
6	11.12.2007	10.00 AM	150	Jhampa		
7	11.12.2007	10.00 AM	500	Maswimnagar		
<b>Total</b>			<b>896</b>	<b>03</b>		
<b>Grand total</b>			<b>4031</b>	<b>07</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 reduce their immediate sufferings caused waterlogging. The results and or output of the supports 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.
- Reduced vulnerability of the affected people of Monirampur Upazila.
- Increased name and fame of the Concern, WFP, CERF 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 in 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 with other two members were 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 that another one officer was assigned control over all plan, implementation, supervision and coordination, communication between government officials especially with the Upazila level tag officer to ensure their presence and or the presence. It is noted that all respective Govt. officials (Tag officer) 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 Tag officer, , UP chairman and other local elite persons were present and checked / measured & count the quantity and weight of the 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 senior level officer was assigned from Samadhan and another one mid level officer was assigned from Concern for proper monitoring from 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 was extended whole hearted cooperation always to ensure better distribution and utilization of goods in the hungry people of Jessore district.

## 12. Monitoring and Evaluation:

Samadhan was really committed to implement the waterlogging relief project, 2007 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 and 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 has kindly visited time to time to ensure quality support for the betterment of program activities. Besides that the respective Tag officer and UP chairman and other member of the union were involved in the process of beneficiaries selection and distribution as per the written request of Samadhan.

### **13. 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, which disseminated accordingly in different levels of tire of the stakeholder as need based. Then informed to the respective authority in written incase of need. Different news 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 distribution were printed in different Local, national level daily news. Other than that every after distribution we have given press release in different newspapers through different media.

### **14. Significant Changes:**

There were no any mention-able significant changes we could not found from the distribution, but many of people said that the Holy **Eid-UI-Azha** might be celebrated peacefully with their children for getting the assistance. Other wise they can't do it. Many of third people mentioned that this a big package of support, which would be really big support for the vulnerable person in the waterlogging areas.

### **15. Obstacles:**

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

- i) Some UP Chairman and member were prevailed for the system of WFP to involved them in the process of relief distribution.
- ii) The UP representative always tried to enlisted some ricer and favorite people by breaking selection criteria in the list to get relief and make them prove more capable person to get vote for next election, which was actually our great barrier as it is beyond criteria.
- iii) Some prevailed person of UP Chairman always wants to get the relief support being a non-target group and created problems for disturbing of distribution.
- iv) The Upazila Nirbahi Officer was not agree to provide Tag officer to distribute the relief items on holiday/Friday and finally the distribution was delayed.

## 16. 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 a lot for the work with Concern. Every stage or levels of project activities our all levels of staff were happy. More over some leanings we have those which are as follows-

- i) No any entertainment will be received from UP Chairman.
- ii) Any lacking or gap to be shared with senior management.
- iii) Always analyze critically the progress and next plan with implementing staff.
- iv) Before survey distributes union wise village quota of target family based on eye survey then conducts field survey and finalizes actual target group in the list based on allotted quota. Other wise all surveyed target people wants to get relief support. Incase of not listing finally and not receiving the support they wants to create problems and try to blames us by taking shelter under lie to harass the list preparing staff, which actually goes to organization and listening a lot from other community people and UP representative for their dis-satisfaction. Even though they wants to tell that the relief distribution card was issued but the staff did not given them intentionally. Some time all those things may prove our failure and might be questioned about transparency.

## 17. Conclusion:

The inception period of the “**Water Logging Relief Project, 2007**” in Monirampur and Keshabpur Upazila under Jessore district were 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 support to the waterlogging hungry people of Jessore district. As well as

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