

2022

# ORGANIZATIONAL PROFILE

## ORGANIZATION FOR TOTAL ADVANCEMENT OF SOCIETY (OTAS)



**Address: Par Bogura, Bogura Sadar,  
Bogura 5800**

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**Web: [www.otasbd.org](http://www.otasbd.org)**

## **1. BACKGROUND OF THE ORGANIZATION:**

Organization for Total Advancement of Society (OTAS) is a non-government, non-religious, non-political, non-profitable voluntary organization established in 2005. It was formed with the initiatives of some philanthropists lead by Md. Abdur Rashid along with some other social moderators who were vastly experienced in the field of Socio-economic development for the vulnerable communities. OTAS is working to integrate and empower the distressed and vulnerable people like women, poor, underprivileged children, and persons with disabilities (PWD) into the mainstream of socio-economic conditions with equal opportunities.

OTAS is committed to create a productive and economic independent society that is free from poverty where people can exercise their basic social rights, through activities that focus on women and children as well as on distressed people. The organization is serving for housing, health, education, agriculture, environment, human development, income generation, social justice, religious, and family-cooperation. It also has human resources development projects focusing on training and documentation facilities in the areas relating to health and disaster management.

The organization executes their operation with the help of some talented, skilled, and enthusiastic economists, managers and financial analysts.

OTAS is a grassroots level rights-based organization focusing the area of intervention:

- Skills development and Decent employment
- Education
- Safe migration and Reintegration
- Livelihood promotion
- Health and Nutrition
- Climate change and Environment preservation
- Emergency response and disaster management
- Water sanitation and hygiene
- Shelter
- Gender and Justice

## **2. VISION:**

Happy and Peaceful society where deprived and disadvantaged people live with ecological balance and get sustainable development with dignity and equality.

## **3. MISSION:**

To empower the disadvantaged community to advance their social, economic, environmental life and rights through education, skills development and livelihood promotion.

## **4. GOAL:** The overall goal of OTAS is to bring about positive change in socio-economic conditions and sustainable development for the disadvantaged people of the society.

## **5. OBJECTIVE:**

The objectives of the organization are:

Build-up awareness on various kinds of social important issues;

- a) To develop and improve the knowledge and skills of the workforce for productivity and decent employment.
- b) To bring the dropped-out and underprivileged children into the mainstream of the society.
- c) To promote safe and orderly migration for the aspirant migrant workers as well as reintegration for the returnees.
- d) To improve capacities of the target group in financing, production and marketing of agriculture and non-agricultural based products for long term sustainability.
- e) To support the vulnerable communities in accessing health services.
- f) To improve awareness and build resilience and adaptive capacity amongst the citizens against climate-related hazards.
- g) To respond to the pandemic and any natural disaster as an emergency basis.
- h) To support the vulnerable communities in accessing safe water, sanitation and hygiene for improved wellbeing.
- i) To combat against GBV and promote gender equality at the domestic, social and economic level.
- j) To support the vulnerable communities in accessing legal aid services.

## **6. CORE VALUES:**

- Accountability
- Transparency
- Mutual Respect
- Integrity
- Innovation
- Commitment

## **7. STRATEGIES:**

- Mass awareness raising at the community level
- Advocacy and networking with GOs and NGOs at local and national level
- Building alliances with the civil society and international platform
- Private sector engagement
- TVET and non-formal apprenticeship training
- Utilization of local resources
- Expansion of qualitative programs
- Mainstreaming gender into all program
- Ecological development
- Capacity development of the personnel

**8.. Date of Establishment : 5 July 2005**

**9. Office Address** : **Head Office:** Par Bogura, Bogura Sadar,  
Bogura 5800  
Cell: +880 1753-445022  
Email: [admin@otasbd.org](mailto:admin@otasbd.org)  
Web: [www.otasbd.org](http://www.otasbd.org)

**Dhaka Office:** House # 24, Road # 9/B,  
Sector 5 Uttara Dhaka-1230,  
Bangladesh

## 10. Legal Status

Sl. No	Registration Authority	Registration Number	Date of Registration	Remarks
01	Ministry of Social Welfare, Government of the People's Republic of Bangladesh.	Bog-1312/07	06-09-2007	Registered under the ordinance of Voluntary Social Welfare Activities (Registration & control) 1961
02	NGO Affairs Bureau.  Office of the Prime Minister, Government of the People's Republic of Bangladesh	2513	05-11-2009  Renewed up to 2029.	Registered under the ordinance of Foreign Donations (Voluntary activities) Regulation Ordinance 1978.

**11. Type of Organization** : Non-Political, Non-profitable, Volunteer organization.

**12. Bank Account (Mother A/C)** : Janata Bank, Corporate Branch, Borogola, Bogura, and Current Account No: 0100002128769

## 13. CURRENT INTERVENTION:

- Support and skilling of the youth through technical skills and entrepreneurship Development programme
- Pre Primary education Programme
- Livelihood Programme
- Combating Gender Based violence against women.
- Senior Citizen Support Program
- Emergency response to COVID and Climate hazard.

## 14. CURRENT IMPLEMENTATION AREA:

















- Bogura : Bogura Sadar, Sariakandi, Sonatola
- Sirajganj : Sirajganj Sadar
- Gaibandha : Sundarganj Upazilla

## 15. TRACK RECORD AND EXPERIENCE:

Sl. No.	Name of Project/ Program	Location of the Project	Donor/ Agencies	Implementation Period
01	Relief & Rehabilitation Program	Bogura Sadar, Sariakandi and Gabtoli upazila	Own Fund and Local Contribution	2006 -Continue
02	Flood Rehabilitation And Development work	Shariakandi Upazilla,	North American Bangladeshi Islamic Community (NABIC)	Nov 2009-March 2010
03	Environment Development Project	Sariakandi and Sonatola upazila	Own Fund	2007-2008
04	Agricultural Support and Development Project	Bogura Sadar and Sariakandi upazila	NABIC & OWN	2009-2014
05	Non-formal Education for the adult people	Bogura Sadar	Own Fund	2010-2012
06	Non-formal Education	Bogura Sadar & Shariaknadi Upazila	Own fund	2015-2018
07	Skills development program	Bogura Sadar & Shariaknadi Upazila, Sirajgonj Sadar Upazila	Own fund	2015- continue
08	Water and sanitation	Shariaknadi Upazila	Own fund	2016-2017
09	Violence against women	Bogura Sadar & Shariaknadi Upazila	Own fund	2018- Continue
10	Safe Migration for the Bangladeshi Migrant workers.	Bogura Sadar & Shariaknadi Upazila	Own fund	2019- Continue
11	Covid-19 supportive activities	Bogura Sadar, Satkania	Own Fund and Local Contribution	2020- continue
12	Senior citizen Support activities	Bogura Sadar, Satkania	Own Fund and Local Contribution	2021- continue



## 16. Some snapshots of Past and Present activities of OTAS;

Sl #	Sector	Photo	Photo
01	Education		
			
02	Water Supply and Sanitation		
			
03	Livelihood		
			
04	Shelter		
			

05	Skill development Training		
			
			
06	Visitor		

## 17. MEMBERSHIP:

Sl. No.	Name of the Association	Role of OTAS
1	Bangladesh Human Rights Commission	Executive Vice President

## 18. GOVERNANCE OF THE ORGANIZATION:

### The General Committee (GC):

The General Committee consists of 21 members from different areas of professionals such as Social Workers, Teachers, Businessmen and Homemakers. The committee is the supreme authority to approve the annual budget, making any kind of policies, rules &



regulations. Usually, the committee meets 2(two) times in a year but more meet more if the situation demands.

### **The Executive Committee (EC):**

The Executive Committee of OTAS is elected by the members of the general committee for the period of 3(three) years. It consists of 07 members from different professionals. The Executive Committee is responsible for management, administration, policy making and implementation of all projects activities of the organization. The EC is the sole authority to undertake and execute development programs of the organization. The President is empowered to take final decisions in all matters of the organization. S/he also acts as the President of the Executive Committee. The senior management team<sup>1</sup> shall be accountable to the president of the Executive Committee in every aspect of strategic and operational issues. All policies and programs duly approved by the Executive committee are implemented by a modest number of staffs headed by the Executive Director, who is accountable to the Executive committee and is responsible for the effective implementation of programs, and management of all administrative and financial matters of the organization. The EC meets every 2 (two) months in the year and when it is needed.

### **Executive Committee members**

Sl. #	Name	Position	National ID No.	Sex	Profession	Relationship
01.	Mst. Bilkis Khanom	President	1022012081836	Female	Retd. Teacher	No family Relationship Between and among the members. Only professional relation existed among them.
02.	Shofi Kamal Chowdhury	Vice-President	3279883734	Male	Non-Govt. Service	
03	Habiba Yesmin	General Secretary	3712713782	Female	Non-Govt. Service	
04.	Md. Sadek Hossain	Treasurer	1022020214815	Male	Teacher	
05.	Md. Khalilur Rahman	Executive Member	1943484251	Male	Retd. Govt. Service	
06.	Md. Shamim Uddin	Executive Member	8691585700	Male	Business	
07.	Abdullah Al Kafi	Executive Member	2807024506	Male	Non-Govt. Service	

### **Advisory Council:**

It has one 5 member's advisory committee on top of the management structure. In order to extend the necessary advice to the executive committee and the general council the advisory body tries to promote the smooth functioning of the organization activities within the framework.

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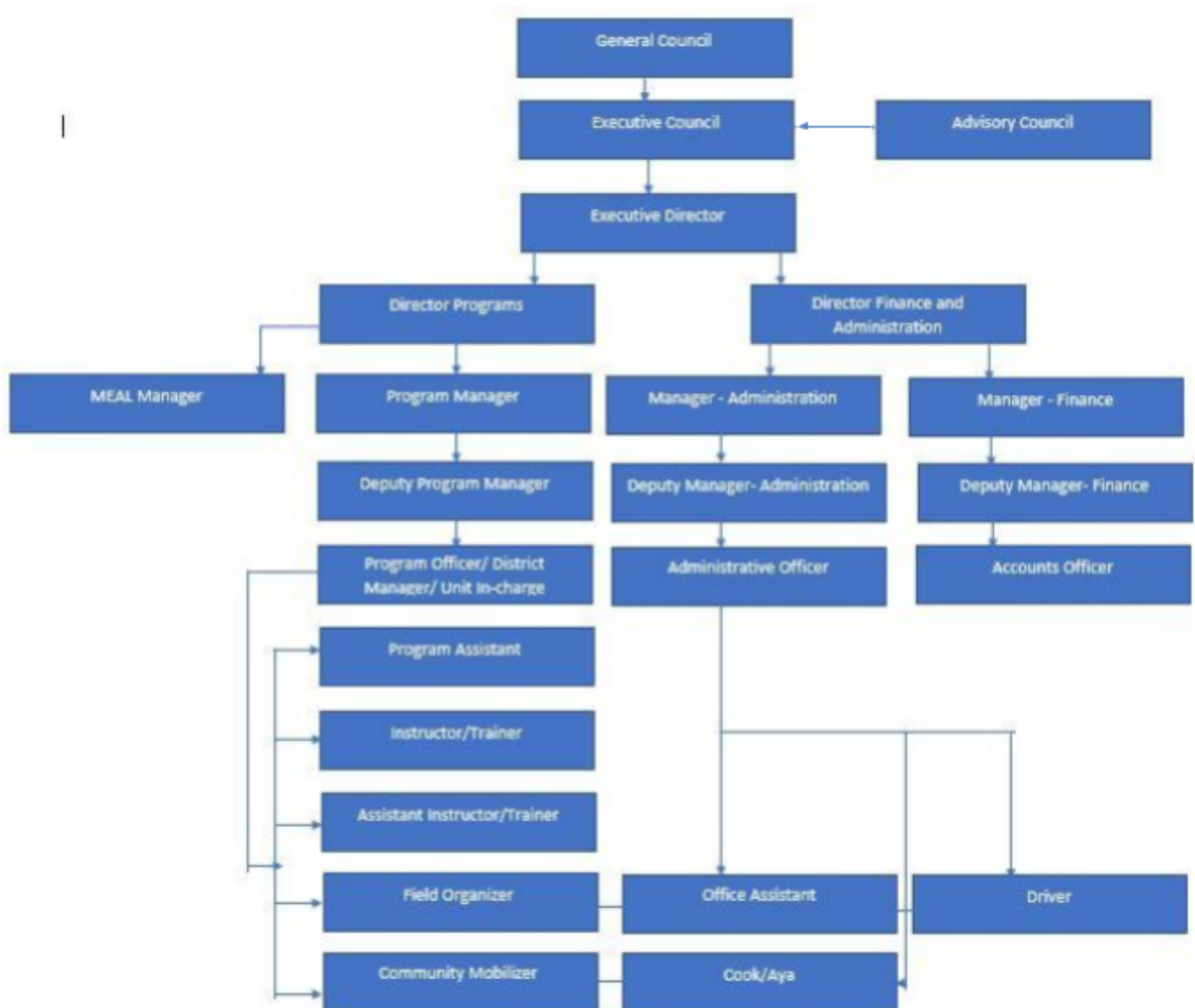
<sup>1</sup> A team of all Directors lead by Executive Director



## 18. GEOGRAPHICAL COVERAGE OF OTAS, BANGLADESH



## 19. Organogram of OTAS:



## 20. MONITORING AND EVALUATION:

Monitoring and Evaluation (M&E) is the core and important unit of OTAS where partners, beneficiaries and other interested parties get an opportunity to share programmatic issues. When OTAS start a program or project in the respective area the unit fully engages with them and assists them by following tools and teachings.

- Deciding what to monitor and evaluate
- Selecting indicators for monitoring and evaluation
- Selecting data collection methods
- Processing data
- Analyzing data
- Using PM&E information for their own purpose.

**Major task and responsibilities of M&E Unit:**

The M&E unit of OTAS starts functioning after the establishment of the project office. The tasks need carried out by the M&E unit include the following:

- Study the project documents to know the project goal, objectives, target beneficiaries, implementation strategy, process activity, input and output etc.
- Creating a monitoring system for collecting data and analysis for providing suggestions and recommendations to the top management.
- Review existing monitoring systems for further development of the system if necessary.

The M&E cell of OTAS is composed of 5 senior level staff conducting monitoring activities in all project working areas. OTAS believes that a good M&E system enhances credibility of the organization and therefore will lead to better services and relations to its participants, partners and donors. Prepare periodic reports including all sorts of findings and recommendations in a timely manner. Reports of M&E findings and recommendations submitted to the senior management through him to the higher authorities as necessary.

**21, TOTAL STAFF OF ORGANIZATION:**

Nature of Staff	Men	Women	Total
Regular	9	7	16
Contractual	3	4	7
Volunteer	24	18	42
<b>Total</b>	<b>36</b>	<b>29</b>	<b>65</b>

**22. ANNUAL BUDGET: FY 2019-2021**

FY: July-June	Amount (BDT)	Remarks
2019	1375,000.00	Own Fund
2020	127,5450.00	Own Fund
2021	131,2350.00	Own Fund

**23. ORGANIZATIONAL MANUAL/ DOCUMENT ON POLICY AND PROCEDURE:**

Name of Manual	Purpose	Prepared/Revised Yr.
HR Policy	The purpose of the HR policy is to set down the policies, conditions, rights and obligation of OTAS employees subject to their performing of the duties and responsibilities in their job description.	2006
Financial Management Policy	The Financial Management manual is one of such conditions that provide the basic framework and guidance to reach the financial goal of making development impact economically and efficiently.	2007
Safe guarding policy	The purpose of the safeguarding policy is to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children.	2019
Procurement Policy	To ensure that best value, the most advantageous balance of price, quality, and performance.	2007

#### 24. Capacity of the Organization:

To address community hygiene, sanitation, women rights, victim woman and livelihood, OTAS maintains good contact and relationship with local administration as well as marginalizes people, civil society, journalists and community people. Staff of the organization are experienced in organizing targeted people into groups; possess functional knowledge, skilled in livelihood and IGA sectors, experience in maintaining relationships with political leaders and other concerns.

OTAS has good linkages of activities with the objectives and well-presented capacity of OTAS in terms of staff and assets. Audit and annual reports are available. OTAS has been involved with marginalized people for 15 years and has good relationships and contact with community leader's community people, elite and people in general.

OTAS has also a very good relationship with the local administration at district and upazila level.

**OFFICE:** The Organization has two nos well equipped offices at Bogura district and Dhaka headquarter for smooth operation of the activities.



## 25. Five years plan, 2022-2026:

Sector wise different initiatives have been targeted to implement with the support from government, different DONOR and Organization. Based on the emergency need the Target and location may vary from the Plan.

SI no	Title	Program includes	# of Person will be benefitted
01	Increase the social Development Activities	Inclusion of different type of Income generating activities for peoples of most vulnerable community.	5000 person
02	Quality Education	Setup more preprimary and vocational school for the poor community living both in rural and urban area.	2,000 student
03	Health & Nutrition	Provide health and Nutrition services by establishing of Primary health care center and Mental health center	10,000 person
04	Provision of Better WASH Facilities	Improve the WASH facilities by establishing of different type of WASH intervention and rising up the awareness of the people living in slum and remote area.	3,500 person
05	Capacity Building	In order to increase the capacity building of the OTAS will provide skill development Training to community peoples also they will be award on Human rights, Social justice and good governance.	About 2000 person
06	Climate Change Disaster Response activities	Disaster Management Training will be provided to the people living in high risk area though its interventions.	About 4000 person will be benefitted.
07	Food & Nutrition	OTAS will provide Training on homemade food preparation & preservation also link with the Donor to provide nutritional food during emergency	About 15000 person will be benefitted
08	Shelter	Emergency Shelter support to the homeless community	1000 person will get house
09	Protection	OTAS would like to establishment at least an Old home for 40 people for their safety living also setup Play equipments for the children in different Play Park.	200 person
10	Agriculture & Environment	Tree Plantation and Homestead vegetable garden will be initiated by OTAS	About 1000 person
11	Covering Upazila	At present, it operates its activities at four upazila and would like to expand its operation area to at least 20 Upazila covering the most vulnerable points of Bangladesh.	About 200,000 person

## **26.0. Conclusion:**

OTAS received support from different donor's organization also the local Administration. The organization is committed to implement projects very transparently with zero tolerance. Organization Always-welcome donors and developing agencies to visit the running activities and provide necessary support for the southern belt neglected underprivileged and cyclone victim's people.

OTAS welcomes any local/ international organization or government agency to cooperate and share with to accelerate its present's activities for building up the society towards peace and property.

For further information please contact:

### **CONTACT PERSON OF OTAS:**

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