

# Annual Report\_2023

**Prova Society**

**(July 2022 – June 2023)**



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**Message from Chairperson**

It is very gratifying to note that Prova Society has been steadily moving forward for achieving its cherished goals and objectives, which are, creating provision and providing services in the field of health, nutrition, HIV/AIDS prevention, non-formal education, human rights, poverty alleviation and other development issues for the underprivileged and socially disadvantaged sections of population in the different parts of the country. In dealing with the above-mentioned issues, a number of activities have been initiated by Prova Society during the last few years. Prova Society's network with different organizations and forums has widened the organizational exposure. I am also happy to learn that a number of projects are in the process of formulation. I hope those projects will get approval from the concerned authorities. I feel proud of Prova Society's success as part from its management. I would like to thank the Executive Director of Prova Society for his dynamic leadership and guidance. I also profoundly acknowledge contribution of all staff of Prova Society who worked quite meticulously and with full commitment to bring the organization to its present status.

I am confident that Prova Society would make more commendable contributions by materializing its different development projects, which would cover more geographical areas and more number of people in need as well as maximize the services for the target population of the organization and thereby the country would be greatly benefited.

I deeply express my sincere thanks and gratitude to the Government of Bangladesh, National and International NGOs, World Bodies, etc. for their assistance and support to Prova Society and wish that those would increase in the coming days.



Emdadul Islam  
Chairman, Prova  
Society

### Message from Executive Director

Annual Report is a kind of stock-taking after the end of a year which depicts what were Organizations targets for the year just ended, how much have been achieved against the targets both in terms of quantity and quality, strengths and weaknesses, opportunities and threats as well as an indication of the activities for the following year, etc. This annual report for the year 2023 is no exception to that. Established in 1994 as a non-profit and non-governmental organization, Prova Society is now in its full matured. Over the years, Prova Society expanded its activities in the light of its mission, vision, goals and objectives.

During the year 2023 PROVA SOCIETY continued undertaking program in the areas of Food Security and Livelihood, Family Planning, Sexual Reproductive Health and GBV, Protection of Women and Children, Human rights,. The target population of the projects/programs mainly included: Rural and urban Ultra-Poor Women; Disabled Children and their Family Members; Farmers, Youths and Adolescents; etc. Prova Societysuccessfully completed about 50 projects since it's established.

We take this opportunity to express our heartfelt gratitude to the Government and development partners for continuously supporting Prova Society in implementing the programs having impact on public health, curving poverty and socio-economic development of the poor and ultra-poor of the country.

The Executive Committee of Prova Society has periodically reviewed the process of implementation and progress ofthe projects/programs and provided necessary guidelines for further improvement.

We have strongly adhered to their suggestions and directions. Prova Society staff members and professionals with their continuing efforts have made it possible to achieve the planned targets for which we are thankful to them and expect yet better performance in the future.

Prova Society pledges to put its best efforts to implement the ongoing and new projects in the coming days in a highlyprofessional manner.



Enamul Kabir  
Executive  
Director

## **Introduction**

Prova Society was formed with a group of dedicated and like-minded people in Jhenidah district headed by Enamul Kabir. It is a non-profit, non-political and non-governmental voluntary organization. Prova Society has been working since its inception in 1994 in the field of health, education, water, sanitation, environment, climate change, human rights, agriculture and disaster for the upliftment of socio-economic status of poor and disadvantaged people of urban & rural areas of Bangladesh. It also implements the awareness raising program on prevention of women and child trafficking, HIV/AIDS prevention, early marriage, tobacco control and other issues. Prova Society gives special emphasis on women, children, youth and disabled development. Prova Society started to work in social development with a handful potential men and women committed to the causes of development of distressed people, particularly of disadvantaged men, women, children, youth and disabled. It has devoted & energetic professional staffs & volunteers for attaining sustainable development for the target group.

Over the time, it has received support on different issues from other Donors like United Nations High Commissioner for Human Rights, Taiwan Foundation for Democracy, Hope for Children, BRAC, and The Federal Republic in Germany, The Embassy of Czech Republic in New Dehli, India, Ministry of Health & Family Welfare and Ministry of Social Welfare, Ministry of Youth and Sports. The organization has implemented several programs addressing issues like health and nutrition, poverty alleviation, illiteracy reduction, disaster preparedness, life skills development, women and child protection, human rights, good governance, legal aid, etc. It has established strong networking and maintained good relationship with different Government & non-Government organizations. It holds membership of different national and international forums. PROVA SOCIETY successfully completed about 25 projects since it's established. Currently, PROVA SOCIETY has been implementing 5 number projects with supported by several national and international donors. Those projects are: Democratic Rights Education for Rural Women in Bangladesh; Cultivation and Promotion of ZINC Rice through modern techniques, Tobacco Control, Primary Health Care, and Income Generating Activities.

# **PART-A**

## **GENERAL INFORMATION**

### **Vision:**

Freedom from deprivation

### **Mission:**

By promoting meaningful change in Bangladesh we help people live healthier, more productive, and more independent lives by taking various Programs/Projects.

### **Goals:**

Take part in the Sustainable Development Goals (SDGs); build up capacity; enhance knowledge and participation vulnerable people in the process of gender balanced sustainable development. Complement the Government efforts and work with other development partners in establishing a society free from injustice, hunger and exploitation.

### **Strategic Objective:**

#### **Strategic Objective (SO)- 1: *Enhance livelihood option for the most vulnerable people***

Starting from the issue of food security, the overall security of sustainable livelihood is the most important priority for Prova Society. To ensure sustainable livelihood Prova emphasis on promoting sustainable agriculture value chain which will be maximizing the production through technology transfer; ensuring the optimum profit for the deprived producers; secure the potential market; preparedness to reduce the shock of

the natural disaster. Conserving environment and DRR (Disaster Relief and Rehabilitation) is also a part of Prova strategic objective. Beside the agriculture alternative options will be develop for the entrepreneurship promotion as well.

*Strategic Approach for SO-1:*

- Promote Food security
- Establish sustainable agriculture value chain
- Sustainable and environment friendly entrepreneurship development
- Promote General Food Assistance (GFA) and e-voucher for the refugee
- TVET & vocational training for women and youth (also in refugee camp and HC (Host Community))
- Promote e-commerce for agro-produces
- Resilience agriculture for the emerging areas School Feeding for refugee camp and HC

**Strategic Objective (SO)-2: *Enhance Sustainable WASH and Menstrual Hygiene Management (MHM) for the disadvantage community.***

Besides, providing eco-friendly hardware support for WASH, Prova is supporting the community for their behavior change through awareness programs; MHM initiatives; mass gathering and sensitizing the service providers; sustainable solution of pure drinking water in the southwest region of the country. Beside that Prova also providing lighting to the latrine to make is more user friendly to the woman, children, elderly people and the people with the disability. As still the proper MHM remain is a big concern among the underserved locality as well as in the refugee camp so Prova is highly involve into awareness raising through group and peer sessions and MHM kits distribution for ensuring the better MHM.

*Strategic Approach for SO-2:*

- Community awareness and behavior change
- Hardware support
- School sanitation
- Promotion of environment friendly innovative solution for safe drinking water
- MHM awareness and kits distribution especially for Refugee and HC
- Formation of adolescent groups and running of MHM center at the camp

**Strategic Objective (SO)-3: *Enhance the nutrition status for the children.***

The working are and the focal target people are the most underprivileged community of those locality. Beside poverty, malnutrition for the children (under 5 years of age) is one of the chronic problems. The causes of the problem are mainly due to lack of awareness, early pregnancy and lack of hygienic behavioral practice.

*Strategic Approach for SO-3:*

- Reduce the prevalence of underweight children through Blanket Supplementary Food Program (BSFP) and Targeted Supplementary Feeding Program (TSFP)
- Reduce the prevalence of stunting through detection and referral of Severe Acute Malnutrition (SAM) and Moderate Acute Malnutrition (MAM) children
- Awareness and demonstration of hygienic food preparation for the mothers and care giver
- Promote dietary diversity including Infant and Young Child Feeding (IYCF) for optimum nutrition intake
- Enhance alternative option at household level i.e. homestead gardening and livestock as a source of nutrition.

**Strategic Objective (SO)-4: Facilitate quality education and child protection for underprivileged children**

To reduce the school dropout and reenroll the working children into mainstream education, Prova have started accelerated education program. For early childhood development Prova has initiated for undramatic and cognitive child development. Under this strategic objective Prova has started mass communication to reduce the dropout of the girl's children and to enroll their education especially during their adolescent age. Prova Society also has been implementing Child Labour Prevention Projects for reducing child labour who is engaged in hazardous work.

**Strategic Approach for SO-4:**

- Ensure inclusive education for the out of school children, children with special needs
- Reduce the dropout of girl children due to child marriage and other traditional harmful practice
- Early Childhood Care and Development (ECCD)
- Enable digital/apps based accelerated education to reenroll the dropout children
- Multi-functional school facility and establish solar energy for the rural schools.
- Enable technical and vocational education facility for the children who are over 14 years of age for decent jobs.

**Strategic Objective (SO)- 5: Facilitate social protection, GBV (Gender base Violence) and MHPSS (Mental health and Psychosocial Support& Services) for the deprive and underprivileged people.**

Woman and the children are comparatively most vulnerable in the society in terms of all form of discrimination. For child protection, Prova has child safe guard policy which enables rights of children in every aspect of the society. To ensure the woman rights Prova follow its gender policy. Its intervention always facilitates and promotes the rights of woman through awareness, community mobilization, activating the local authority and duty bearers.

**Strategic Approach for SO-5:**

- Overall protection and safe guarding
- Reduce GBV (Gender Base Violence) / VAW (Violence Against Woman)
- Gender mainstreaming
- Promote SRHR (Sexual Reproductive Health and Rights)
- Support and promotion of MHPSS
- Case management and referral

**Date of Establishment: 01/01/1994**

**Legal Status and Accreditation**

**Legal Status (National)**

1. Registered with the Department of Social Services, Ministry of Social Welfare, Govt. of Bangladesh, Registration No. Jheni-106/94, Date:20/12/1994
2. Registered with the NGO Affairs Bureau, Office of the Prime Minister, Govt. of Bangladesh, Registration No.2474, Date: 06/08/2009, Renewal: 06/08/2029
3. Directorate of Youth Development, Ministry of Youth and Sports, Govt. of Bangladesh, Registration No.DYD/Jhenidah/014/Sadar-013, Dated:11/12/2017

**Accreditation**

4. E.U. Department of International Cooperation and Development under European Commission of European Union, EuropeAid ID (PADOR Number): BD -2017-EJH- 2503163966, Registration Date:10/21/2013

5. U.S. Federal Government Contractors and Grantees and Small Business Administration, D•U•N•S Number:731600743,
6. U.S. Federal Government System Award Management (SAM), Registration Renewal Date:01/04/2017
7. The Commercial And Government Entity (CAGE) under NATO Codification System (NCS) and NATO Support Agency (NSPA) of North Atlantic Treaty Organization (NATO), NCAGE Code:SYS54, Registration Date:07/27/2015.

**General Administration:**

The general administration delegates Executive Director as the Administrative Head of the organization. He supervises the overall management, administration, human resources, monitoring, accounts and finance of the organization. He is also practically liable to the Executive committee of the organization.

**Program Principal**

• Gender focused program	• Environment friendly Program
• Sustainable development	• Replication and Scale-up
• Measurable Impact	

**Approach**

- Participatory approach followed in planning and implementation process.
- Group approach applied to implement development activities.
- Community based disaster management, Health, Education and Governance.
- Individual/family approach - through groups or community approach.
- Partnership and integrated approach - Program, project, Sector and other agencies.

**Strategic Focus:**

• Institutional capacity building	• Child and Adult Education
• Primary health care	• Gender and development
• Livelihood risk reduction	• Disaster preparedness & management
• Pollution free environment	• Advocacy and networking
• Mainstreaming person with disability & ultra-poor.	

**Core Values:**

Prova Society follows non-violent social action, works with the deprived & marginalized people and ethnic people, guarantees gender sensitivity & equal opportunity, practices participatory decision making, ensures good governance, transparency and accountability.

• Punctuality and Honesty	• Innovation and Efficiency
• Accountability and Transparency	• Simplicity and Equality
• Dedication and Sincerity	

**Cross cutting issues**

• Gender	• Human rights
• Education	• Environment



**Organizational Strength:**

Prova Society is successfully working from January, 1994 with multidimensional development program activities for the people of Jhenaidah, Chattagram, Norsigndi district by the financial and technical support from local, national, and international agencies and some other enthusiastic people. The organization is resourceful having a competent and devoted team. Organization gained enough skilled, capacity, resources and experience in order to accomplish any challenging intervention by achieving certain goal and objectives.

**Different Stakeholders of the Organization:****Primary stakeholder:**

Primary stakeholders are the direct beneficiaries of the projects who are the women, men and children from the poor and extreme poor families. The family members who are indirectly benefitted are also falls into this category. This includes Person with disability, Elderly, Women Farmers, Professionally vulnerable like beggar, day labor, Marginal farmer and minor group, Minority community, Victims of violence especially women and children, Natural and environmental Victims.

**Secondary stakeholder:**

Secondary stakeholders are usually external stakeholders that help us in our project implementation- Community people and Community Based Organization (CBO), the local NGO & clubs, different theater groups and educational institutions and Semi national, National and international NGOs etc.

**Key stakeholder:**

Key stakeholders are influential bodies who help us in legislative issues; Local Government institutions- (Unionparishad and Poursava), Local level Govt. Offices, Like minded organization in the locality and Semi government office available in locality.

## PART - B

### ONGOING PROJECTS

**1. Project: Enhancing Livelihoods and Self- Reliance among Rohingya Refugees and Host Communities at Cox's Bazar**

**Object:** To build the capacity among the Rohingya Refugees and Host Communities

**Donor:** Czech Republic

**Target Beneficiary:** Rohingya Refugees and Host Communities

**Project Location:** Ukhiya and Sadar upazila under Cox's Bazar district

**Project period:** April 2023 – September 2023

**Brief Description:**

This project will ensure income generating opportunities for both Rohingya and Host Communities for their sustainable livelihoods. Considering the above situation and actual needs of the beneficiaries of both Rohingya

and Host Communities we initiated some intervention like Skill Development Training (SDT) on Dress Making and Tailoring, Handicraft Production, Rooftop and Homestead Vegetable Gardening and Solar Panel Repairing for women and young boys for both Rohingya and Host Communities. This project will providing opportunity for startup income generating support through distributing sewing machine with equipment for the women who received training. This project will also support seed and fertilizer for vegetable production and equipment support for repairing solar panel. Setting up Multi Purpose Center was a sustainable skill development opportunities, child education and recreational activities for Rohingya Refugees. After implementation of the project, desired results achieved as per project plan. Sustainable income generating opportunities has created among the beneficiaries of Rohingya Refugees and Host Communities.

**Activities carried out:**

Established 1 (one) Multi Purpose Center (MPC) in Camp 8 East where men and women are receiving skill training and other organization are using it for education and other purposes. Women, adolescent and children of Rohingya Refugees will get opportunity for dress making, handicraft production, and education and play in the MPC. So this MPC is being using as a resource center of the Rohingya Community.

-Conducted Skill Development Training on Dress Making and Tailoring among the Rohingya Refugees and Host Community (HC) Women. 60 women were attended the training and successfully they completed the 3 months courses. After providing all training, 60 women of Rohingya Refugees and HC became skilled on Dress making and tailoring and they are producing cloths for their family members.

-Conducted Skill Development Training on Handicraft Production (Paposh, Wallmat, Nakshikahta, etc.) for the Rohingya and Host Community Women. 50 women were participated in the training and successfully completed the 2 months courses. They are now making handicraft production.

-Conducted Skill development training for roof top gardening among Rohingya Male and Homestead Gardening among the women of Host Communities. 50 male form Rohingya communities and 25 female from host community were participated in the training and successfully completed the 2 days training courses.

-Conducted Skill Development Training on Solar Panel repairing among 20 young boys of Rohingya Community. 20 young boys were participated in the training courses and successfully completed the 15 days training courses.

-Distribution of 60 Sewing machines among the Rohingya and Host communities women who successfully completed the 3 months dress making and tailoring training.



-Distributed of Vegetable and Organic Fertilizer to 75 houses for Rooftop gardening and homestead gardening.

-Support for making Rooftop and homestead gardening to 75 houses of the both communities.

-Support for Handicraft production materials purchase to 50 female members of Rohingya and Host Community women for production of handicraft items like pasosh, wallmat etc.

**Achievement:**

Established Multi Purpose Center (MPC) is one of the major sustainable skill development interventions of the project. MPC has set up in the Rohingya Community so that Rohingya women and children can easily access to the

MPC. 205 beneficiaries (170 Rohingya Refugees women and young boys and 35 host community women) has directly benefited from this project. They became skilled on different trade and using their skills for income generating purpose. Children of Rohingya Refugees will get opportunity for education and enjoy with play. 60 Rohingya and host communities' women became skilled on dress making and tailoring trade. They are making clothes for their family members and their neighbor's. 50 Rohingya women have skilled on Handicraft Production and producing different handicraft items. They are making Paposh, Wallmat, Nakshikatha, etc. and sale it to the local market and earning money regularly. 75 Rohingya male members have skilled on rooftop vegetable garden making. Vegetable production has increased and consumption 75 family members of households of both communities. Rohingya male will help to make rooftop vegetable garden for other house as paid workers. Nutritional status has increased among the family member of Rohingya Refugees and Host Communities by intake vegetable. 20 young Rohingya boys are skilled on solar panel repair. They will train more 40 young's Rohingya boys in other camps. The host community will increase nutritional status improved and new technologies which contributed to enhance their vegetable and handicraft production and productivity and to create additional employment.

## 2. Livelihood Development among the Bede Community

**Objective:** To increase socioeconomic status of poor and disadvantaged people through skills training and support services.

**Donor:** Bangladesh NGO Foundation

**Target Beneficiaries:** 200 poor and disadvantage women, children and men are the primary target beneficiaries.

**Project location:** Kaliganj upazila under Jhenaidah district of Bangladesh.

**Project Period:** January 2023 – December 2023

### Brief Description:

This project implemented in Kaliganj upazila under Jhenaidah district of Bangladesh with the support from Bangladesh NGO Foundation. Women got skill development training on dress making and tailoring and various handicraft production related trades like paposh, block boutique, jute bag etc. Women also received goat and sewing machines. This project also provided vans for daily income of male member and constructed wash room.

### Achievement:

Through this project 100 women became skilled on dress making and tailoring and they are producing clothes for their family members. Women and young girls are producing handicrafts items and earning through selling it. Male members are earning daily money though van fare. So, this project development socioeconomic development of the disadvantaged bedé communities.



### 3. Promotion of Democratic Rights among the Rural Women and Young Girls in Bangladesh

The objectives of the project were to:

- Educate and develop consciousness and awareness among the rural women group members and young girls on democratic rights and women rights through educational seminar.
- Develop consciousness and awareness about democratic rights of rural women, violation and torture of women etc. among the village leaders, religious leaders and elected representative of local government through arranging meetings.

**Donor:** Taiwan Foundation for Democracy

#### **Location of the project:**

The project has implemented in 16 villages of Jhenaidah Sadar Upazila under Jhenidah district of Bangladesh.

#### **Project Activities:**

The following activities were successfully implemented by the grant:

#### **Beneficiary Selection:**

Initially before start of the project 750 women of the age 16-45 years were selected from 16 rural villages and 250 young girls were selected from 5 schools for this project.

#### **Formation of Project Implementation Committee (PIC):**

For better implementation of project and ensure community participation, 16 (Sixteen) Project Implementation Committee (PIC) formed among all group members of project area and Staff of Prova Society in each respective village. Total member of the committee was 15. They committee was one Chairman, one Secretary, and eight Executive Members. The PIC provided suggestions and took part to supervision and monitoring the project activities and provides feedback. Project Implementation Committee helped to resolve the women related dispute in the locality. The following activities were performed by the PIC throughout the project period:

- PIC provided suggestion and took part in the supervision and monitoring the project activities and provided feedback to project coordinator.
- Assisted women taking part decision-making process in the society.
- Assist to prevent early marriage and dowry.
- Cooperate women for taking litigation steps as and where required
- Involved creation of consciousness and awareness among the village peoples about the women and child trafficking and early marriage.

#### **Arrange Women's Educational Seminar on Democratic Rights and Women Rights:**

Rural women are underrepresented in Bangladesh's national and local political bodies, and are excluded from the political process because of a lack of education, skills and low economic status. They have lack of education on women rights especially on democratic rights. To educate the rural women on democratic rights and women rights, 15 seminars arranged where about 750 women (50 women per seminar) participated from the proposed project area. In the seminar, speakers discussed about the issues of democratic rights of women and its violation, what are the rights of women and how they can enjoy it? Through this seminar women got scopes of sharing of experience and refining their knowledge on women rights and their violation. They also learned about what government legal services are available for them and where and how to get it. They also learned how to participate in the development activities in the society and election of local government. They will be able to participate in the decision making process in their family as well as in their society.





### Arrange Meeting with Young Girls

Human rights and political rights are guaranteed to all citizens, not just some. Young girls face real obstacles to fully exercising their rights. Present school curriculum of our country does not give them education on their democratic



rights. Beside they deprived from their basic rights. Girls cannot raise their voice due lack of proper knowledge on their rights. If a girl is able to know her rights, she will teach her women family member and neighboring women. She will also teach her friend. 10 meetings were arranged in 5 schools in rural areas where 250 young girls have participated. Through these meetings young girls are able to know the democratic rights, their role in the family as well as in the society. They will act as an educator regarding women and girls rights.

### Achievement:

- 750 indigenous women of the aged 16-45 years and 250 young girls become sufficiently educated, conscious and aware of various rights which have helped them to establish their rights considerably and a part of them entering into the mainstream of development.
- Increased women participation in the local government election and decision making process in the family as well as in the society
- As the women are conscious about their rights, their children are being conscious about their rights.
- Reduced the rate of early marriage and suicide in the project area.
- Increase democratic culture and decreased discrimination between men and women.
- The women of the project villages got opportunity of placing their disputes and thus they will be getting just which is presently does not exist.
- Women are practicing their rights individually in family, in groups and in the community level. Social justice, gender relation, women's rights are dully honored and followed. Conflict in the family and in the society is reduced.
- Increased knowledge among the rural women about the issues and practice in the daily lives and also disseminate the information among others.
- Mass awareness created among administration and government departments will help women to participate in democratic system.
- They will practice individually in family, in groups and in community. Social justice, gender relation, human rights and women's rights are duly honoured and followed, conflicts are reduced.
- Elected representative of local government (Chairman, member), village leaders and religious leaders are aware about women rights and they it will create positive environment for women to get proper justice.
- Rural women will become leaders of their own lives as well as in their community.

### 4. Project Location: Camp 8E, Balukhali, Ukhiya where Forcibly Displaced Myanmar Nationalists. Later on all camps in Ukhiya and Teknaf

#### Objectives of the Project:

- To make aware of 900 newly married and eligible couple of FDMN about family planning
- To reach out the short acting family planning devices at the door step of 800 newly married and eligible couples.
- To increase awareness among adolescents girls on SRHR and MHM and GBV and Water, Sanitation and Hygiene management.

**Donor:** Community Contribution and Own Fund of Prova Society

**Project period:** From January 2022 to June 2023

**Project Beneficiaries:**

- Adolescents and Youths boys and girls of FDMN
- Eligible couple of FDMN
- General people of FDMN

**Results:**

- Increased knowledge on the benefit of family planning among 1,500 Rohingya adults and they will practice family planning methods.
- 300 adolescent's girls have educated on SRHR and MHM.
- Reduced gender based violence among Rohingya camps.
- Reduced fertility rate among Rohingya communities.
- Increased knowledge on personal hygiene, benefit the use of safe water and sanitation.

**Activities:**

The following activities will be implemented among the FDMN.

- Provided family planning counselling among 900 newly married and eligible couples among FDMNs in camp through group meeting and personally.
- Distributed short acting contraceptive method to the 800 newly married and eligible couples among the FDMNs in camp.
- Referred for long acting family planning methods to the PHCC/government health facilities.
- Organized health education session among adolescent's girls on SRHR and MHM (4 sessions/ month. Each session participants will be 10 persons).
- Distributed Menstrual Hygiene Management Kits like sanitary pad, soap. etc. to 400 adolescents girls.
- Organized health education session among adolescent's girls on Gender Based Violence (GBV). (4 sessions/ month. Each session participants will be 10 persons).
- Regular visit to home and ensure Menstrual Hygiene Management (MHM) in the family.
- Conducted awareness raising meeting with the mothers on GBV and MHM.
- Conducted Health and WASH Education and refer to other health facilities.



# PART-C

## Management and Governance:

Executive Director is the managerial head of *PROVA SOCIETY* and responsible for designing and project planning and implementation project activities. He is assisted by directors of program, finance and admin, and others related staff in head office, project office and field level. He also discriminate responsibilities for ensuring effective implementation of program activities at the project area. Every staff is individually and collectively accountable for their activities. Executive Director supervises the total management system and human resource including admin and finance department. He maintains liaison with the government, donors, stakeholders and the field staff. He represents the organization at different formal and keeps Executive Committee briefed on the entirety of the organization. He is accountable to the Executive Committee of the organization.

Development of Human Resource of the organization is the general flow of Prova Society to perfectly carryout every assignment, increase organizational capacity and strengthen inside structure and outside view. The regular appraisal, briefing and professional training through experience sharing on the updated know-how help enrich capabilities of the involved staff in program implementation. Staff enrolled is provided much needed on-the job training by *PROVA SOCIETY* and other professional training organizations particularly the donor agencies.

Accountability and transparency are essential elements to the management and administrative arrangement of PSUS that is reflected in its founding constitution. It has an administrative structure of three layers.

## General Committee:

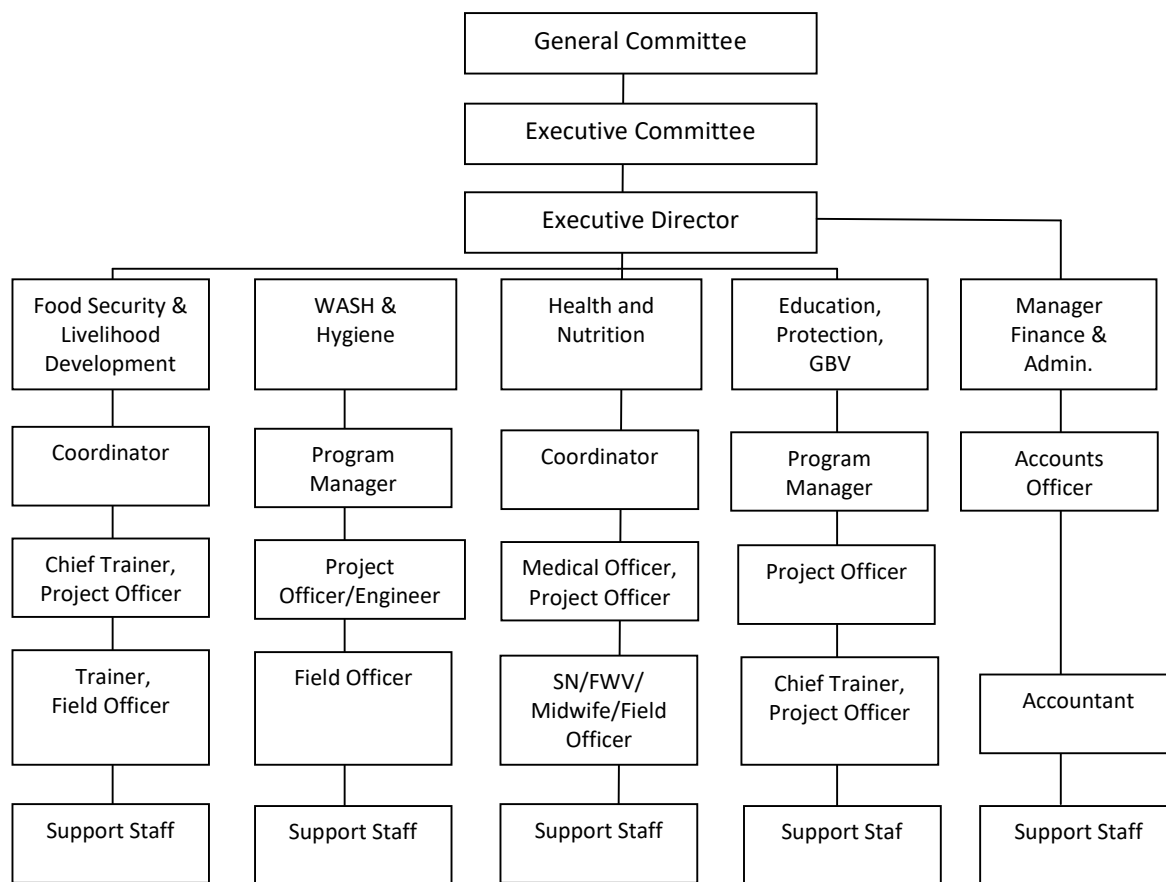
A General Committee (GC) consisting of 21 members who are the supreme authority of the organization. GC is responsible to make policy & take decision of the organization. GC meets once a year for approving all activities of the organization.

## Executive Committee:

An Executive Committee consists of 07 members elected by the general members for a period of three years. Executive Committee directly supervises, manages and controls the overall activities of the Executive Office.

Sl.	Name	Position	Qualification	Profession
1	Md. Emdadul Islam	Male	B.A	Business
2	Mrs Nahida Parvin	Male	M.A	House Wife
3	Enamul Kabir	Male	Masters Degree	Private Development Service
4	Jannatul Ferdows	Male	Masters Degree	House wife ad social worker
5	Mohsin Mia	Female	B.A	Teacher
6	Md. Golam Nobi Biswas	Female	B.A	Private Development Service
7	Mrs. Nargis Parvin	Male	B.A	House Wife

**Organogram of Prova Society:**



**Members and Networks:**

The organization has been engaged with the following active networks in Bangladesh as a non-government organization.

Sl. No.	Name of the Organization involved	Status of the Organization (Government & Non-government)	Type of Membership
1.	Association for Development Agencies in Bangladesh (ADAB)	National	Chapter
2.	Bangladesh Anti Tobacco Alliance (BATA)	National	Member
3.	SUPRO	National	Member
4.	National Youth Forum of Bangladesh (NYFB)	National	Member
5.	International Task Force for the Rural Poor (INTAF)	International	Member
6.	Child Development Forum (CDF)	National	Member
7.	Gender and Water Alliance, Netherlands	International	Member
8.	Share-Net-International	International	Member
9.	NGO Platform, Cox's Bazar	International	National Member



**Working areas of the Organization:**

Prova Society can implement project throughout Bangladesh.

**Donors and Partners:**

- USAID through Development Alternatives Inc., (DAI)/USAID AVC Project
- Chemonics International Inc. /USAID Feed the Future Project
- Office of the United Nations High Commissioner for Human Rights
- Embassy of Czech Republic in New Delhi
- The Federal Republic of Germany
- Hope for Children, United Kingdom
- Taiwan Foundation for Democracy (TFD)
- Work for a Better Bangladesh Trust (WBB Trust)
- Ministry of Health & Family Welfare, Government of Bangladesh
- Ministry of Labor and Employment, Government of Bangladesh
- Bangladesh NGO Foundation, Government of Bangladesh
- Directorate of Non-Formal Education (DNFE)
- National Disability Development Forum, Government of Bangladesh
- Bangladesh Rural Advancement Committee (BRAC)

**Human Resource**

PROVA SOCIETY has 7 full time permanent employees, 9 number of part-timer and 2 volunteers around the project areas in Bangladesh. The human resource of management structure of PROVA SOCIETY is as below:

Sl.	Level /Designation	Male	Female	Total
1	Executive Director	1	-	1
2	Coordinator	1	-	1
3	Monitoring Officer	2	1	1
4	Accounts Officer	1	1	1
5	Program Officer	1	2	2
6	Documentation Officer	-	1	1
7	Field Staff	14	13	20
8	Research Assistant	20	-	20
	<b>Total Staff</b>	<b>40</b>	<b>18</b>	<b>58</b>
6	Volunteer	8	6	14

**Logistic Facilities:**

Equipment's	Quantity	Equipment's	Quantity
Computer & Laptop	10	Chair	25
Printer	04	Motor-cycle	07
White Board	03	Bicycle	10
Conference Table	10	Fan	12
White Table	13	File Cabinet	10
Sewing Machine	07	Steel Almira	05
Training Chair	35	Digital Camera	04
Secretariat Table	10	Multimedia	02
Normal Table	15	VIP Board	02

### Training and Facility

Providing training on life skill, Vocational Training and others cross-cutting issues are most important part of PROVASOCIETY. So, PROVA SOCIETY's training facilities are enough strength with resource. The training facilities and equipment of PROVA SOCIETY are described in the table below:

#### Training Facilities of the Organization

District/ Upazila	Number of training rooms	Capacity	Training Facilities / Equipment	
			Equipment Available <i>(e.g. board, video facility, over headprojector, etc)</i>	Number
Jhenidah	1	30	White board Display board OHP Multimedia Projector Still Camera Television VCR Computer & printer Training materials	2 2 1 1 1 1 1 6 available

#### List of Policies and Guidelines:

PROVA SOCIETY has been developed and maintains the following policies:

SL. No.	Particulars of policy
01.	HR Policy
02.	AAP Policy
03.	Gender Policy
04.	Financial Management Policy
05.	Procurement Policy
06.	Anti corruption policy
07.	Child Protection Policy
08.	Safeguarding Policy
09.	PSEA Policy
10.	Whistle Blowing Policy
11.	Do No Harm Policy

#### Concluding Remarks:

Prova Society invests in best effort for the successful implementation of the program interventions by involving and collaboration of different levels of stakeholders ensuring quality, quantity, time and cost. This helps Prova Society earn public acceptance in its working areas as well as through-out the country. Prova Society is now a quite well-known organization with a good image of its donor agencies. Prova Society may have some limitations but it has all the time steadfast commitment towards its mission, vision and values. Prova Society takes the credit to pass the challenging year 2024 with success.