

Organizational Profile of HELP Cox's Bazar



MESSAGE FROM THE EXECUTIVE DIRECTOR



Dear Friends,

HELP Cox's Bazar (**Hand to Embrace the Less Privileged- HELP**) is a Local NGO based in Ukhiya, Cox's Bazar. It registered with the Department of Social Services, Ministry of Social Welfare in 2001 and has been affiliated with the NGO Affairs Bureau supervised by the Prime Minister's Office since 2006. It has worked for the last 19 years in enhancing the rights of the deprived in this region and has gained invaluable experience in the process.

Enhancing and promoting awareness about human rights have been a prime focus of the activities undertaken by HELP. Since its inception in 2001, it has provided services in sectors like Combating Human trafficking, countering violent Extremism, Prevention of domestic violence, Gender based violence, HIV/STI, reproductive Health, ensuring legal aid support for the trafficked victim, Victim repatriation & rehabilitation, Creating livelihood option etc.

Being an NGO located in Ukhiya within close proximity to the posts used for trafficking migrants to Malaysia and other countries in South-East Asia, HELP has been playing an important role in raising awareness about the ills of such migration to the people in the locality of Ukhiya and its vicinity. Economic migration has been a norm in this region. However, people are indifferent to the risks of migrating using sea routes and the legal hurdles that await them in the destination countries. Moreover, HELP responded first to FDMN, given its rights based and the sole NGO based in Ukhiya. Other donors gave it a hand later on to aid in the intervention, IOM, Oxfam and CPI supported GBV; Bring Hope Humanitarian Foundation supported Primary health & livelihood; RI supported Combat Human Trafficking and anti-trafficking & Safe migration; GBV supported Countering Violence Extremism; BRAC supported WASH; love army supported health, Wash & garbage; Action Medeor-Germany supported Health Services & so on. HELP has taken an active role in furthering human rights in the region catering education to the local children and illiterate adults. These efforts have produced 300 literate adult women and 150 children and instilled school attendance habit in children and illiterate adults. It is running one Junior High School, where 187 children are studying now. Besides HELP has been very much focused on Women Empowerment. It has implemented multiple GBV, Combating Domestic Violence, Combating Women and Child trafficking projects.

We are exploring new avenues for partnership to further efforts to raise awareness about human rights in Ukhiya, its vicinity, Rohingya refugee camps and the host communities. We also intend to explore avenues for partnership in sectors like Combating Human trafficking, countering violent Extremism, Prevention of domestic violence, Gender based violence, HIV/STI, reproductive Health, ensuring legal aid support for the trafficked victim, Victim repatriation & rehabilitation, Creating livelihood option, Education and so and so on. Given we are a local organization based in Ukhiya within close proximity to the Rohingya refugee camps and host communities and have an established volunteer and local workforce, we are in a strong position to be a partner to organizations looking to implement projects in the Rohingya refugee camps and host communities.

Thank you

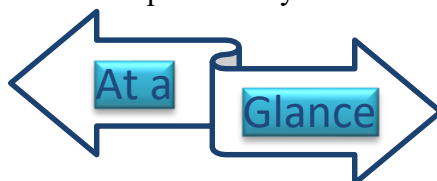
A handwritten signature in black ink, appearing to read 'Abul Kashem'.

Abul Kashem
Executive Director
HELP Cox's Bazar
(Hand to Embrace the Less Privileged - HELP).



Background

HELP Cox's Bazar is a Local NGO based in Ukhiya, Cox's Bazar. It is registered with the Department of Social Services, under the Ministry of Social Welfare in 2001 and had been affiliated with the NGO Affairs Bureau supervised by the Prime Minister's Office since 2006.



Particulars	Information
Name	HELP Cox's Bazar (Hand to Embrace the Less Privileged-HELP)
Address	Head Office: Court Bazar, PO. Ratnapalong, PS. Ukhiya, Dist. Cox's Bazar-4750, Bangladesh. Liaison Office: Airport Road, New Baharchhara, Cox's Bazar-4700, Bangladesh.
Contact Person	Abul Kashem, Executive Director
Contact Number	+880 18 19 024945, +880 17 34 086366
Email	helpcox.org@gmail.com
Web address	www.helpcox.org
Key Stakeholders & Beneficiary	Community People, Forcibly Displaced Myanmar Nationals (FDMN), Law & Order People, Local Government Authority, Local Administration, NGOs, Political Parties, Local Elite / Influential People, Diaspora Populations, Women & Minority Groups, Teachers & Students, Victims of Trafficking and Abuse.
Geographical Coverage	All Upazillas in Cox's Bazar District: Cox's Bazar Sadar, Ukhiya, Teknaf, Moheshkhali, Chakaria, Ramu, Kutubdia and Pekua.
Thematic Area Coverage	Gender-Based Violence (GBV) & Anti-Trafficking, Women Empowerment, Education, Community Development, Primary Health Care (PHC), Water, Sanitation & Hygiene (WASH), Counter Violence Extremism, Social Entrepreneurship Development, Emergency response, Income Generation (IG) Activities.
Projects Implemented	Currently - 05 (Five), Completed – 21 (Twenty One).



Donors & Partners

National: Ministry of Women and Child Affairs, Directorate of Environment, Government Family Planning Dept., Dept. of Social Services, CZM, BRAC, YPSA, Manusher Jonno Foundation (MJF), IVS-Bangladesh.

International: Love Army, Action Medeor, International Organization for Migration (IOM), GCERF, Bring Hope Humanitarian Foundation, BRAC / UNICEF Bangladesh, UNFPA, Oxfam GB, SEMNANI FAMILY FOUNDATION, Relief International and US department of state office to combat Trafficking in Person, Community Partner International (CPI), Individual Donor from Netherland (Bendagani Netherland), Khan Foundation/Danish Embassy.



Our Vision

Established and empowered poor and vulnerable rural people, especially the women and children in the society.



Our Mission

To establish the poor and vulnerable people, especially the women and children in the society through making them aware, capable, self – reliant and self-initiators through building capacity, institutions' capital, utilization of local resource and imparting-felt need based problem solving programs involving necessary skilled, trained, experienced and qualified personnel.

Our Goal

Improve livelihoods and establish rights of the poor people thus contribute towards achieving National Developmental Goals.





Core Values

HCB respects the values and beliefs of its development partners, and strives to collaborate with them in development interventions that reflect their principles and aspirations. HCB endeavors to work with those who share their expectations, sincere approach and implementation of its operations. It places win-win dealings with others and has a strong commitment to being responsive to their needs. HCB aims to provide standard quality of services that makes a valuable contribution to change the livelihoods of the poor people.

Core principle

The basic principles of HCB are participation, accountability, transparency, commitment, professionalism, networking and sustainability. HCB also believes that access to information and public services is the basic right of all people in a community.



Strategy

HCB decides its program focusing on the need of community people especially the hard to reach poor people, PWD, women and other under privileged groups. Strategies for the programs have been developed considering the gradual empowerment of the partners and stakeholders as well as the optimum use of the local resources and a safe environment for the future generation. Current program strategies of HCB are always in line with government commitments to development program and focus on achieving the Sustainable Development Goals (SDGs). All program are considered based on the available public and private resources before allocation of own resources. Facilitation supports are provided to establish linkages between the people and the service providers. Emphasis on reducing people's dependency on development organizations is also a priority. Awareness building, skill development and mobilization of local resources are the main elements of development.





Legal Status

Help Cox's Bazar was established on 01.01.2001. Later on, the organization received its legal status from 03 (three) Government bodies.

Sl.	Name of Concerned Department	Registration No	Date
1.	Department Of Social Services (DSS)	DSS-Cox 191/2001	27.11.2001
2.	Dept. Of Youth Development	DYA N-109	05-04-2006
3.	NGO Affairs Bureau	FDO/R No-2207	08-03-2007

Objectives

- Raise community awareness, capacity building and develop skill human resources.
- Enhance poor people's participation and access to development opportunities.
- Create employment opportunities and increase income of the poor peoples.
- Empower and improve livelihoods and dignity of the poor peoples.
- Reduce food insecurity and improve nutritional status of the extreme/ultra poor peoples.
- Increase poor people's access to basic primary health care (PHC) and FP services.
- Increase poor people's access to education and promote quality education.
- Link people with special ability (PWD) with the main stream of development.
- Develop poor people's resilience capacity to cope with disasters.
- Promote bio-diversity conservation and renewable energy making the earth good for living.
- Increase poor people's access to basic rights, entitlements, information and services.
- Reduce violence against women and advocacy & legal supports to the distressed women.
- Promote human rights, good governance and gender equality.
- Strengthen capacity of civil societies, CBO and UP in local level planning and management.
- Ensure a standard quality service thus earns organizational sustainability.

Core Programs & Target Groups

The organization works with different categories of beneficiaries, mostly the poor and extreme/ultra poor people, the women, children, PWD and minorities; different professionals e.g. marginal farmers, business-men, small shop keepers, weavers, crafts-men, rickshaw-van pullers etc.

HELP Cox's Bazar also works for emergency relief distribution and provides other supports with assistance of different donors and partners to affected Rohingya men, women, children who are living in camps to reduce humanitarian crisis and vulnerability of these Forcibly Displaced Myanmar Nationals.



- Education
- Health
- GBV (Gender Based Violence)
- WASH (Water, Sanitation and Hygiene)
- Emergency Response
- Community Development
- Social Entrepreneurship Development
- Disability Inclusion
- Child protection
- Anti-Trafficking & Safe Migration
- Women Empowerment
- Counter Violence Extremism

Organization's Capacity

The organization implements activities on various thematic areas that are as follows:
The organization is gradually growing larger. Presently HCB has two moderately equipped offices to run its activities. Locations of these two offices are given below:

Office Set Up

Head Office:
Farid Manson (1st Floor),
Mosjid Road, Court Bazar,
Ratnapalong, Ukhiya, Cox's Bazar-4750.

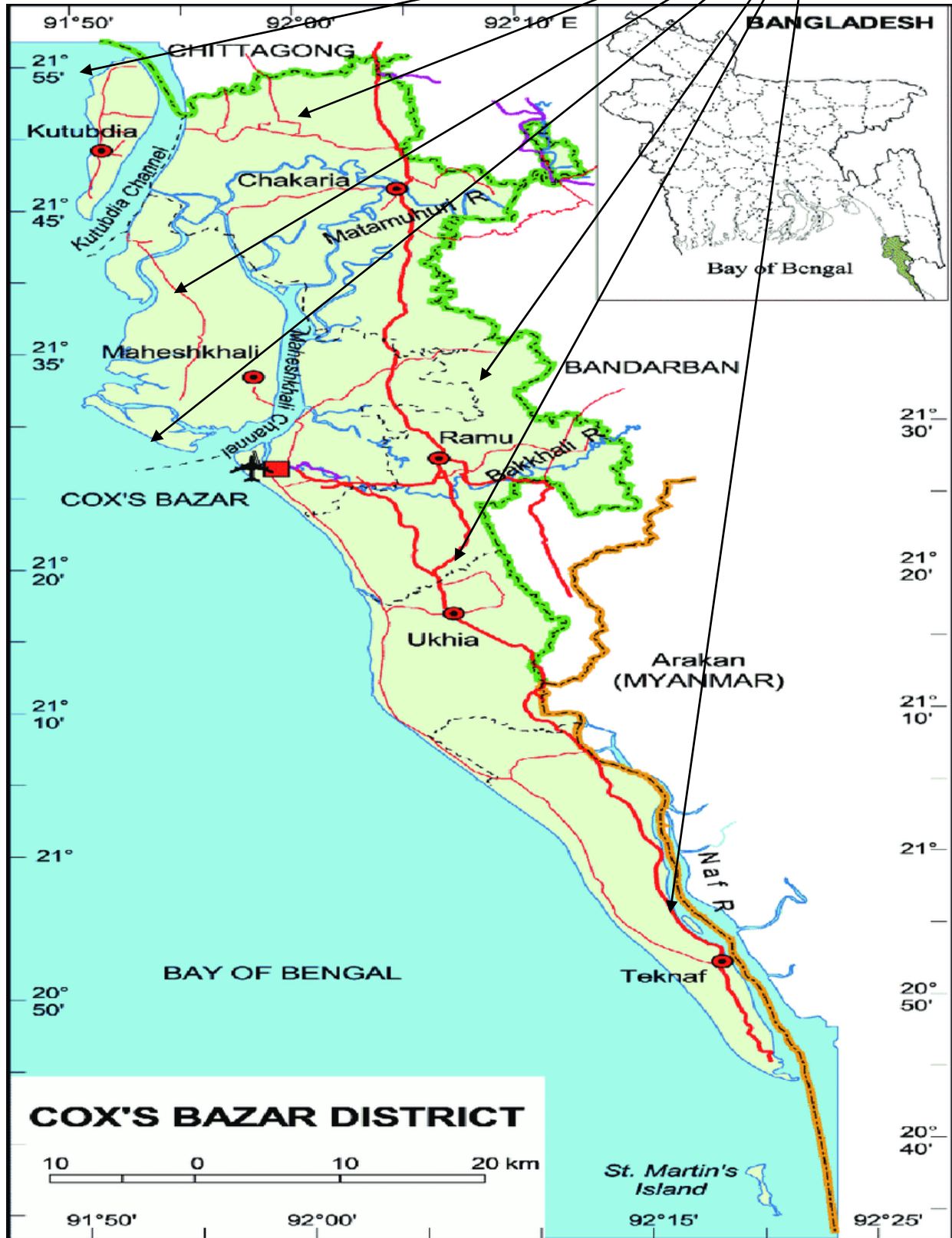
Liaison Office:
01-Biman Bandar Road, New Baharchhara,
Cox's Bazar-4700.
Other details of furniture-fixtures, equipment
etc. are listed later.





Geographical Presence

HELP Cox's Bazar





Budget

The organization forecasts its budget at the beginning of each fiscal year (January-December). The budget of the running fiscal year along with past three years is given below in reverse order:

Human Resources

The organization has a total of 137 staff and volunteers.

Staff Category	Male	Female	Total
Senior level	08	02	10
Mid-level	14	05	19
Field level (full time)	38	09	47
Field level (part time)	13	02	15
Volunteer	30	16	46
Total	103	34	137

NB: In addition to aforementioned structure, Help Cox's Bazar meanwhile developed the capacities of 110 Rohingya volunteer on relief and development issues.

Management System

HCB has developed some policies and guidelines for smooth dealing with HCB management, staff management, financial management and program management.

Policies and Guidelines

The organization has developed different policies and guidelines, which are approved by the appropriate authority and are practiced for smooth implementation/operation of different programme/projects; administration and management; finance, accounts and audit.



The list of the policies and guidelines are shown in follows;

Sl.	Name of policies and guideline	Introduced since	Remarks
1.	Finance Policy	01.07.2002	3 rd edition on 01.07.2018
2.	Audit Policy	01.07.2014	
3.	Constitution	01.01.2001	3 rd edition on 01.07.2016
4.	Gender Policy	01.07.2013	3 rd edition on 01.01.2018
5.	Human Resource (HR) Policy	01.07.2008	4 th edition on 01.07.2017
6.	Procurement Policy	01.07.2002	3 rd edition on 01.05.2017
7.	Vehicle Policy	01.07.2012	
8.	Child Protection Policy		
9.	Safe Guard Policy		
10.	Anti-Harassment policy		
11.	Anti-fraud policy		

General Management

The overall management of the organization is guided by the approved constitution. General Committee (GC) is the highest body of HCB. It consists of thirty-three members from different professionals. The general committee elects the Executive Committee (EC) for a period of three years. Presently, there are eleven members in the executive committee. It performs all responsibilities on behalf of the general committee. The EC appoints the Executive Director (ED) of the organization. He is responsible for overall management and keeping contact with the donor agencies. Besides, there is a seven-member advisory committee to advise the EC and ED in policy matters.

General Management

There is program operation division headed by Program Director. Program Director looks after overall program operations, coordination and management. He/she assists the ED and directly accountable to him. He/she is assisted by the Program Manager and Project Coordinators.

There are separate human resource & administration, training, finance & accounts and audit units. The human resource, finance & administration unit is headed by one Manager (HR, Finance & Admin), who is assisted by other administrative staffs. There is one Procurement Officer responsible for overall procurement and supplying the logistics is reportable to the Manager (HR,



Finance & Admin). Training Officer is the head of training unit and assisted by other trainers. Manager (HR, Finance & Admin) is the head of finance & accounts unit and responsible for overall financial management. He/she is assisted by one Senior Finance Officer (Finance & Accounts) and other accounts personnel. There is one Officer (Audit), acting as the head of audit unit is responsible for overall internal audit management.

Furthermore, there is a 5-member Senior Management Team (SMT) comprising ED, Program Directors, Manager (HR, Finance & Admin) and two Project Coordinators, who meet once in a week to review the overall administrative and management issues. A monthly coordination



meeting is also held at head office with all projects chiefs with ED in the chair, for reviewing overall progress and management issues.

Supervision & Monitoring

The monitoring unit provides monitoring oversight for all program activities. There is annual monitoring plan and the monitoring indicators are set up based on the outputs and activities. The regular information is collected using various tools and techniques following the participatory monitoring process. The monitoring unit interviewed various stakeholders including beneficiaries, local administrations and the UP. They produce reports based on the field findings and submit it to the management. The management takes appropriate measures where necessary. The progress is also monitored/review in the monthly staff coordination meetings held at organization's head/project office, which is documented in meeting minutes and circulated at field offices. Project experience sharing workshops are also organized with different stakeholders to exchange views and produce recommendations.

The following mechanisms are followed in monitoring and supervision the project:

- ⊙ Set up monitoring indicators based on the outputs and activities.
- ⊙ Information collection using different monitoring tools.
- ⊙ Field visits for physical verification and interviewing the project participants and stakeholders.
- ⊙ Analyze/review of monitoring and progress reports.
- ⊙ Monthly progresses review/sharing meeting and analyzing targets against achievements.

Research & Documentation

The periphery of HCB is developing day by day. It believes in changes and likes to adopt the things which have proven good, more effective and user friendly. There are many success as well as failure history in the way, in which different programs are implementing. To promote the successful interventions as well as minimizing the failures it needs to learn the reason behind it. It helps promoting the best learning experience/practices, upgrade HCB's service delivery thus the project participants become more benefited. Likely, minimization of the failures save the resources thus makes the program cost effective. Further, it gives appropriate directions for project designing and expansions. The 'Research and Documentation Unit' has established in 2015, headed by the Officer (R&D). The unit is responsible to document all program performances and successful events as publications like- book-lets, case studies, magazines and reports. The publications help others to learn the best learning practices. HCB also have a good collection of photographic and video documentation, preserved in head/project offices.



Evaluation

In most of the project at the beginning, a baseline survey/FGD is conducted to know the present situation for developing the database. In general, the evaluation for a particular program/project (based on the dimension of activities and importance) is done through appointing external expertise/firms. Depending on duration of the project, sometimes, either annual, mid-term or end evaluation is done. The evaluation documents/reports are kept in the organization's head office thus analyzed by the senior management. The best learning practices are considered in designing of any project in the next or required modification in the project is made based on the recommendations.

Reporting

MIS information is regularly collected at field level using prescribed formats on a daily/weekly basis as per needs of the project & compiled on weekly/monthly basis primarily in the branch/project offices, which again compiled by the program/project chiefs to produce monthly reports & sending it to the management/development partners/donors as per their requisite. The Annual Report of HCB is prepared based on the performance of all program/projects supported with case studies, impact analysis and photographic evidences. Project closing reports are also made at the end of the projects.

Financial Management

There is an approved financial policy in the organization to guide overall finance. Where provided/requested, HCB implements donor guidelines for funded projects. In general bills and vouchers are checked by the assigned accountant and reviewed by the Managers and finally approved by the Executive Director. There is a 'mother' account for head office banking transaction which is operated by three signatories including the ED. The monthly/quarterly/annual/closing financial statements are made, which is accompanied with bank statement and is submitted to the management/donors accordingly.

Fund Management

An annual budget plan is made focusing all sources of funding and likely a separate budget plan for each programme/project. There is an independent accounts unit for general fund management and a separate staff members (accountant) assigned in each individual project. The 'mother



accounts' is operated by three Signatories-President, ED and Treasurer. Each project has separate bank accounts and all forms of expenditure are made following the approved budget. Further, a quarterly budget review meeting is organized with the ED in chair.



Audit

There is an internal auditor, responsible for audit all sorts of expenditure of the organization. The person frequently and regularly visits different program/projects. Further, it also audits the accounts expenditure of the organization's head office. The person conducts audit at field level- visits the project offices, based on findings, the person submits audit reports to the management. Further, the qualified NGOAB selected registered charter accounting firm is appointed for auditing all annual financial transaction of the organization following terms of reference (TOR). Likewise, the external audit farms also audit the accounts expenditure of the program/projects at the end of the year and/or on the closing of the project.

Here we mentioned the particulars of 30 Projects where 24 Projects were implemented and 6 are ongoing projects:

Ongoing Project

Name of the Project	Key activities	Donor	Starting Time	Working Areas
1.Humanitarian Assistance for Rohingya and Host community in Bangladesh	Under this project Covered localization social Cohesion, Gender mainstreaming & Disability inclusion. Within the aforementioned 4 components the undertaking main activities are: -Capacity building of Community based 10 organizations through providing different training, workshop on preparing organization's profile, preparing need based project proposal & budget for supporting small grant from HELP Cox's Bazar. -Training and input support for the 300 hundred most vulnerable men, women and youths for homestead gardening. -Training and quick impact support for 400 most vulnerable women, men and youths in creating livelihood/ income options -Providing training and input	Supported by Brac & Australian Aid Funded by Australian Aid	&January to December 2021	Jaliapalong & Rajapalong Unions under Ukhiya Upazila of Cox's Bazar



	<p>support for income generation/livelihood support for 30 people with disabilities.</p> <p>-Assistive device support for the 183 persons with disability.</p> <p>-Training and input support in preparing model garden for 12 persons.</p> <p>-Training and AIG support for 10 community based CBOs</p>		
<p>2.Social Cohesion Fund for the Cox's Bazar District</p>	<p>-Need based training for the vulnerable school dropped out Children, adolescent including persons with disability.</p> <p>-Creating job placement scope for the trained persons etc.</p>	<p>Swish development cooperation technical support with Brac</p>	<p>January to December 2021(1st phase)</p>
<p>3.Community Engagement In Countering Violent Extremism in Cox's Bazar (CEVEC) (For the Host Community</p>	<p>-Youth Group Formation & Mobilization.</p> <p>-Provide TOT on life skills education.</p> <p>-Provide leadership training on CVE to youth forums.</p> <p>-Provide life skills education to youth groups at ward level.</p> <p>-Community engagement on CVE like Flash mob, cycle rally, dialogue with religious and political leaders, signature campaign, candle light vigils, Day observance, press conference, Youth rally, story - telling events, debate, and camp.</p> <p>-Provide orientations to the representatives of Local Government Institutions at Union, Upazila and Municipality level.</p>	<p>Global Community Engagement & Resilience Fund (GCERF) Switzerland. Through YPSA as consortium lead</p>	<p>January 2020 to December 2021</p>
<p>4.Awareness and treatment for primary health care</p>	<p>-Free prescription of doctor.</p> <p>-Free medicine</p> <p>-Nutrition</p> <p>-Awareness</p>	<p>Directorate of Health</p>	<p>May 2021 Continue</p>



5.Social Cohesion Fund for the Cox's Bazar District	-Need based training for the vulnerable school dropped out Children, adolescent including persons with disability -Creating job placement scope for the trained persons etc.	Swish Development Corporation	January 2021	December 2021
6.HELP Health Service	-Ensuring Primary Health support -Pathological test support -MHPSS support	HELP's own fund	August	to 2021 (Continue)



Past Projects

Sl.	Name of the Project	Key Activities	Donors	Year of Implementation	Working Areas
01.	Community Engagement In Countering Violent Extremism in Cox's Bazar (CEVEC) (For the Host Community)	<ul style="list-style-type: none"> -Youth Group Formation & Mobilization. -Provide TOT on life skills education. -Provide leadership training on CVE to youth forums. -Provide life skills education to youth groups at ward level. -Community engagement on CVE like Flash mob, cycle rally, dialogue with religious and political leaders, signature campaign, candle light vigils, Day observance, press conference, Youth rally, story - telling events, debate, and camp. -Provide orientations to the representatives of Local Government Institutions at Union, Upazila and Municipality level. 	Global Community Engagement & Resilience Fund (GCERF) Switzerland. Through YPSA as consortium lead	January 2020 to December 2020	All Unions of Ramu Upazila under Cox's bazar District
02	Health services for the affected Rohingya Community in Cox's Bazar	<ul style="list-style-type: none"> Health support through clinic in Rohingya camps. -Awareness raising on primary Health care among the Rohingya community. 	Love Army	Mar'19	Camp 17
03	Garbage cleaning in the forcibly displaced Myanmar Rohingya camps in Cox's Bazar	<ul style="list-style-type: none"> -Cleaning garbage in Rohingya camps. -Awareness raising on garbage management among the Rohingya community. 	Love Army	Mar'19	Camp 05 and 17
04	Tube wells repairing for the affected Rohingya community in different camps	<ul style="list-style-type: none"> -Repairing of tube wells. -Local capacity building. 	Love Army	Mar'19	Camp 05 and 17.



05	Health service project	<ul style="list-style-type: none"> -Organize satellite clinic at Union and camp level. -Organize awareness sessions on the following topics: Personal Hygiene, Immunization program and child nutrition, take care of pregnant women, Reproductive health, Disaster preparedness, HH visit by health worker, Establish billboards with Health messages. 	Action Medeor	Jul'19	03 unions of Ukhiya and Camp 05 and 17.
06	Support to health clinic	<ul style="list-style-type: none"> -Provide medicine support to health clinic. 	CZM (Center for Zakat Management)	Sept'19	Camp 17
07	Community Engagement In Countering Violent Extremism in Cox's Bazar (CEVEC) (For the Host Community)	<ul style="list-style-type: none"> -Youth Group Formation & Mobilization. -Provide TOT on life skills education. -Provide leadership training on CVE to youth forums. -Provide life skills education to youth groups at ward level. -Community engagement on CVE like Flash mob, cycle rally, dialogue with religious and political leaders, signature campaign, candle light vigils, Day observance, press conference, Youth rally, story - telling events, debate, camp. -Provide orientations to the representatives of Local Government Institutions at Union, Upazila and Municipality level. 	Global Community Engagement & Resilience Fund (GCERF) Switzerland. Through YPSA as consortium lead.	2017-2018	Ukhiya



08	<p>Combat Human Trafficking In Bangladesh through the promotion of Safe Migration (For the host Community)</p>	<ul style="list-style-type: none"> -Conduct training for Union Digital center (UDC) official to conduct training & information services for the potential migrants. -Strengthening Combat trafficking committee -Develop union Parishad based Aniti Trafficking youth Forum in creating awareness. -Provide direct assistance to the victims of trafficking on livelihoods support -Awareness on safe migration 	<p>Relief International and US department of state office to combat Trafficking in Person.</p>	<p>2014 to 2018</p>	
09	<p>Emergency Health Care & NFI Support and enhancement the dignity of women and young girls to the Forcibly Displaced Myanmar project.</p>	<ul style="list-style-type: none"> -Provide medical support for men, men and children through health clinic. -Women's and adolescent group formation and court yard meeting on health education, hygiene, sanitation and women development. -Meeting with adolescent boys and girls. -NFI distribution for camp 17 areas 900 families. 	<p>Bring Hope humanitarian foundation</p>	<p>2018</p>	<p>Camp 5</p>
10	<p>Enhance the dignity of women, younger girls & children through awareness against gender based violence (GBV) to the displaced Myanmar National (DMN) (new arrivals) in Cox's Bazar , District, Bangladesh.</p>	<ul style="list-style-type: none"> -Increase awareness among refuges especially women and girls, men and adolescent boys about GBV, how to identify risk early, reporting channels and available services at project location. -Support in referrals women & girls survivors of GBV, ensure safe spaces, for survivors including legal, medical and psychological support through collaborating with existing service providers. 	<p>Oxfam GB</p>	<p>2018</p>	<p>Camp 12 and camp 19</p>
11	<p>Emergency Response Against Gender Based Violence</p>	<ul style="list-style-type: none"> -Camp/Zone/Blok wise Multi stakeholders Committee Formation, orientation & Monthly Meeting on CGBV. -Block wise women group formation, orientation & monthly Meeting on CGBV. 	<p>Community Partner International (CPI)</p>	<p>2018</p>	<p>Camp 5</p>



		<ul style="list-style-type: none"> -Organize Court yard Meeting. -Formation of folk song group & arrange Folk song. -Bill Board installation with the message on CGBV. -Distributing of Dignity kits -Observation National & international day. 			
12	<p>Protection of women & child through combat Human trafficking (PWCT) & emergency support to the Forcibly Displaced Myanmar Nationals; Cox's Bazar District , Bangladesh</p>	<ul style="list-style-type: none"> -Camp / Zone / Block wise Multi stakeholder Committee Formation, orientation & Monthly Meeting on PWCT. -Block wise women group formation, orientation & monthly Meeting on PWCT. -Organize Court yard Meeting -Formation of folk song group & arrange Folk song. -Bill Board installation with the message on PWCT. -Distributing of Dignity kits. -Publish different IEC Materials. -Organize women gathering & Observation National & international day. -Establish Medical Camps & provide Free Medical support including Medicine. 	Individual donor from Netherland (Bendagani Netherland)	2018	
13	<p>To implement activities to prevent, mitigate & respond to Gender based violence among undocumented Myanmar Nationals (CUMNS) in Cox's Bazar</p>	<ul style="list-style-type: none"> -Formation of groups: women, men and girl. -Awareness programme among the group members. -Awareness programme among Imam, reporters, community leaders. -Orient referral mechanism etc. 	IOM	2017	Ukhiya and Teknaf
14	<p>Government Safety net program (Doridro Maer jonna Matritto Kalin Bhata)</p>	<ul style="list-style-type: none"> -Group formation with vulnerable women -Skill training on IGAs. -Awareness session on social issues. 	Ministry of women and Child Affairs	2016-2017	Teknaf, Ukhiya, Ramu, Cox's Bazar Sadar, Mohesk hali.



15	Combating Domestic Violence (CDV)	<ul style="list-style-type: none"> -Legal aid support. -Awareness activities. -Connecting people with government law enforcement agencies. -Organize Shalish mediation. 	Manusher Jonno Foundation (MJF)		Teknaf, Ukhiya, Ramu, Cox's Bazar Sadar, Mohesk hali, Chokuri a, Kutubdi a, Naikhun suri
16	Vulnerable Group Development (VGD)	<ul style="list-style-type: none"> -Women group formation. -Skill training on different issues. 	Ministry of women & Child Affairs, Bangladesh	2015-2016	Ukhiya
17	Human rights mobilization, human rights violation & family violence Information dissemination Project	<ul style="list-style-type: none"> -Information collection on family violence and inform to the local administration. -Inform to the Police with evidence of violence. -Publish news in the newspaper on violence issues. 	Manusher Jonno Foundation (MJF)	2007	Teknaf and Ukhiya
18	24 hours hot line services to combat women & child trafficking & prevention	<ul style="list-style-type: none"> -Collect information on trafficking issues and inform to the local administration. 	Khan Foundation/ Danish Embassy	2011	Teknaf and Ukhiya
19	Partnership for the promotion of Right Based Development Approach & Governance (RBD&G) Through the technical assistance for the capacity building program of IVS Bangladesh.	<ul style="list-style-type: none"> -Group formation. -Aware people on the root causes of the problems. -Aware on how those problems can be solved. 	IVS-Bangladesh.	2010	Ukhiya
20	Communication for Development: promoting sustainable behavior and social development changed	<ul style="list-style-type: none"> -Stopping physical touchier on children. -Provide Hygiene awareness -Organize school committee meeting. 	BRAC/UNI CEF Bangladesh	2011	Teknaf and Ukhiya



	in Cox's Bazar district. C4D Project.	-Aware local community on child rights issues including primary health care issues.			
21	Strengthening, accelerating, & implementing the law of Bangladesh, 100% smoking free & with a view to tax promotion & expanding the local activities	-Awareness programme to men and women. -Campaign programme to aware the people to stop smoking. -Aware people to keep office, bus, train as non-smoking areas. -Aware people through leaflet, poster distribution.	The UNION	2008-2010	Ukhiya
22	Non-Formal Education for School Dropout Children (NFPEP)	-Organize non formal schools for drop out students.	BRAC Bangladesh	2007-2012	Ukhiya
23	Youth empowerment through life skills education and livelihood opportunities project UNFPA	-Youth group formation. -Awareness on reproductive health. -Awareness on the bad impacts of early marriage. -Provide life skill training. -Day observations. -Organize street drama against early marriage.	UNFPA	2010	Ukhiya
24	Community based adaptation in the ecologically critical areas through biodiversity conservation (CBAECA)	-Tree plantation. -Seed supply. -Rice cultivation. -Solar system establish. -Group formation with fishermen. -Provide different IGA training. -Awareness programme.	Directorate of Environment	2012	Ukhiya

Working Experience

Concretization

Concretization is the most and important program of the organization. It begins from the start and continues continuously for raising mass awareness in all respects among the targeted and other community people. So far it has concretized approximately 25000 people in different respects. Now the community people of HELP working areas are fairly conscious in all respects and they can understand that their development should be done by themselves. In this regards, HELP applies different methods like: personal contacts, door step visits, group meetings, gathering, seminars,



workshops, folk song, popular theatres, circulate posters, leaflets, stickers, charts, billboards, signboards etc.



Gender Based Violence

Discrimination against women and girls that starts from the day of birth of a girl child is largely rooted into our traditional culture and social practices. Lack of proper laws and their proper implementation perpetuate women's subjugation to men and make them more susceptible to repression leading to violence. The shame and stigma, the trauma and humiliation infected upon women and children through any such happening forgoes a long lasting adverse effect in the lives of the victims, which may in some cases end up in their mental and physical disorder leaving little hopes for their survival. Moreover, acute poverty also restricts their access to the justice system. HCB is experienced to address the rights of women. It has experience in implementation of combating domestic violence projects. HCB addresses the women violence issues through different ways like; formation of different level groups and committees, aware those committees on women violence issues and how to protect the women. Groups are organized and received skills and knowledge through having meetings, trainings, networking etc. HCB also organizes weekly shalish mediation at union levels and solves the domestic violence. HCB also forms legal aid committee at union level and raise the un-dissolved issues into the court. HCB has experienced in implementation of GBV projects in Rohingya camps through organizing awareness activities: court yard meeting, folk song, leaflet, billboards etc. Organization was also involved in referral process to shift the serious cases to other organizations and departments.

Counter Human Trafficking

Human trafficking has emerged as a great challenge for the entire world. The situation of human trafficking in Bangladesh is no different from the other countries of Asia. The trend of human trafficking has been increased in Cox's Bazar due to Rohingya influx. Both Host and Rohingya communities are the sufferer. Help Cox's Bazar is working with the objectives:

- **To prevent of human trafficking**
- **Protection to the victims and survivors of human trafficking**
- **Multi-stakeholder's partnerships that mobilize and share knowledge, expertise, technology and financial resources to support the achievement in combating human trafficking.**

HCB has different forum and committees to address those objectives. It has formed Union level youth forum, working with Union and Upazila level government anti-trafficking committees. HCB organize the following activities:

- **Court yard meeting**
- **Organize training on anti-trafficking and safe migration**
- **issues Leaflet, poster and billboard placement.**
- **Organize anti trafficking campaign**
- **Life skill training**
- **Livelihoods support to victims.**



Education

Help Cox's Bazar has been working on education sector since its inception (2001). Initially Help Cox's Bazar opened a kinder garden school in Court Bazar, Ukhiya, It was run from 2000 to 2007. At least, 600 children got their preprimary (play to KG) and primary (Class I to V) education supports from this initiative. Help Cox's Bazar implemented a non-formal primary education programme supported by BRAC from 2005 to 2010 in Ukhiya through establishing 20 centers and approx. 750 drop out children received education support in 04 unions of Ukhiya Upazila in 2010, Help Cox's Bazar run a school programme for un registered Rohingya children (4-10 years old) in Leda camp with the support of BRAC and using its own fund. Total 200 children got education support through 05 schools over the one-year project time. Help Cox's Bazar also experienced in implementing education program with the support of Education Department of Bangladesh Government. With the support of Education Department of GOB, Help Cox's Bazar opened 84 schools in Ukhiya, Teknaf and Ramu Upazillas of Cox's Bazar district in 2011. Total 2,520 school dropout children got non- formal primary education support for 02 years.

Rohingya Context

Help Cox's Bazar is actively involved in providing emergency and other supports to Rohingya people since its arrival in August 2017. Help Cox's Bazar provided emergency health support to the affected people in the month of August and September 2017. Distributed food and non-food items to 2000 HH supported by Janmabhumi TV in Australia in 2017. Distributed cloths among 5000 persons supported by local people and ABC TV in Australia. Distributed food and non-food items to 7,500 families with the support of Indonesian NGO Alliance in 2017. Provided temporary latrine, tube wells, bathing place etc. with the support of individual donors. Provided deep tube wells and latrines support with the help of BRAC in 2018. Implemented GBV and Anti trafficking activities among the affected people with the support of IOM, Oxfam, CPI. From January 2018 to 2019, Help Cox's Bazar is providing basic health support to the Rohingya community through establishing clinics funded by Bring Hope Foundation and Love Army. With the financial support of Love Army, Organization is also providing WASH support to the Rohingya people living in camp 03, 04 05 and 17.



Primary Health Care

Help Cox's Bazar has been working on health & family planning project since its inception (2001). Executive Director of Help Cox's Bazar was an employee of government health department with health background. HCB has one permanent doctor working in health sector. It has many health volunteers in the local community. Help Cox's Bazar provided emergency health supports to the Rohingya people using its own fund. Help Cox's Bazar already.



Implemented different health projects funded by: Bring Hope Humanitarian Foundation, Love Army, Action Medeor and UNFPA in Rohingya camp and host communities. HCB has good linkage with government health and family planning departments and implements some projects in Ukhiya Upazila.

It has one health clinic in camp 5 and operating since January 2018. Major interventions under primary health sector are:

- **Health awareness sessions**
- **HH visits**
- **Organize satellite clinic**
- **Primary health treatment through clinic with medicine support**
- **Billboards placement**
- **Poster, leaflet distribution**

Water, Sanitation and Hygiene

Water, Sanitation & hygiene Program is one of the major development activities of HCB. Safe drinking water and hygienic sanitation is a must for the safety of life as well as sound environment. HCB undertook this program in order to ensure safe drinking water and hygienic sanitation in the rural area because the people of this area are ignored, unaware and not knowledgeable about the importance and need of safe drinking water and hygienic sanitation.

HCB has been implementing Water and Sanitation program under financial and technical assistance of its own contribution and individual donation for Drinking Water supply and Sanitation considering the inadequate access of villagers to safe drinking water and hygienic sanitary facilities.

HCB is implementing the Model Village project with collaboration of village development committee, which is also formed by the Organization. In this regard, HCB organizes monthly VDC meeting, courtyard meeting, school meeting, tea-stall meeting, Imam Orientation, group meeting.

With the help of NGO forum, it has installed 12 tube wells and 1050 water sealed latrine in different unions of Ukhiya Upazila. Established 1 latrine production center with the help of NGO Forum for DWSS and continuously producing water sealed latrine for the community people and the community people are consuming the produced latrine, because, they have become aware about their health and sanitation issues.

Recently HCB implemented a WASH project funded by BRAC providing with 07 deep tube wells, 42 bathing places and 85 latrines in Rohingya camp. It has also option to provide awareness messages among the project participants. With the support of Love Army, HCB is providing repairing and maintenance supports of tube wells in camps 05 and 17. A garbage cleaning project also being implemented in camps 5 and 17 with the financial support of love army.



Training

HELP emphasis on different kinds of training to the group members for their skill development and potentials upgrading and started from 2001. It is a continuous process, so far 350 group members and 17 staffs and volunteers received different kinds of training with the support of the different programme interventions.

Disaster Preparedness and Management

Disaster preparedness and Management is one of the most important programme for the organization, because the working areas are lying with natural and manmade disasters like: cyclone, flood and Rohingya crisis etc. Every year different natural disasters hit the areas seriously. So the organization impairs awareness building, preparedness and management training for the group members and the community people, so far a total 25000 people have been made aware and provided training to 120 group leaders (community volunteer) who are connected with HCB.

Connectivity, Networking & Alliance

HCB has networking at local, national, regional and international levels, which are as bellow:

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| <ul style="list-style-type: none">❖ Voluntary Health Services Society (VHSS)❖ NGO-Forum for Drinking Water Supply & Sanitation❖ Credit Development Forum (CDF).❖ Gender Development Forum (GDF).❖ Human Rights Forum-Hong Kong.❖ Bangladesh Fund Raising Group (BFRG)❖ National STD/AIDS Forum.❖ Child Development Forum (CDF). | <ul style="list-style-type: none">❖ Bangladesh Shishu Adhiker Forum (BASAF).❖ Institute of Law and Development.❖ Bangladesh Breast Feeding Foundation.❖ Association of Development Agencies in Bangladesh (ADAB)❖ District and Upazila Development Committee❖ Federation of NGOs in Bangladesh (FNB) |
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Office Building

HCB has rented 04 office buildings and has made them equipped with furniture and other facilities for operational purposes.

Equipment, Furniture and Others

Electronic Items	Furniture & Equipment	Vehicles	Revolving credit fund	Group information
TV - 01 Camera- 02 Computer- 03 Laptop - 13	Own land - 05 Dec. Table - 16 nos. Chair - 62 nos., Almira- 13 nos. File cabinet -07 nos. Air Conditioner-2 Fan - 23 nos.	Motor cycle 7 no. CNG 1 no. Bicycle 8 nos.	Tk.12,00,000	# of group= 24 # of member= 660 Savings= Tk.350,000/-

