



QUARTERLY PROGRESS REPORT

APRIL-JUNE 2010



Submitted to Shiree

DUSHTHA SHASTHYA KENDRA (DSK)

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ANNEX-3: QUARTERLY NARRATIVE REPORT BY NGO

- This report must be completed and signed by the Contact person
- The information provided below must correspond to the financial information that appears in the financial report.
- Please complete the report using a computer.
- Shiree management will reject any incomplete or badly completed reports.
- The answer to all questions must cover the reporting period as specified in point in 1.6

1. Description

- 1.1. Name of Recipient of grant contract: Dushtha Shasthya Kendra (DSK)
- 1.2. Name and title of the Contact person : Dr. Dibalok Singha
- 1.3. Name of partners in the initiative. N/A
- 1.4. Title of the initiative: Moving from Extreme poverty enhancing economic empowerment (capacity building, voice and rights) of extreme households.
- 1.5. Contract number: Shiree/DSK-8200
- 1.6. Start date and end date of the reporting period: April 01 to June 30, 2010
- 1.7. Target district and Upazila : Karail slum and Kamrangirchar
- 1.8. Beneficiaries Households (women and men headed): 1059 women headed & men headed 804 households.

2. Target and achievement of reporting quarter

| Ref no ¹ | Activity | Quarter-1 Target | Quarter-1 Achievement | Cumulative achievement | Quarter -1 Expenditure (BDT) | Cumulative Expenditure (BDT) |
|---------------------|---|---------------------------|----------------------------|----------------------------|------------------------------|------------------------------|
| 01 | BHH selection | 500 | 2465 for Y2 | 2465 for Y2 | | |
| 02 | BHH exist | 2000 for Y1 500 for Y2 | 1863 for Y1 2465 for Y2 | 1863 for Y1 2465 for Y2 | | |
| 03 | Data Collection For BHH profile | 195 | 21 | 1826 | | |
| 04 | BHH covered under savings | 2000 | 1863 | 1863 | | |
| 05 | Group Formation | | | 91 | | |
| 06 | Courtyard session (general) | | | 365 | | |
| 07 | CBO Formation | | | 18 | | |
| 08 | CBO meeting | 60 | 56 | 97 | | |
| 09 | Beneficiary assessment for asset transfer | 579 | 460 | 1835 | | |
| 10 | Asset transfer | 613 | 324 | 1634 | | |
| 11 | Start-up Capital | 400 | 34 | 38 | | |
| 12 | Apprenticeship | 160 | 9 | 40 | | |

| Ref no ¹ | Activity | Quarter-1 Target | Quarter-1 Achievement | Cumulative achievement | Quarter -1 Expenditure (BDT) | Cumulative Expenditure (BDT) |
|---------------------|--|------------------|-----------------------------|------------------------------|------------------------------|------------------------------|
| 13 | Old age & disable allowance | 300 | 270 | 270 | | |
| 14 | Food supplementation for Lactating & pregnant mother | | | 100 | | |
| 15 | Static clinic | 138 | 128 | 357 | | |
| 16 | Satellite clinic | 126 | 115 | 315 | | |
| 17 | Patient referral (voucher reimbursement & hospitalization) | 228 | 35 | 91 | | |
| 18 | Courtyard session (health) | 94 | 74 | 276 | | |
| 19 | Courtyard Session (Adolescents) | 13 | 9 | 27 | | |
| 20 | Medicine sale | 36000 | 15310 | 48408 | | |
| 21 | Set-up Community water point | 05 | | 01 | | |
| 22 | Set-up Community Latrine | 05 | 2 | 03 | | |
| 23 | Basic training for beneficiary | 0 | 0 | 1806 | | |
| 24 | HH entrepreneurship training for beneficiary | 0 | 0 | 1603 | | |
| 25 | CBO management Training | 03 Batches | 00 batches, 13 participants | 12 batches, 171 participants | | |
| 26 | Training on Health Hygiene & WatSan for staff | 01 batch | 01 batch, 18 participants | 01 batch, 18 participants | | |
| 31 | Day Observation | 0 | 0 | 02 | | |
| 32 | LGI workshop | 0 | 0 | 02 | | |
| 33 | Humanitarian support (distribution of Clod cloths) | 0 | 0 | | | |

1- Give numbers to the activities based on grantee's one year detailed work/activity plan.

3. Assessment of implementation of activities

3.1. Activities and results

Please list all the activities in line with the final programme memorandum during the reporting period, *for example*

Activity 1:

Title of the activity: Primary BHH selection

Results of this activity: Total 2465 HH enlisted as primary beneficiary of the project. Immediate after verification by shiree, the verified HH will be considered as selected HH for the project. Group formation, savings deposition, profile data collection will be started accordingly. We have set 500 BHH as a target for the reporting quarter, but after completion of well designed foundation training the field staff shows their efficiency to select more HH.

Activity 2:

Title of the activity: BHHs exists

Results of this activity: In this reporting quarter we are handling 1st year 1863 BHH and 2nd year 2465 HH. A numbers of migration is still challenges but the project is working to reduce to strengthening CBO and group cohesiveness.

Activity 3:

Title of the activity: Data collection for BHH profile

Results of this activity: We have a target to complete profile of 195 BHH but achieved only 21. A total of 1826 HH covered under BHH profile. In the mean time some migrated and some are not present at their location, some are show reluctant to continue with the project.

Activity 4:

Title of the activity: BHHs covered under savings activities

Results of this activity: Savings is an activity through which we are trying to take initiatives for growing the saving tendency among the extreme poor people. At present DSK is able to cover all the 1863 existing HH under the savings. Karail has done successfully this endeavour and Kamrangirchar unit also improving gradually. But people are very much happy to get such type of opportunity to save even very small amount of money through this group support. Saving money is gradually increasing trend good to recover themselves at shock.

Activity 8:

Title of the activity: CBO meeting

Result of the activity: A total target of the year for CBO formation was 20, but considering the number of BHH and their geographical locations total number of CBO has been formed at 18. And this number covered all the existing total number of BHHs. Through this CBO formation DSK would like to sustain their endeavours for raising voices of extreme poor BHHs in slum dwellers. CBO have received training and sits at monthly basis with the solutions of their individual and group business. They are monitoring the assets apart of their responsibility and instantly solved some problem if noticed any occurrences.

Activity 9:

Title of the activity: Beneficiary assessment for asset transfer

Result of the activity: Through using a prescribed format an initial business proposal are being collected from each BHHs by the FOs and then UM justify those proposal through interview and field verification after that note is being issued by the Unit Manager to Head office for getting approval and then next procedure has been done. Within this period a total number of 460 proposals have been collected. Rest of them are on process to collect and deliver assets as well

Activity 10:

Title of the activity: Deliver asset

Result of the activity: In the reporting quarter 348 new HH received asset. A total of 1658 HH received asset from this project, rest are in the process.

Activity 11:

Title of the activity: Start-up capital

Result of the activity: Total 38 HH received start-up capital to operate business. When the asset deliver will be completed the start-up capital distribution will be got force.

Activity 12:

Title of the activity: Apprenticeship

Result of the activity: Total 40 HH covered under the apprenticeship program. Project is searching diversified program and assessing feasibility for the target group.

Activity 15:

Title of the activity: Operate Primary health care activities (Static clinic and satellite clinic)

Result of the activity: For ensuring the support related to primary health of BHHs DSK started its services through static and satellite clinic operation during the last quarter. Both of units operated 5 satellite clinics in five days in a week and static clinic in daily basis regularly from 9am to 1pm. Besides satellite clinic every day we had static cline to provide health service all the day long to our targeted beneficiaries. Through these services community peoples are getting counselling, free advice, and medicine in 50% reduced costs. Improving health and nutritional status. As a result they are showing more positive attitudes towards the project's activity.

Activity 16:

Title of the activity: Weekly Group Meeting

Result of the activity: After formation of group each week every F.Os has plan to sit together with them following two objectives; savings collection and courtyard session. Through these meetings BHHs are able to keep in touch for more interaction among themselves and the team bondage has been much stronger than previous. BHHs are take decision regarding their business initiatives and discuss other problems which hamper their daily lives. The deposit of saving and attendance rate of meeting is noteworthy.

Activity 17:

Title of the activity: Foundation Training :

Result of the activity :DSK-Shiree Project training team has conducted foundation training on **4-11 May 2010** for its newly recruited project personnel. A total of 21 participants received this training. The objectives of the training were to provide orientation to the staff about the goal, objectives of the project, different tools and techniques to implement of the project, poverty, social mobilization, organization development, gender issue, savings, and others essential activities of the organization as well as the project. After receiving this training the staffs are much aware regarding their roles and responsibilities to implement this project.

Activity 18:

Title of the activity: Workshop On Extreme Poor family's economic activities: Business experience and future plan

Result of the activity: DSK-SHIREE project is designed to work for extreme poor as they might be graduated and uplift them poor class through enhancing their economic and social power. Targeted beneficiaries number is 10000 HH in three years in Karail and Kamarangirchar slum in Dhaka City where they have been living in inhumane condition. For ensuring durable empowerment for the selected HHs, the beneficiaries have been encouraged to be united and mobilize group to initiate economic activities in terms of joint enterprise. Sharing ideas and experiences, Community based organizations (CBOs) can be strong platform for their voice raising on rights and justice and at the same time, this platform would act as key player of changing their present extreme poor economic condition. Planning for developing joint entrepreneurship has been initiated towards sustainable business development. Development of individual beneficiary HH and development of the community as a whole is concerted through joint entrepreneurship development under one CBO umbrella. Nevertheless, experience gathered through implementation process of the project suggests sharing all the details of economic activities in terms of strength, opportunity and weakness. Since inception, one year is past and we have kicked-off second phase program implementation. At this auspicious moment, DSK arranged this workshop for sharing business experiences with the CBO leaders and help them to plan their business more efficiently.



Objectives of the Orientation:

- To exchange views on importance of group business
- Sharing concepts and ideas on probable CBO Business field
- To develop technique and modality for CBO business plan



Workshop Details as per program schedule:

DSK organized a day long workshop June 28, 2010 on DSK-SHIREE Project with participation of CBO leaders, field manager and central level project management personnel of the DSK. Meeting held at DSK meeting room, Adabar, Dhaka. Among total 43 participants, chief guest Professor M. M. Akash of Dhaka University disseminated his precious knowledge which was applauded by the CBO leaders. Dr. Dibalok Singha, Executive director of DSK, Mrs. Tushar kana Khandkr, Business consultant, Ranajit Das, Sr. Coordinator (watsan), DSK Staff and were also present in the workshop.

In fine, the chief guest Professor M. M. Akash applauded the CBO leaders for their change making efforts and encouraged them to continue that for reaching to better future

3.2 Please list all assets –Including inputs such as seeds, fodder etc, and procurement (kind and cash) carried out for distribution to BHHs during the reporting period, giving for each procurement the amount, the procedure followed and the number of BHHs to be covered.

| SL | Type of Assets | Total number in this Quarter | Total number of assets in cumulative | Remarks |
|------------------|-------------------------------------|------------------------------|--------------------------------------|---------|
| 1 | Rickshaw/van/boat/bullock/push cart | 34 | 352 | |
| 2 | Livestock/poultry/Grocery | 34 | 119 | |
| 3 | Petty trade/business | 223 | 904 | |
| 4 | Cottage industry/handicraft | 27 | 207 | |
| 5 | Others (specify) | 6 | 52 | |
| T O T A L | | 324 | 1634 | |

3.3 For non asset approaches: major economic related intervention.

-Conducted basic training to the beneficiaries.

- Conducted HH entrepreneurship training to the beneficiaries

3.4 Constraints and problems:

- Beneficiaries Migration: Internally shifted residence, within same slum and or outside of city, and even permanently shifting to the rural village.
- Frequent fluctuation of income of the BHH members, sometimes high and sometimes low, resulted the financial situation are getting more vulnerable of the BHH.
- As per PP and contract of DSK it is at least three months behind in its implementation.
- A huge number of training can not possible to conduct at a time with very limited number of training personnel

Measures are taken to overcome the problems and constraints:

- Making door to door follow-up visits to the beneficiary home and motivate them.
- Continuous hard working, extra hours working by the staff members and re- planning with extra manpower efforts.

describe any major difficulties experienced and actions taken for mitigation, in the management and/or implementation of project activities or achievement of the deliverables

Major Difficulties faced during the period: A total of 14 BHHs has left away to rural villages and anywhere else after receiving the cash assets in two areas. A very few of the cases has been made dissolved through giving responsibility to CBO leaders. All the most cases it was not possible to trace out them further where they are living, they did not provide vouchers and bills are not yet adjusted. Few of them returned and trying to get into the business with the help of group members and CBO members.

During 2nd year BHH selection process, DSK revised its work plan and made arrangement to select 5000 BHH instead of 3000 as per PP. With initial field survey, we pictured out that, around 3000 BHH would be found from Karail, adjacent area to Karail slum (Beltoli, Erdshad nagar, Go down and TnT slum) and Sat tola slum. The breakdown was such that, 1000 BHH from Karail, 500 BHH from adjacent area to Karail and 1500 from Sat tola slum with the help

of revised selection criteria. But during the selection, it is found that, though a number of HH fall under the criteria in Karail adjacent area, but they do own the house they reside which is against initial selection criteria. So, a number of HH will be excluded from the initial selection. Moreover the MFI linkage is far greater in HH than anticipation. As a result the previous estimation will not work with the present situation. As per DSK's understanding and realization, two units (Ka unit 1 & Ka unit 2) will be sufficient to work with the HHs selected as the number will reduce to around 2000 to 2200. Ka unit 1 will work inside Karail with the revised selection criteria and Ka unit 2 will deploy its staff in Sattola and Karail adjacent slums. So, there will be no need of a Ka unit 3. DSK is thinking to move Ka unit 3 to Kamragirchar /Rayerbazar slum/ Lalbagh/ Mohammadpur. This will help to address more extreme poor HH in a newer geographic location so that more people can be benefited from DSK Shiree project.

4. Partners and other Co-operation

4.1 Performance in reporting quarter

- Special achievement(s)
- Areas of improvements: *what kind of assistance you have received or require from shiree or others*

In to the following areas SHIREE can provide support to DSK

- Preparing detail guideline for transferring asset,
- Sharing ideas for minimizing the migration of BHHs
- Providing technical support mid-term evaluation
- Early decision regarding GPS photograph for profile
- Early decision regarding HH who are vulnerable but own the living room
 - Usefulness of shiree technical/management support:

Obviously SHIREE technical team's support is essential for smooth implementing the project activities; also it is needed in time and effective manner. But involving SHIREE management into each and every small issue for providing management support sometimes may lose the respect of real partnership approaches.

4.2 Where applicable, describe your relationship or links developed with any other organisations involved in implementation of the project:

- **Civil society (NGOs, networks, if any):** Urban poverty reduction is one of the new vicinity that has an opportunity to work which is indeed a huge challenge for the country and must be solved in order to solve all the other problems, like nutrition, food security, health etc. in Bangladesh. Involvement in Nutrition Working Group (NWG) of Bangladesh may contribute to address all of those.
- **Government agencies:** WASA, DESCO and LGED is linked with the DSK's activities all the while, they are also interested to be supported to this project.
- **Local government:** Within this period another workshop has been organized with the participation of local government and other service providing agencies representatives. With a view to built strong relations with them and ensure cooperation into the project implementation.
- Private sector

- Project created service providers/enterprises/company
- **Other third parties involved:** In Karail and Kamrangirchar area is the previous working area of DSK through operating another project. Therefore, there are some group of people as beneficiary as well as the CBO leaders. They are helping to implement the project activities like; beneficiary selection, meeting conduction, operate satellite clinics.

5. Visibility

How is the visibility of the Shiree/DFID contribution being ensured in the activities?

The Shiree may wish to publicise the results of Activities. Do you have any objection to this report being published on Shiree/DFID website? If so, please state your objections here.

We don't have any objection but duly acknowledgment/recognition would be highly appreciated

6. Please provide the next work plan and financial forecast

Financial forecast (July- Sept, 2010)

| Contract budget line | Rolling 3 month forecast of grant disbursement dates | | | Total (TK) |
|-----------------------------------|--|---|---|-------------------|
| | Amount of disbursement (Tk) due in month 1(July,10) | Amount of disbursement (Tk) due in month 2(August,10) | Amount of disbursement (Tk) due in month 3(JSeptember,10) | |
| Human Recourses costs | 1275600 | 2,397,200 | 1,275,600 | 4,948,400 |
| Travelling | 166400 | 166,400 | 166,400 | 499,200 |
| Vehicle , Motorcycle & Equipments | 930261 | - | - | 930,261 |
| Office rent & Utilities | 188000 | 188000 | 188000 | 564,000 |
| Administration cost | 62800 | 62800 | 67800 | 193,400 |
| Operational cost | 235000 | 310000 | 376000 | 921,000 |
| Direct Delivery | 29263235 | 2738000 | 3897000 | 35,898,235 |
| Contingency | | | | - |
| Total Taka | 32,121,296 | 5,862,400 | 5,970,800 | 43,954,496 |
| Management cost 3% | 963,639 | 175,872 | 179,124 | 1,318,635 |
| Grand Total (TK) | 33,084,935 | 6,038,272 | 6,149,924 | 45,273,131 |

| Ref. No. | Activity | Quarter -4 Target/plan | | | Budget | Remarks |
|----------|--|------------------------|-------------|------------------------------|--------|---------|
| | | Month 1 | Month 2 | Month 3 | | |
| | Prepare B HH profile | 500 | 1750 | 1250 | | |
| | Basic training for beneficiary | 500 | 1500 | 1000 | | |
| | Courtyard session on Social Awareness | | | | | |
| | IGA training for beneficiary | | | 15 batches | | |
| | Health hygiene training for staff | | | 2 batches 40 staff 2 days | | |
| | Court yard session on Health hygiene | 60 session | 50 session | 60 session | | |
| | Water sanitation training for staff | | | 2 batches 40 staff 2 days | | |
| | Courtyard session on Disaster | | | | | |
| | CBO formation | | | | | |
| | CBO management training | | | | | |
| | Hold CBO meeting | 20 meetings | 20 meetings | 20 meetings | | |
| | Orientation on MIS to the staff | | | | | |
| | Workshop with LGI & other stakeholders | 1 workshop | 2 workshop | | | |

1- Give numbers to the activities based on grantee's one year detailed work/activity plan.

****Note: Following the 1 year detailed activity plan DSK prepared an Annual Implementation plan. It has given aligning with it because the plan in MOU is not possible to follow now due to delay starting.**

Name of the contact person for the Activities Dr. Tofail Md. Alamgir Azad

Signature:

Location: Dhaka

Date report due:

Date report sent: