

# **PROFILE OF**



# **UDAYANKUR SEBA SANGSTHA (USS)**

**(2016-17)**

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**Jordarga, Nilphamari - 5300**

**E-mail : [uss.nilphamari@gmail.com](mailto:uss.nilphamari@gmail.com)**

## 1. Basic Information

- Name of Organization : Uadyankur Seba Sangstha (USS)
- Acronym : USS
- Head Office Address : Jordarga, Nilphamari- 5300
- Contact and Mailing Address: Jordarga, Nilphamari-5300
- Phone : Cell: 01712-878300, 01771-183799
- E-mail : [uss.nilphamari@gmail.com](mailto:uss.nilphamari@gmail.com), [alauddin.ali@ussnilphamaribd.org](mailto:alauddin.ali@ussnilphamaribd.org)
- Web site : [www.ussnilphamaribd.org](http://www.ussnilphamaribd.org)
  
- Contact person: Alauddin Ali
- Designation : Executive Director
- Contact Address : Jordargha , Nilphamari -5300 .
- Year of Establishment : October 1997
- Place of Establishment: Uttor Arazi Charikhola, Post Daroani, Textile Mill. Nilphamari
  
- Legal status:
  - a. Registration Under department of Social welfare : Nil Sadar 188/98 dated : 02/12/1998
  - b. NGO Affaires Bureau No: 2410 Date: 5 February 2009 Renewed for 4 February 2019
  - c. Registered with Europe Aid EID= BD-2009-DDF-2206433939, Date: June 22, 2009

## 2. Background Information of Udayankur Seba Sangstha (USS)

Udayankur Seba Sangstha (USS) started its activities on 10th October 1997 at Sadar Upazila of Nilphamari District. Till 2003 the period was to gather experience without much well defined strategy. In 2003 USS defined the goal and objectives of the organization in specific term and undertakes PAR (Participatory Action Research) as main approach to work with poor and marginalized people in the area.

USS envisions a democratic society free of poverty and inequality where all the people are enjoying freedom, self-reliant, confident and contributing to the development of country and nation as a citizen with democratic values.

To achieve the vision, USS facilitate a process among the marginalized people so that they can unmask the apparent and underlying causes of poverty and take initiatives to overcome the problems collectively.

**PAR for poverty alleviation is considered the main thematic processes, approach and methodology of USS. PAR is considered useful and ideologically appropriate to implement all activities.**

## 3. Vision and Mission Statement of USS

**Vision:** A Society citizens enjoyed equal opportunity and have human rights and living with dignity.

**Mission Statement:** Creative social transformation through promoting, assisting and encouraging deprived and marginalized people to build institutions, capacities and processes towards prosperity, sustainability and democratic self-governance..

## 4. Goal and Objectives of USS

**Goal:** To contribute towards a society economically prosperous, culturally vibrant, socially just and democratically governed. A society based on the principles of equality, cooperation and freedom. A society citizens have human rights and living with peace and dignity.

## Objectives:

- To ensure food and livelihood security
- To secure gender, child rights and social justice
- To promote quality education for all
- To protect environment sustainability
- To establish democratic self-governance
- To promote peoples culture
- To access to entitlement rights and services

## 5. **USS Values for excellence:**

Participation, accountability, transparency, Efficiency, Justice and Dignity

### 5.1 Human dignity and Gender equity

- All women and men are equal. They have equal rights in the society and participate in the development activities equally.
- USS will ensure participation of all poor people living in the working areas and provide special emphasis to the women participation as they considerably in backward position.
- All USS staff shall have the equal opportunities for promotion based on their experience and qualification considering gender perspective.
- USS Staff and management will ensure gender justice in all aspect of the organization.

### 5.2 Honesty, Integrity, Sincerity and Transparency

- All Projects/Programs personnel of USS shall promote Honesty, Integrity, Sincerity and Transparency in all activities.
- Staff behavior and conduct must consider this value and remain honest, sincere and transparent.
- Staff and organization will never hide any information to the stakeholders

### 5.3 Cost Consciousness and sound management of resources

- All Projects/Programs of USS shall manage and use their resources cost effectively and in some cases cost recovery basis All Projects/Programs Services of USS will be high quality.
- Staff of USS shall be responsible for maintaining the quality of the program performance.
- Staff of USS shall remain highly concerned on best use of resources.

### 5.4 Concern for Environment

- All Projects/Programs of USS would be environmentally sound.
- USS Office premises will be free from dangerous cigarette smoke.
- Garbage must be managed appropriately.
- Staff of USS shall work in a threat free and congenial environment.

### 5.5 Quality services

- USS has always provided qualitative services among the poor people.

### 5.6 Capability and Accountability

- Beneficiaries of USS shall possess the knowledge, understanding and capability to identify and resolve their problems. Staff of USS shall facilitate process.
- USS Management and Staff of USS shall remain strict to their work plan and demonstrate accountability to the organization.

### 5.7 Creativity and Innovation

- In all cases the creativity and innovation will be appreciated in the whole project or program cycle.
- Creativity and innovative work the staff would be rewarded
- Innovative and creative work would be replicated

## 5.8 Discipline

UdayankurSeba Sangstha, priorities organizational rules, regulations and resilient commitment towards policy, procedures and systems USS has a channel to deal with any misconduct by its staff accordingly.

### 6. Names of the on-going Program & project of USS

Program	SI No	Projects	Working Areas	Donors / Development partners
Food Sovereignty, Access to Natural Resource and Services	1	Animator Sensitization Project	Nilphamari Sador, Jaldhaka, Saidpur and Domar Upazila	Self
	2	Community development And Monga mitigation for the Poor through Upgrading Social capital (CAMPUS)	Domar Upazila	ActionAid Bangladesh
	3	Poverty alleviation through goat rearing	Nilphamari Sador	Bangladesh NGO Foundation
	4	Community Dhan Bank to Protect Monga	Nilphamari Sador	Green Foundation
Women Development, Child Rights Protection and Gender Equality	1	Promote Gender Equality through Local Knowledge & People's initiative	Nilphamari sador	Diakonia
	2	Child Rights Protection (CRP)	Jaldhaka Upazila	Plan International Bangladesh.
	3	Development Initiative to Promote Youth and Adolescent (DIPTYWO)	Nilphamari Sador	Manosher Jonno Foundation (MJF)
	4	Legal Aid Support	Nilphamari District	Actionaid, Plan International Bangladesh & Self
Education	1	Primary, High School Development with health Support	Nilphamari Sador Upazila	Green Foundation
	2	Promoting Science Education of Secondary School	Nilphamari Sador Upazila	Bngladesh Freedom Foundation
	3	Community Pre-school	Nilphamari Sador Upazila	Green Foundation
Environment Protection &	1	Seeds of Survival (SoS)	Nilphamari sador	USC-Canada

Disaster	2	Market Literacy Fund (MLF)	Nilphamari sador	USC-Canada
Popular Cultural Education	1	People's Drama and Song Presentation	Nilphamari District	Diakonia, Plan International Bangladesh & Self

### 7. Names of the phase-out project of USS

Program	SI No	Projects	Working Areas	Donors / Development partners
Women Development, Child Rights Protection and Gender Equality	1	Human Rights Awareness	Nilphamari Sador Upazila	US AID & MSS
	2	Girl Power Project	Dimla, Domar, Jaldhaka and Nilphamari Sador	Plan International
Education	2	Non Formal Education	Nilphamari Sador Upazila	BRAC
	3	Early Childhood Development	Jadhaka Upazila	Plan International Bangladesh
Food Sovereignty, Access to Natural Resource and Services	4	Farmers Field School	Nilphamari Sador & Jaldhaka Upazila	RDRS Bangladesh

### 8. Existing donors of USS and Project wise Budget

Name of Donner	Project/ Programme	Duration Funding	Budget in Taka
Action Aid Bangladesh (AAB)	Community development And Monga mitigation for the Poor through Upgrading Social capital (CAMPUS)	2008-2017	Approximate: 5 Crore
Plan International Bangladesh	Participatory Community Capacity Enhancement (PCCE)	2006 - 2024	Approximate: 3 Crore 60 Lacs
Plan International Bangladesh	Child Rights & Protection	2015 - 2017	Approved: 75 Lacs
Diakonia	Promote Gender Equality through Local Knowledge & People's initiative	2011 - 2020	Approximate: 3 crore 50 Lacs
USC-Canada, Bangladesh	Seed of Survival (SoS)	2015- 19	Approved 86 Lcs
MJF	Development Initiative to Promote Youth and Adolescent (DIPTYWO)	2013-16	Approved Tk. 1803500
Action aid	Fiscal Governance Project	2014-18	Approximate 80 Lacs
Freedom Foundation	Promote Science Education	2014-16	Approved 25 Lacs

## 9. Budget of year:

- Budget: BDT. 20550000/- (For the FY- 2016-17)

## 10. Offices of USS

Number of Offices:

- Head Office: 01
- Field Offices: 03
- Total Offices: 04

## 11. Operational Areas of USS

In a format you can write District, Upazila, Name of Unions, Name of villages/number of villages  
Geographical Coverage

Name of District	Name of Upazila	Name of Union and Municipality
Nilphamari	Domar	Vogdaburi
		Ketkebari
		Gomnati
		Bamunia
		Boragari
		Boragari
		Panga motukpur
		Dimla
	Khaga Khoribari	
	Balapara	
	Goyabari	
	Nawtara	
	Tapa Khoribari	
	Jadhaka	Kaymari
		Khutamara
		Kathali
		Golna
		Sholemari
		Golmunda
		Dharmopal
		Mirganjo
		Shimulbari
		Dowabari
		Jaldhaka Municipality
		Nilphamari Sador
	Polashbari	
	Chaoraborogasha	
	Ramnagor	
	Itakhola	
	Kundopukur	
	Chorykhola	
	Panchopukur	

Name of Project	Number of Beneficiaries				
	Male	Female	Adolescent	Children	Total
Community development And Monga mitigation for the Poor through Upgrading Social Capital (CAMPUS )	1000	2350	350	1050	4750
Poverty alleviation through goat rearing	52	212	95	150	509
Community Dhan Bank to Protect Monga	624	716	350	1040	2730
Promote Gender Equality through Local Knowledge & People's initiative	319	430	250	400	1399
Girl Power Project (GPP)	1200	3600	400	700	5900
Child Rights & Protection	200	400	500	600	1700
Development Initiative to Promote Youth and Adolescent (DIPTYWO)	-	200	50	80	330
Primary, High School Development with health Support	100	300	450	370	1220
Promoting Science Education of Secondary School	200	300	450	330	1280
Community Pre-school	-	210	-	300	510
Seeds of Survival (SoS)	200	2900	350	-	950
People's Drama and Song Presentation	1000	3000	2000	2500	8500
	4895	14618	5245	7520	32278

## 12. Staff Position of USS

Total staff of the Organization: 124

Male: 44 Female: 80

Staff information of USS

Regular staff		Contract Staff		Voluntary staff		Total Staff	
Male	Female	Male	Female	Male	Female	Male	Female
26	18	06	42	12	20	44	80

## 13. USS Participants Criteria

In selecting target population, USS emphasizes more on the most disadvantage and poor people of the society. But in all cases, preference is given to the disadvantage women and children. After selecting the targeted population, several group of people among the targeted population are oriented to represent the respective community. These groups of people are

nourished over a time and then termed as Community based Organization (CBOs).

Other than the above, selecting and developing a group of animators and volunteer educators is one of the important functions of the *Gonogobesona* and early childhood development projects of the organization. Not every individual can be developed as animator or educators except few who have potentials to be able to serve the purpose. Few criteria are, therefore, followed to select these potential individuals. These criteria include —

- young local residents;
- prefers to work in their community and also have acceptance in the community;
- inclined to work voluntarily;
- not involved fulltime with any economic activities;
- SSC or at least an academic capacity of reading and writing fluently;
- Young women, preferably married.

#### **14. Membership/ partnership and collaboration with other organization/agencies**

**USS is the Members of the following networking forum, agencies and maintain collaboration with :**

USS strongly believes that collective efforts guided by a **networking body** of agencies should be much more positive and tangible for sustainable development of the society. Thus the organization is always positive to develop link with other organizations and associations working in the field of development. Presently, USS has network with the following organizations /association:-

- Federation of NGO's in Bangladesh (FNB)
- Network for Reproductive health in north-west Bangladesh.
- CAMPE
- North Agro-biodiversity Forum (NAF)
- People, Land & Agrarian Net work (PLANET)

#### **15. Bank Accounts and Signatories**

Name of Bank with Address, Account number and signatories

a) Udayankur Seba Sangstha (USS)

STD - 0167102000367

Pubali Bank Ltd, Nilphamari Branch , Nilphamari

Name of Signatori

1. Mr Razob Ali Sarker - President of USS
2. Mr. Bhubon Chandro Roy- Secretary of USS
3. Mr Alauddin Ali - Executive Director of USS

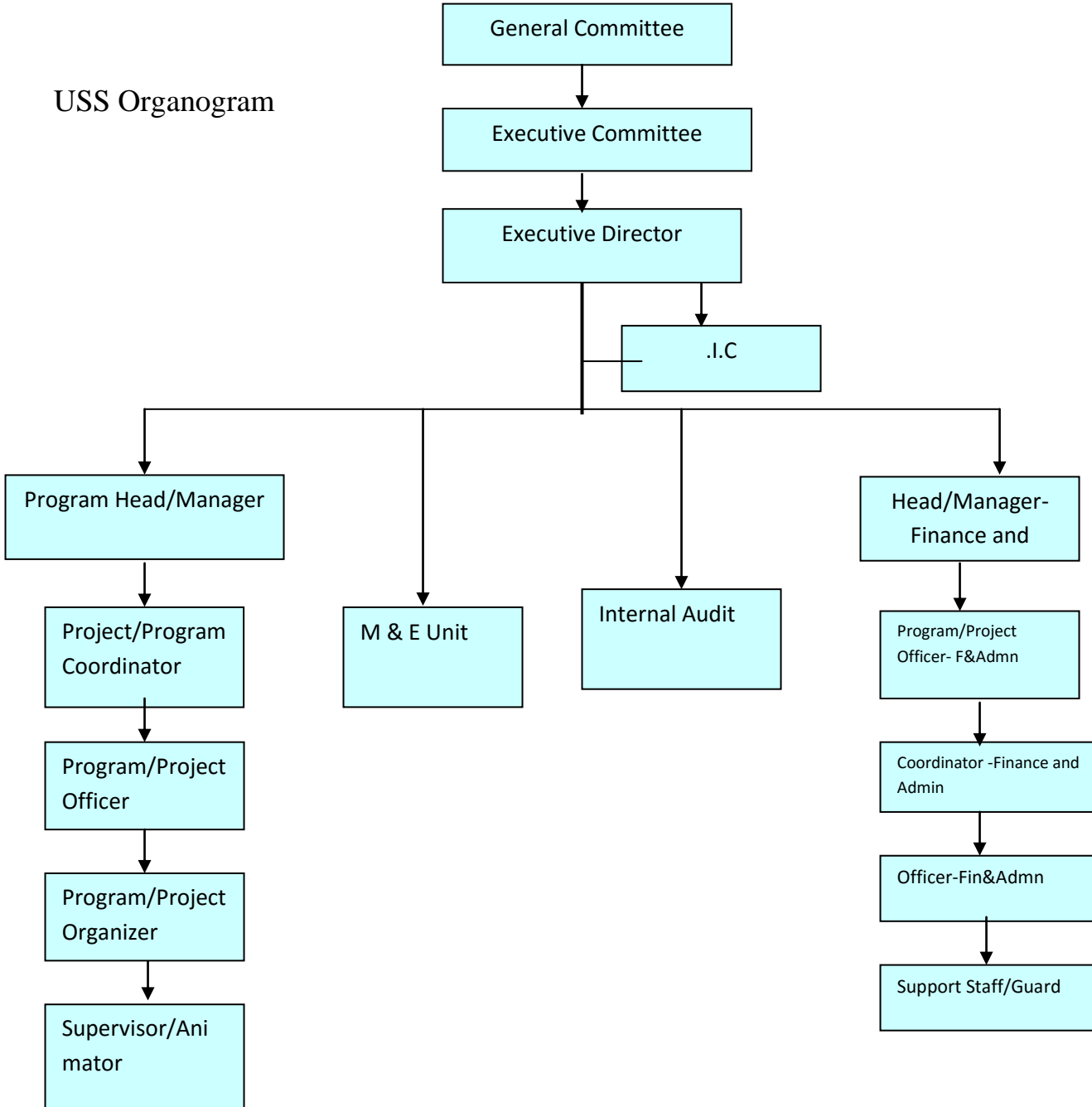
#### **16. Management Structure with Leadership Pattern**

General Body is the supreme authority of the USS which is consisted with 09 members. General Body brings any amendment in the organizational structure. General body of the organization confirms the yearly organizational activities and accounts. General elect the 09 members Executive Committee for two years period. The Executive Committee is responsible and accountable to General Body for its work and organizational management. This is the body accountable for effective smooth functioning of the organizational activities. General Body also elect the Executive Director and he perform the management functions and guide the staff members as assigned by the Executive Committee. The Senior staff works under the direct supervision of the Executive Director. The project in charge and coordinators works under the supervision of Program Manager. Project Coordinators and in charge lead the projects in consultation of program manager and Executive Director. In Coordination meeting the Executive Director preside over the meeting and take all the important decisions in a participatory manner. The Coordinators/Project Director, Section Heads reports to the program manager of USS .



17. **Organogram of USS**  
Please see the attachment

USS Organogram



**Note: I.C- Implementing Committee.**

## 18. Accountability

- 1) The Executive Committee is accountable to the General Body for its activities. As per constitution, USS management is responsible to the Executive Committee for the effective management of the Organization and the program as well as for the proper utilization of funds provided by the different sources.
- 2) The EC always members monitor the activities of Accounts Section for ensuring the good accounting. Before implementation of any project or plan it needs to be approved by EC, EC also takes decision
- 3) USS managements accountable to the District and Upazila level Administration for its activities. USS is participating in the coordination meeting organization by the local Administration and submitting reports on a regular basis.
- 4) USS is also accountable to its beneficiaries for the activates and services and the money they saved and given to the organization's custody.

## 19. Organizational Transparency

- USS is transparent to the donors and is providing all types of information considering the requirement.
- USS is transparent to the participants .It is always very much open to the participants/beneficiaries especially about information.
- USS is also transparent to the Counterpart and Partners.
- USS never try to hide any information to the stakeholders it is working with.
- USS is maintaining close touch with Government and providing all necessary information to the authorities at the, Upazila, District and National level.

## 20. Written Policy, procedure and Manual: USS existing policy and manual which is follows :

1. Human Resource Development Policy (HRDP)
2. Financial & Administrative Policy
3. Gender Policy
4. Child protection policy (CP)
5. Complaints Response Mechanism Policy (CRMP)
6. Open Information Policy (OIP)
7. USS Strategic plan (SP)
8. Motorcycle Use Policy
9. Electronic Equipment USE Policy
10. USS Code of Conduct

## 21. USS Governance

USS Committees

# Number Of General Body Members: 6 Female and 17

1. Executive Committee

Following are the Members EC:

Name	Position	Sex	Profession,
Md. Razob Ali Sarker	President	Male	Rtd. Teacher
Md. Ramjan Ali	Vice-President	Male	Business
Mr. Bhubon Chandro Roy	Secretary	Male	Journalist
Mrs. Anjuara Begom	Asst. Secretary	Female	House Manager
Mrs. Husneara Begum	Finance Secretary	Female	House Manager
Mr. Nanda Kishor Roy	Member	Male	Private Service
Mrs. Hosneara Banu	Member	Female	Private Service

Mr. Montaz Ali	Member	Male	Busyness
Mr. Jobaydul Islam	Member	Male	Private Service

*"USS IS COMMITTED TO EMPOWER DISADVANTAGED PEOPLE WITH SPECIAL EMPHASIS TO THE WOMEN AND THE CHILDREN OF THE SOCIETY"*