

NGO FOFILE
of
BICOSITO BANGLADESH FOUNDATION (BBF)

Mailing Address:

Village: North Vandara , Post: Ranisankail-5120, Upazila:
Ranisankail, District: Thakurgaon.

E-mail: bbf.bangladesh2005@gmail.com. Website: www.bbfbd.net

NGO Profile

01. Organization Information:

- Name of the Organization : Bicosito Bangladesh Foundation (BBF)
- Date of formation : 01/01/2005
- Head Office Address : Village: North Vandara, Post: Ranisankail-5120, Upazila: Ranisankail-5120, District: Thakurgaon.
Liaison Address: 95/Ka, P.C Culture Housing Society, Mohammadpur, Shaymoli, Dhaka-1207.
- E-mail : bbf.bangladesh2005@gmail.com.
- Website : www.bbfbd.net
- Facebook Page : [/bbfngo.org](https://www.facebook.com/bbfngo.org), [/migration.bbf](https://www.facebook.com/migration.bbf)
- Whatsapp : 01310-439143
- Phone/Mobile : +8801723943634
- Type of Organization : Nonprofit organization

Legal Status (Registration Date, Registration Number and Registration Authority):

SL	Concern Department	Reg. No.	Date
01.	Joint Stock Companies & Firms.	S - 10879	11/01/2010
02.	Department of Women Affairs	JMBKKA/Thak/2019/108	12/06/2019

02. Contact Person Details:

- Name : Md. Jakaria Sumon,
- Organization Position : Executive Director
- E-mail : sumonbbf@gmail.com
- Contact Number : +8801717410865

03. Organization's Vision, Mission, Goal & Objectives:

Background Information: Bicosito Bangladesh Foundation (BBF) established in 2005 is a Non-governmental, Non-profit, Voluntary organization. BBF initiative of some social workers of Bangladesh at promoting disadvantaged women and child rights, supply of drinking water, hygiene & sanitation (WASH) and human rights programs in Bangladesh. The organization aims to mobilize and rehabilitation of the disadvantage people women as beneficiaries and agents of change as well as the institutions addressing women related issues in development. Originally, BBF believes in non-directive, bottom up, integrated and participatory development frame work and acts as a catalyst with its concerned. Since its inception its created community trusts and implementing different types of development work for the primary.

Vision:

Bicosito Bangladesh Foundation (BBF) envisions a society based on social justice, human dignity, equity, equality, democratic and secular values free from exploitation, poverty, disparities, misrule, corruption, and gender inequalities leading to freedom and emancipation of disadvantaged powerless people irrespective of caste, creed, and religious beliefs.

Mission:

Bicosito Bangladesh Foundation (BBF) is committed to work with the disadvantaged and powerless people for their socio-economic, cultural, and political empowerment by promoting and practicing democratic values and participatory process at all levels to the realization of the basic needs and environmentally sustainable development, establishment of fundamental human rights and equity and equality of women and men in the society.

Goal:

Bicosito Bangladesh Foundation (BBF) will dedicate its resources for the empowerment and emancipation of the disadvantaged women, men, adolescents and children by raising their critical consciousness, releasing their creative potentials and building people's organization to improve their socio-economic status enabling establishment of genuine democracy and good governance.

Objectives:

The broad objective of Bicosito Bangladesh Foundation (BBF) is to arouse and advance awareness and awakening of the poor and powerless people on socio-economic, political, human, women and children's rights, health, ecology, environment, peace, democracy, governance, and consumer's issues through dialogical process leading to collective actions for their self-determination.

Bicosito Bangladesh Foundation (BBF) mandated to promote supply of drinking water, hygiene and sanitation, women empowerment and human rights program in Bangladesh. The organization aims to mobilize and rehabilitation of the disadvantage people women as beneficiaries and agents of change as well as the institutions addressing women related issues in development. BBF main intervention strategy is to rehabilitate disadvantage people and influence government policy through advocacy, lobbying and networking group. Since its inception, It created community trusts and implementing different types of development work for the primary.

04. Number of Branch/Regional/Area Offices (if any) and location:

District	Address	Category	Contact Person	Mobile No.
Thakurgoan	North Vandara, Post-Ranisankail, Upazila: Ranisankail, District: Thakurgaon.	Head Office	Ms. Gulsana Akter	01757-538637
Munshigonj	Vill: Charbisanath (Zolghata), Post- Tol Basail, P/S- Sirajdikhan, District- Munshigonj.	Branch Office	Mr. Ashim Kumar Barue	01924-113994
Dhaka	House-95/Ka, Road- 4, P.C Culture Housing, ohammadpur, Shaymoli, Dhaka-1207.	Liaison Office	Office Contact	01717410865

05. Current Program Operational Areas (Districts & Upazilas):

BBF is an efficient and highly client oriented non-government organization. The organization is working both in urban and rural areas. BBF has been working in over all Bangladesh by project based but permanently working in three districts all upazillas like Thakurgaon, Munshigonj and

Dhaka by branch offices. BBF headquarter in Thakurgaon district. The information of the operational districts and passed major activities of the organization are given below:

- **Safe Migration for Bangladeshi Workers project:**
BBF is implemented this project at 6 Unions under Sirajdikhan upazila of Munshigonj district with assistance of Brac and social development fund. Under this project the following interventions are implementing- upazila based safe migration center, migration forum by Local government, capacity building training of forum members, collection of case story of migrant person, Observer of International migration day in upazila level and human resource development.
- **Water, Sanitation and Hygiene (WASH) programs:**
BBF is implemented this project in two upazila Sirajdikhan and Sreenagar of Munshigonj district with assistance of NGO Forum for Public Health and *DANIDA*. Under this project the following interventions are implementing- upazila based arsenic free deep tube-well installation and caretaker training, water arsenic kit test, formation forum by Local government and their capacity building training of forum members.
- **Mother and child health care program**
BBF has implemented the program at Ranisankail upazila funded by Local contribution and its own fund. BBF is providing health care, medicine, nutritional food for children and awareness on health and nutrition under this program.
- **Sustainable Sanitation Management Program**
BBF has implemented Sustainable Sanitation Management Program funded by NGO Forum for DWSS at Sirajdikhan upazila with a view to ensure total sanitation at 16 villages of 3 Union. At the first phase of the program, sanitary latrines were distributed among 200 poor family of 6 villages under Basail union at free of cost. Beside this, awareness building meeting and leaflet distribution are on-going.
- **Election monitoring/Observation/Voter awareness program:**
BBF worked on voter awareness, voter registration and election observation activities for 9th parliamentary election funded by Khan Foundation (KF) and Election Working Group (EWG). Having approval from Bangladesh Election Commission, BBF is implementing election monitoring, voter awareness and observation activities funded by Election Working Group and its collaborative organizations- Khan Foundation and BBF's own fund in different upazila of Munshigonj and Thakurgaon district.
- **Free basis Legal Aid Support Program**
BBF has provided free basis legal aid support to helpless, poor women and men in its working areas with assistance of Khan Foundation. As a result, around 100 families enjoyed human rights and governance.
- **Environment friendly Stove Program**
BBF has successfully implemented Environment friendly Stove Program in its working areas with technical assistance of German Technical Cooperation (GTZ). As a result, fuel cost becomes half of the targeted peoples in working areas.
- **Disable development program**
BBF was successfully implemented the program at Ranisankail upazila funded by Local contribution and its own fund. BBF is providing cash money, facilitative materials,

educational materials, wheel chair, treatment and knowledge on movement technique to the locally poor, helpless disabled persons. 100 beneficiaries are under this program.

- **Non-Formal Education Program**

BBF has successfully implemented the project titled non-Formal education program funded by GKS Sirajdikhan upazila of Munshigonj district. 05 numbers of learning centre are being established. In each centre 2 numbers of facilitators are being employed. They have provided education to 60 learners in each centre through 30 learners per shift. They provided education as well as skill-oriented training.

- **Women and Child Trafficking prevention program**

BBF has rendered services in collaboration with Brac at frontier Sirajdikhan upazila under this program. BBF arranged views exchange meetings, workshop with different occupational bodies on trafficking and providing services through mobile hot link.

- **Relief and Rehabilitation program**

BBF has provided oral saline, medicine, treatment, dry food and agricultural inputs (e.g., seeds, fertilizer and technical know-how) to the affected and needy people from its own fund and Local contribution.

- **Disaster and climate change:** BBF worked with disaster & climate affected beneficiaries under Sirajdikhan upazila of Munshigonj through financial assistance of Displacement Solution, NGO Forum for DWSS and provided support on own fund, Child & women health medicine.

06. BBF On-going Activities:

- 1) Maternity allowance Project in Thakurgaon district (Department of Women Affairs)
- 2) Child marriage protection and awareness rising (Department of Women Affairs)
- 3) ENG-SWA CSO Catalytic Fund in Bangladesh (Sanitation and Water for All, UK)
- 4) Maintaining the balance of the environment by preventing carbon emissions in Ranisankail upazila of Thakurgaon district (Science & Technology Ministry)

07. Working Strategic:

Since its inception in 2005, BBF attempts to empower the hitherto neglected underprivileged and destitute women and most vulnerable children of Ranisankail upazila of Thakurgaon district and water and sanitation program in all upazilas of Munshigonj district by forming them into group, motivate them for training and credit for different income generating activities for employment creation, livelihood skill development training for job facilities, awareness raising and advocacy for sexually abused, child trafficking, counseling/motivation, rehabilitation of street children, forest, fisheries and livestock etc for their sustainable development.

08. Target Beneficiaries of BBF:

BBF has been working for women, children and low-income rural and urban people under different situation covering both urban and rural areas. BBF believes that women, disable people and low-income earning people in different situations are systemically excluded from the conventional development approach and therefore the women, disable people both male and female, rural unskilled women and destitute women in rural and urban areas. More specifically, the target groups of BBF are as follows:

- Poor and distressed people rural and urban most vulnerable, disadvantaged and destitute households and community specially women and children.
- Rehabilitation of women, children & persons with disabilities.
- Minority Groups.
- Migrates people
- Truck/Bus drivers, Rickshaw Pullers and Sex workers.
- Social Elite's, community Leaders and influential person in the community leaders, rural elite's and Upazila Administrative Officer.
- Local Government Elected Representatives.
- Poverty reduction through micro entrepreneurship development.

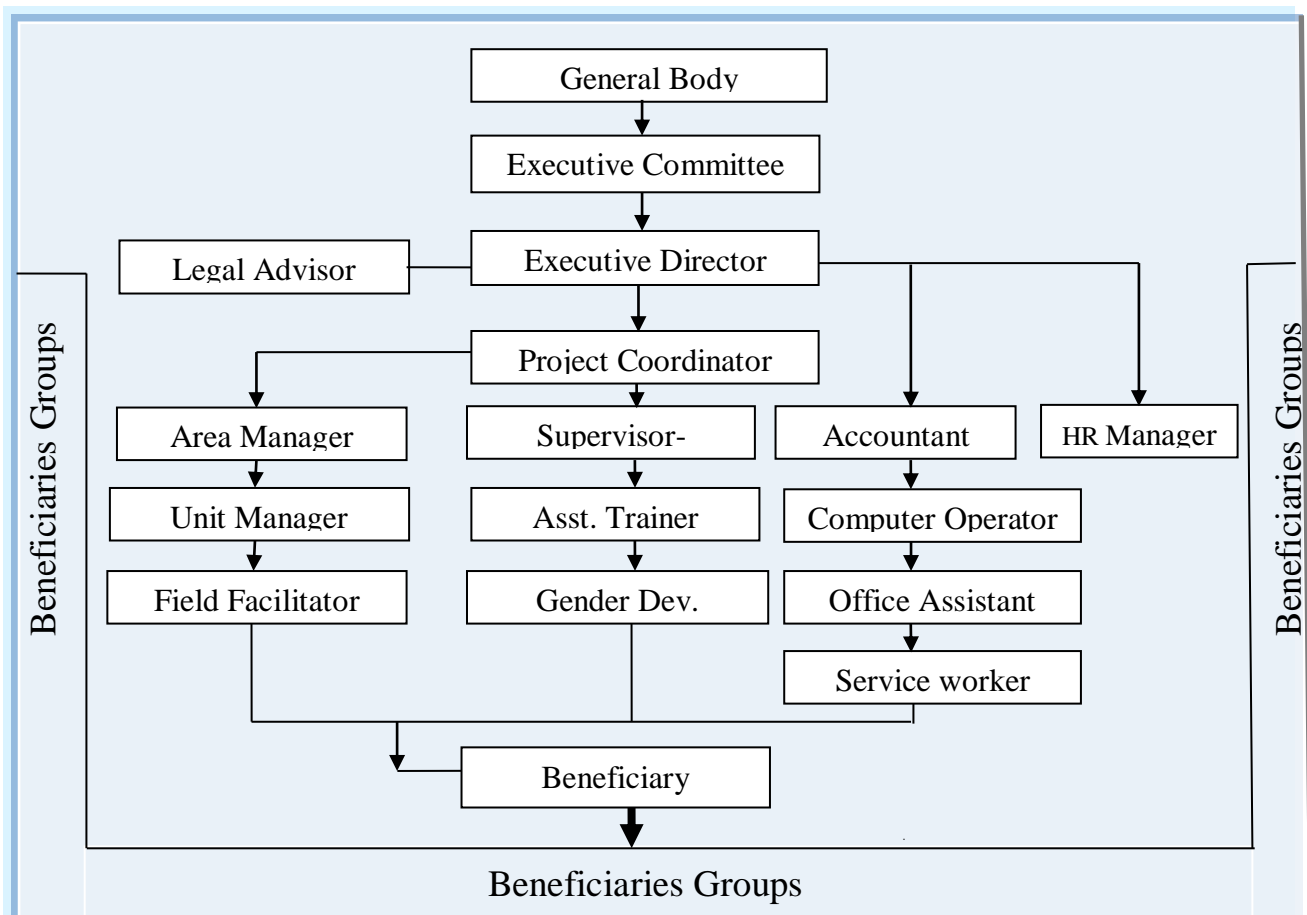
09. Total Number of Staffs in the Organization:

Type of Staff	Men	Women	Total Numbers
Regular	08	13	21
Contractual	01	05	06
Volunteers	04	25	29
Total			56

10. Organizational Structure:

i) Organogram of the Organization:

ORGANOGRAM OF BBF



ii) Information on General Body (GB) and Executive Committee (EC):

The Management Structure of the organization (BBF) includes some sub-structures. Such as-

1. General Body of 35 members.
2. Executive Body of 09 members
3. Advisory Body of 05 members.
4. Project implementation Committee 5 members
5. Project implementation committee 1 members for each committee.

The General Body elects the Executive Body for 3 years to develop policies and ensuring their proper execution with the assistance of Executive Director.

Executive Body is elected by election and the Advisory Committee is formed with 03 deserving personalities having relevant experiences to guide the Executive Body to solve problems and provide special requirements.

A project implementation Body is comprised of project relevant staffs, volunteers & social leaders to ensure better utilization of available resources, valuable time, and money and men power for executing the program activities.

The Community based volunteer's committees are organized to avail local level cooperation in implementing the project.

iii) Executive Committee Members:

Sl.	Name	Designation
1	Mst. Gulsana Akter	President
2	Mst. Rokeya Begum	Vice-president
3	Mst. Popy Akter	Secretary
4	Mst. Shamoly Akter	Assistant Secretary
5	Mst. Parul Akter	Treasurer
6	Mst. Bilkish	Organization Secretary
7	Mst. Rani Akter	Press Secretary
8	Mst. Selina Begum	Executive Member
9	Mst. Sahana	Executive Member

11. Information on Other Management of the Organization:

i) Central Office Management:

The central office management is responsible for program preparation, planning and determination of implementation process, program implementation and program supervision, monitoring and follow-up. Executive Director of the organization will act as the chief of the central management.

ii) Field Management:

Field management is divided into two parts to implement the organization activities under the central management as under

- a) Program Management
- b) Financial Management

a) Program Management:

Director is the chief of the program. His/her performs all responsibilities of the program implementation. The respective Deputy Director, coordinators, program officer & area manager will act as support staff.

b) Financial Management:

Accounts of all BBF project and formulation are operated under the simple accounting program for head and branch offices. The head office accounts are daily while the branch office is done on a monthly basis. This has better routine of financial management system of BBF.

A full-time manager (Finance & Administration) with a team of accounts is responsible for maintain the financial management system. BBF maintains the usual auditing procedure of all financial statements at the end July to June. Present audit firm is Hafiz Ahmed & Co. Chartered Accounts.

iii) Change Management:

- 1) A fund-raising group will be established with the existing staff members and an out consultant.
- 2) Monitoring data need to be collected from the field and finding will be documented.
- 3) A plan for the staff development training needs to be development and implemented on a quarterly basis.

12. Organization Bank Account Information:

Account name	Acc. number	Acc. Status	Bank name
Bicosito Bangladesh Foundation	2990901022676	Current	Pubali Bank Limited.

13. State how much times the NGO's Executive Director/Chief Executive is willing to spend for successful program planning and implementation?

Based at Bangladesh BBF is administered on a project basis with the support of finance & administration, Monitoring and Evolution and training under the leadership of the Executive Director. The line of accountability for project management begins with the head office and with the field staff. Project Coordinator administers each project. They are responsible for implementation of project and donor reporting. Branch managers are responsible for each of the branch. Area Managers report to the project coordinator and project coordinators turns report to the Executive Director. A team of accounting staff assists Manager (Finance & Administration). They are responsible for coordinating and maintaining the financial management system of BBF while account and other support staffs help him to maintain the either administrative aspect of the formulation.

14. Furnish the list of policy/procedure document/manual:

SL	Name of the document/Manual	Purpose	Prepared/Last updated
1.	Modules on HIV/AIDS and Awareness Training Against Drugs and Tobacco.	HIV/AIDS and Drug Invention Project	March 2016
2.	Modules on Safe Migration	Safe Migration for Bangladeshi Workers	March 2017
3.	Women's Empowerment Training Module.	Women's Empowerment Training	August 2019
4.	Training on harvest management and early processing.	Farmer Training	February 2020

15. List of the Organization Affiliated to other Networks/Alliances:

- National Alliance for Migration and Rehabilitation of Bangladesh (NAMRB)
- Migration Forum.
- Centre for Policy Dialogue (CPD)
- Plastic pollution coalition (PPC)
- Sanitation & Water for All (SWA).
- Asia Water Forum
- Bangladesh Water Integrate Network (BaWIN)
- Water Supply & Sanitation Collaborative Council (WSSCC).
- WPS-HA Compact (UN Women)
- Khan Foundation
- Brac
- *CIVICUS Alliance*
- Sustainable Energy for All (SEforAll)
- Indigenous Environmental Network
- Association of Development Agencies in Bangladesh (ADAB)
- Member of International Association of Professionals in Humanitarian Assistance and Protection (PAHP)

16. List of the Organization Affiliated with BBF:

SL	Name	Address	Reg. No & Department	Working Area
1.	Ekota Mohila Unnayan Samity	Baliadangi, Thakurgaon.	DSS-58/99, DWA-08/99 Department of Social Welfare & Women Affairs	Thakurgaon district.
2.	Palli Unnayan Mohila Samity	Ranisankail, Thakurgaon.	JMBKKA/Thak/33/04, Department of Women Affairs	Thakurgaon district.
3.	Golap Sangstha	Pirgonj, Thakurgaon.	DWA/11/2000, Department of Women Affairs	Thakurgaon district.
4.	Provati Unnayan Sangstha	Baliadangi, Thakurgaon.	DWA/10/99, Department of Women Affairs	Thakurgaon district.
5.	Sapla Mohila Unnayan Samity	Ranisankail, Thakurgaon.	DWA/22/04, Department of Women Affairs	Thakurgaon district.
6.	Dholessory Manab Unnayan Foundation	Sirajdikhan, Munshigonj.	Department of Social Welfare & Women Affairs	Munshigonj district.

17. Future Plan:

In future, multi-dimensional development program, implementation and networking with the local level NGOs in poverty alleviation, women empowerment, health and nutrition, non-formal education, Arsenic, HIV/STD/AIDS, gender perspective, adolescent, reproductive health, rehabilitation of disables, control of women & child trafficking, prevention & control of drug abuse, besides present activities like group formation, motivation, training, credit, livelihood skill development training for self-employment, rehabilitation of street children etc, will be important work component of BBF. We believe, BBF's contribution will continue to be profound in the years to come.

18. Name, designation and contact details of Chief Executive for communication on this donor request:

Contact person : Md. Jakaria Sumon, Executive director
Mobile: +8801717410865,
E-mail: sumonbbf@gmail.com