



National Alliance of Humanitarian Actors Bangladesh (NAHAB)



Annual Report
2018

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Chapter: 1

NAHAB: An Overview

National Alliance of Humanitarian Actors in Bangladesh (NAHAB) is a spinoff from the Shifting the Power project implemented by Christian Aid. On 26 January 2017 around 45 Local and National NGOS in Bangladesh decided to establish a platform called “**National Alliance of Humanitarian Actors, Bangladesh (NAHAB)**”. “**Shifting the Power**” project has initiated the process of building national alliance, which was implemented by Christian Aid in Bangladesh. The Local and National NGOs come together to establish NAHAB as an alliance is to encourage and support national/local non-governmental, national humanitarian organizations, partners and other relevant actors to uphold their voice, representation and commitment to invest for faster, needful and effective humanitarian actions in Bangladesh. The Government of Bangladesh (Department of Disaster Management) officially acknowledges NAHAB as a national platform of the Humanitarian Actors. As part of advocacy initiative, NAHAB obtained the membership of HCTT on 22nd January’18 for influencing decision making body at national level.

NAHAB a platform of 50 member organizations (national and local ngos) currently to harness localisation and collaboration among humanitarian actors aiming at building disaster resilient communities in Bangladesh. NAHAB considering localisation as the process of institutionalizing local level management of humanitarian actions to ensure effective and real-time services to the affected communities. NAHAB works to facilitate the process and developing a humanitarian architecture **based on three key principles that describes humanitarian response is a shared and coordinated responsibility, the actions are to be led by local actors where the remote organisations (not located the district) to function as support actors and this arrangement is based on the understanding and practice that the local actors have the potentiality to be first responders and operate effectively to identify contextual needs and reach the most vulnerable households.** NAHAB considers to be made in-built in humanitarian architecture are recognizing mutual capacity of actors and supporting its required further strengthening, couple with access to arrangement of pool funding and the authorities to decide at local level in the events of disasters to make decisions relating to alert or early warning interpretation, allocation of resources to meet emergency needs within 24-72 hours and managing the response in a coordinated manner. NAHAB strategies are split into 7 areas under 3 strategic clusters: Alliance, Resource and Advocacy. The seven areas are networking among humanitarian actors, fostering coordination, information and knowledge management, strengthening capacity of local actors, resource mobilization, working with government and advocacy at all levels. NAHAB have developed its own position paper on Localisation Roadmap, Resource Mobilisation, Partnership and Accountability both in English and Bengali.

1.1 VISION







Building a Disaster Resilient Communities in Bangladesh

1.2 MISSION







Harnessing collaboration among national and local actors to carry out effective humanitarian action in Bangladesh

1.3 VALUES

The Code of Conduct is a set of shared norms, principles and values – developed by NAHAB members. Below are NAHAB's six general principles as promoted by the Code of Conduct:

-  We are committed to comply strictly with international humanitarian principles and human rights law
-  Our work is based on the principle of DO NO HARM and it focuses on responding to emergencies, to chronic needs, reducing the impact of disasters and climate change, and dealing with the root causes of poverty, meeting basic needs, and enabling communities to become resilient and self-sufficient
-  We are accountable to those who we seek to assist, to those providing the resources, and to legal authorities
-  We are transparent in our dealings with the government and community partners, the public, donors and other interested parties
-  We are independent and we strive to maintain our autonomy according to Bangladesh and international law, and to resist the imposition of conditionality or corrupt practices that may compromise our missions and principles
-  We will not discriminate against any individual or group on the grounds of gender, political affiliation, ethnic origin, religious belief or sexual orientation

Moreover, in NAHAB's Statute of Operations, the following values support the six general principles:

-  Commitment and Excellence
-  Social and Economic Justice
-  Accountability and Transparency
-  Empowerment and Collaboration
-  Compassion and Empathy
-  Innovation and Sustainability

Internationally, NAHAB follows the Humanitarian Accountability Partnership (HAP) and the Tokyo Mutual Accountability Framework (TMAF) principles relevant to NGOs' activities. NAHAB is committed to uphold and promote international humanitarian principles and human rights law in accordance with the HAP, TMAF and Government of Bangladesh.

Chapter: 2

Activity Highlights of the year 2018: At a Glance (under seven domain NAHAB)

2.1 Strengthening Capacity

- Organize ToT & orientations on humanitarian essentials for the 200 Humanitarian practitioners working in the crisis affected areas
- Formation of “Trainers Pool” on DM Act & revised SOD for Humanitarian organizations
- Workshop on Localization with Media for Institutionalizing better understanding of Humanitarian Response at Local Level (Workshops in Sunamgonj districts and a Seminar in Dhaka District)
- Training on Humanitarian Actions Proposal Writing
- Establish a localization model in minimum three districts (Sunamgonj, Sirajgonj, Barguna) in Bangladesh

2.2 Information and Knowledge Management

- NAHAB website launching
- Conducting a study and preparing profile & database of national and local humanitarian actors

2.3 Coordination

- Grand bargain Localisation Workstream Field Mission in Bangladesh (Field mission Kurigram & Sunamgonj District and Debriefing cafe)

2.4 Networking

- NAHAB secretariat organized workshop on networking with Women Platform of Sunamgonj

2.5 Advocacy

- Advocacy workshop on pool funding with donor agencies
- Localisation Café on Partnership
- Localisation Café on Charter for Change

2.6 Working with Government

- Stall exhibition and poster printing with DDM in NDPD-2018
- Stall Exhibition in International Disaster & Disability Conference-2018
- Stall Exhibition and poster printing in IDDR, 2018

2.7 Resource Mobilization

- Support from secretariat (as resource person) in capacity building workshops in Sunamgonj and Kishoregonj district

Chapter: 3

Strengthening Capacity

3.1 Organize ToT & orientations on humanitarian essentials for the 200 Humanitarian practitioners working in the crisis affected areas

With the aim to **Contextualize humanitarian essentials orientation for forefront humanitarian workers and implementation managers** in terms of Quality and accountability to make response program more effective, NAHAB with financial support from DAM-ELNHA project of OXFAM organized the “**Orientation on Humanitarian Essentials**” in Cox’sBazar. These series of orientation planned for in total 200 humanitarian practitioners. Coast Trust and Humanitarian Leadership Academy is providing technical support to this Orientation. (NAHAB) committed to work with the principle of strengthening capacity for humanitarian actors and accountability and transparency in broader sense.



Mr. Mohammad Abul Kalam ndc, Refugee, Relief and Repatriation Commissioner (RRRC) honored the chair of Chief Guest in ToT

NAHAB aimed to work in Displaced Myanmar population crisis with strategic focus on Emergency Response capacity building and documentation on lesson learnt of existing humanitarian actors. As part of the objective to improve effectiveness and efficiency of humanitarian assistance for the FDMN, NAHAB led a quick orientation on CHS along with other humanitarian standards for the front force and implementation level managers at the ground both from local level govt. and non-govt. organizations.

Previously NAHAB organised the Training of Trainers (ToT) for 20 participants who facilitated this orientation later.



Orientation on Humanitarian Essentials to the practitioners

Glimpse of some batches that received Orientation on Humanitarian Essentials



3.2 Formation of “Trainers Pool” on DM Act & revised SOD for Humanitarian organizations



Participants of SoD training

The changing nature of emergencies whether it is from international geo-political pressures, conflict, natural disasters or global warming the volume, intensity, complexity and duration of global humanitarian crisis continues to increase. Questions have already been raised that the humanitarian system may already be

different than the traditional actors perceive it; there is need to increase the quality of services and the possibilities of new forms of accountability. In recent years, there is a trend in worldwide for localization of humanitarian response. These come in to

discussion after findings of number of research that proved that the local actors are more effective in delivering the humanitarian program. In terms of the alliance building activities with Government, it is important for NAHAB member's organizations to have sound knowledge and build capacity on Disaster management policy, Standing Order on Disaster, Humanitarian architecture of Bangladesh etc. NAHAB organized a three days residential workshop for its member organization on disaster management and SoD. The training planned outside of Dhaka to develop intensive and comprehensive understanding and skills of the participants. After receiving this training the participants understood their duties and responsibilities regarding disaster management at all levels, and accomplished them. NAHAB have planned to enroll potential participants to national disaster management master trainer pool by advocacy with government.

3.3 Workshop on Localization with Media for Institutionalizing better understanding of Humanitarian Response at Local Level (Workshops in Sunamgonj districts and a Seminar in Dhaka District)

NAHAB believe that the government and disaster management actors/organizations should have a strong linkage with the media to capitalize their power of information management



MoU Signing: NAHAB & PIB

by feeding them with credible data, facts and information. It would give them an opportunity to ensure their follow up reporting on what happens to the disaster-affected people in the post-disaster period. Moreover, it will help to create accountability of the actors engaged in disaster management activities.

Undoubtedly, Media plays a vital role during the humanitarian response. But the changing context of humanitarian work where humanitarian crises are becoming more prevalent and diverse is making the role of media more critical to define. However the role of media in supporting the localization process does not exist in the country. Considering above issues **NAHAB (National Alliance of Humanitarian Actors Bangladesh)** an alliance of humanitarian actors for faster, needful and effective humanitarian actions in Bangladesh, intends to work closely with the **Press Institute of Bangladesh** in developing a



The certificate giving ceremony of Sunamgonj Workshop

strategy for media on the humanitarian response especially on localization and

building the capacity of the media personals. NAHAB organized a district level capacity building workshop for 30 media personnel's in Sunamgonj district focusing their emerging roles in Humanitarian actions. Later on, the outcome of this local level findings shared centrally, in Dhaka through a seminar where media giants shared their views.



*Mr. Md. Shah Alamgir, DG, PIB
delivering speech on media's role in
humanitarian actions in the Dhaka
Seminar*

3.4 Training on Humanitarian Actions Proposal Writing



*One of the participants sharing his ideas on effective
proposal writing during group work presentation*

In terms of the alliance building it is important for NAHAB member's organizations to build the capacity in humanitarian proposal writing. Considering the ongoing and upcoming disaster season NAHAB planned a five days residential workshop for its member organization on proposal development. The training has planned outside of Dhaka to develop intensive and comprehensive understanding and skills of the participant. The training provided an understanding of the format of the institutional donors funding humanitarian response and Disaster preparedness projects (Start fund, ECHO, AusAid,

Oxfam (HRGF/ HCDF), Christian Aid, DFID etc).

The training also has been given an understanding what information are needed in developing the humanitarian proposal, the basic donor compliance for requesting the funding. To make the training more practical a proposal development exercise has been done on a factitious situation. Advocacy strategy taken so that the 27 participants of the training became the part of national proposal development pool. NAHAB aimed to take further initiatives to organize the training at local level by the master trainers.

3.5 Establish a localization model in minimum three districts (Sunamgonj, Sirajgonj, Barguna) in Bangladesh

To promote localization of humanitarian action, NAHAB aims to develop contextually appropriate models of localization in 3 demo districts in Bangladesh. The districts are identified covering diversity of disasters in the country. In 2018, NAHAB started piloting the



Localisation Model meeting in Sunamgonj District facilitated by ERA, Sunamgonj

localization model in three districts (Sunamgonj, Sirajgonj and Barguna) considering the flash flood, river flood and cyclone hazards scenario respectively in these districts.

The evolving models illustrated a generic process how the National and Local NGOs play active roles in humanitarian response in diverse rural & urban scenario. This activity also enhanced understanding of local, national and

international humanitarian actors on localization process and practices in building resilient communities and also developing a sustainable architecture of humanitarian actions.

In 2018 respective district localization working team/ localization working group prepared localization road map/ planned of their own districts based on their own strengths and locally appropriate process. Here are few glimpse of implemented activities.

- Meeting of the national/local NGOs building bigger alliance (Through meeting the national/local NGOs built more alliances to work together in understanding the existing situation, identifying the probable risk, as well as strengthening capacity of local actors)



Localisation Model Meeting in Barguna District, facilitated by SANGRAM, Barguna

- Existing situation and risk analysis (defined geographical location, time frame for obtaining the information on the specific issues, reported back to NGO coordination meeting)

- Consultation with the local government to prepare/update the contingency plans (prepared for reducing the risk and for better humanitarian response)
- Mobilizing dedicated human and financial resources at local levels for use during emergencies
- Capacity building (training) on need assessment (built local assessment group/resource pool and Prepared and developed capacity for obtaining resources and effective response through writing proposal in consortium mode)
- A meeting on localization activities held at SANGRAM Head Office in 19 July 2018 with participation of 30 NGO representatives from Barguna and Patuakhali district.



Localization Model meeting in Sirajgonj District facilitated by UDPS, Sirajgonj



Head of CC & DRR presents Localization Model at Barguna

- Barguna districts Disaster Risk Reduction Network (BDRRN) meeting held on 21 October 2018 at SANGRAM Head Office. BDRRN policy update initiative was taken in this meeting. Local, National and International NGOs are working in Barguna participated in this meeting.

- Training on DM Act 2012 and SOD conducted in 10-11 December 2018 at SANGRAM Training Centre facilitated by DRRO Barguna and Director of host organization.
- An Advocacy Workshop held in 13 December 2018 at SANGRAM Head Office facilitated by ADC (General) Barguna and Director SANGRAM.



DRRO, Barguna facilitated DM Act and SoD Training



- Joint need assessment Training by UDPS, Sirajgonj
- Establish Information Hub by MMS, Sirajgonj



Chapter: 4

Information and Knowledge Management

4.1 NAHAB Website Launching

NAHAB launched new website (www.nahab.net) which coincides its expanding role as a global leader in the field of localization. On 02 April, 2018. The website is supporting NAHAB members to promote localization networking and alliance building. Mr. Md Reaz Ahmed, Former Director General, Department of Disaster Management chaired as Chief Guest in the launching ceremony. Also we have guests from Government, UN, INGOs, Clusters and national and local actors



Honorable DG, DDM is launching NAHAB Website



whose cooperation and the genuine desire to bring positive change through localization make NAHAB and the new website a reality.

4.2 Conducting a study and preparing profile & database of national and local humanitarian actors

NAHAB, a platform of 50 humanitarian organizations including national and local NGOs in Bangladesh, as a lead actor of **“Empowering Local and National Humanitarian Actors (ELNHA)”** project with the financial support of Oxfam Bangladesh, took initiatives to MAP the National and Local NGOs of Bangladesh working in the humanitarian sector. Previously ELNHA project completed the process of capacity mapping as part of Localization demonstration in several districts of Bangladesh. But it was needed to develop an online based humanitarian actor’s profile. As we all aware that Disaster Information Management is a continuous effort and requires activities before and after a disaster strikes. Before a disaster, the focus of information management is on the collection, analysis and maintenance of relevant baseline data and the development of information products that support disaster risk

reduction (DRR), preparedness as well as early warning. This is in accordance with a general paradigm shift towards mainstreaming DRR and strengthening disaster preparedness with the aim to reduce future damages caused by disasters through an ethic of prevention and strengthened resilience. In Bangladesh the Government endorsed this paradigm shift through the Disaster Management Act from 2012. Besides SoD also encourages an effective Disaster information management system. In line with government initiatives and as part of GO-NGO collaboration along with other networks and international and national stakeholders, NAHAB involved in this process. As part of information and knowledge management also which is one of the thematic focused area of NAHAB, the humanitarian actor's database has been developed and hosted in/ linked with NAHAB website (www.nahab.net) to uphold local voice, representation and commitment to invest for faster, needful and effective humanitarian actions in Bangladesh. Initially 396 humanitarian organizations invited to put their profile using the link in the prescribed questionnaire. NAHAB is coordinating with other networks to ensure their engagement for effective profiling.

Chapter: 5

Coordination

5.1 Grand bargain Localisation Workstream Field Mission in Bangladesh (Field mission in Kurigram & Sunamgonj District and the Debriefing in cafe mode)

A group of major humanitarian agencies and donors negotiated the Grand Bargain with commitments in 10 areas of work streams to make humanitarian actions and aid more efficient and effective. Among these, there were commitments on increasing respect for and investments in support of Localisation. The Localization Work stream, composed of donors, UN agencies, NGOs and the Red Cross/Red Crescent Society, C4C Signatories as well as representatives of non-signatory local actors, has developed a work plan with a number of joint activities, including undertaking field missions to several Localisation demonstrator countries. In its joint work plan for 2018, there was a schedule for collective field mission to 3 demonstrator countries - Bangladesh, Nigeria and Iraq. The over-all objectives of the Localization Work stream “demonstrator country” field missions were: Understanding what “localization” means for the various stakeholders in the demonstrator countries , Identifying

good practices, challenges and barriers around delivering on the four main areas of the GB localization commitments – partnership, capacity strengthening, coordination and financing -- as well as on signatories’ goals to integrate gender into localization efforts, Promoting progress on the localization commitments in each demonstrator country.



NAHAB participated in the initial meeting of GB work stream field mission in Bangladesh.

The Field Mission to Bangladesh has been held on 9- 13 September, 2018 which include consultation with some stakeholders and local actors and visit to selected Red sites. The International Federation of Red Cross/Red Crescent (IFRC) has coordinated the visits in Kurigram and Sunamgonj districts in collaboration with NAHAB. NAHAB member organizations from the respective areas organized the whole event locally.



Mr. Murshed Alam Sarker, ED, POPI is facilitating the GB work stream field mission in Sunamgonj district

Mr.Md. Jahangir Alam, Head, CC & DRR, Dhaka Ahsania Mission has facilitated the GB work stream field mission in Kurigram district



At the end of the mission, the visiting team to Bangladesh had a debriefing session on 13 September 2018 facilitated by NAHAB. The main objective was to be included in grand bargain localisation work stream for the better understanding on global changes and dimensions.



Chair of NAHAB, Dr. M. Ehsanur Rahman facilitating the Debriefing Cafe

Chapter: 6

Networking

6.1 NAHAB secretariat organized workshop on networking with Women Platform of Sunamganj



Workshop has been started on Networking for the women on Sunday morning at an aristocrat guest house of Sunamganj. Sunamganj Nari Unnoyon Songsta and POPI ELNHA and OXFAM helped to organize the workshop. London Kay Rowe School Brifge Academy Founder Director and Sunamganj Nari Unnoyon Songsta Vice chairman Husna Ali spoke in the workshop along with others.

Photo : Shahjahan Chaudhury

Chapter: 7

Advocacy

7.1 Advocacy workshop on pool funding with donor agencies



Mr. Harun Or Rashid, Joint Secretary, Department of Disaster Management in his concluding remarks encouraged for greater coordination between local govt and local ngos in fund raising and management

NAHAB believe that the humanitarian community alone cannot address the challenges of an increasingly complex risk landscape. Collective efforts are required for preparedness, effective response and recovery in humanitarian settings. For this, we need more – and more diverse – actors on-board. NAHAB is committed to raise strong voice that appears to be an emerging policy consensus within the wider humanitarian community on the need to do better in ensuring front-line responding actors can access adequate, timely and enabling funding.

The objectives of Pool Funding included, Promote early action and response to avoid loss of life, Enhance response to time critical requirements, Strengthen core elements of Humanitarian Response in underfunded crisis, Strengthen coordination and coherence, Improving coordinated risk management, Expansion and diversification of Donor Base, Bridging the silos between humanitarian, peace & security, and development assistance. NAHAB developed a position paper on resource mobilization for Humanitarian actions using the outcome of this workshop.

7.2 Localisation Café on Partnership



Ms. Rahima Sultana Kazal, Executive Director, AVAS mentioned that “Partnership for capacity building is most crucial”.

This Localization Café was dedicated to talk what we want to see and mean by **“Partnership”** and **specially in localization what partnership actually refers to**. In Bangladesh partnership is widely used in development and humanitarian sector. The partnership between INGO to Bangladeshi NGO, between NGO to Community, NGO to development partners, NGO to Government and Private sector is exist and practice in Bangladesh. However, the definition of partnership is varied. Finding an appropriate programmatic entry point is crucial in creating viable partnerships. NAHAB believes that partnership is the key of promoting localization at local levels. NAHAB aimed to develop a position paper on partnership incorporating the findings, comments from participants and already we drafted it.

7.3 Localisation Café on Charter for Change

Localization Café organized by **NAHAB** on **10 May, 2018** was dedicated to discuss about the Charter for Change (C4C). The main objective was to find out that in the context of Bangladesh, whether the 8 commitments mentioned above have been fulfilled or not. If not what should be the next step of signatories and endorsers. In line with this objective, the Signatories and Endorser to C4C working in Bangladesh has been discussed progress and the gap for implementing C4C.



Discussion ongoing on C4C cafe

Chapter: 8

Working with Government

8.1 Working with Government



Mr. Abu Sayed Mohammad hashim, DG, DDM visited NAHAB stall in IDRR-2018

of its members profile/activities at national level. Participation in IDRR, 2018 opened a great opportunity to create space for alliance member to work closely with government through participating different events of IDRR. Overall it was an Alliance Building with government initiatives that encouraged every individual, community and government to take part in building more disaster resilient communities and nations.

NAHAB have mandate to closely work with government in terms of networking and advocacy and raising profile to local actors and their voice. As a member of HCTT NAHAB took part in Stall exhibition and poster printing with DDM in National Disaster Preparedness Day (NDPD)-2018. Also, Stall Exhibition in 2nd International Disaster & Disability Conference-2018. NAHAB have mandate to leave no one behind. **NAHAB** exhibited a stall and contribute to print posters with Department of Disaster Management for flagging up the visibility



NDPD-2018

Chapter: 9

Resource Mobilization

9.1 Support from secretariat (as resource person) in capacity building workshops in Sunamgonj and Kishoregonj district

NAHAB secretariat supported the member organizations for the greater understanding on localisation and also in terms of capacity building and information management. As resource person secretariat joined Two days residential training on C4C & GB that held on July 7-8, 2018 organized by OEPPP Kishoreganj, Two days residential workshop on Functioning of Women Forum (WF) and familiar with / network with NAHAB as an alliance that held on August 12-13, 2018 by NUS (Nari Unnayan Sonsta), Sunamgonj, Two days residential workshop functioning of Women Forum (WF) and Network with NAHAB that held on September 18-19, 2018 organised by ARP (Action for Rural Poor), Kishoreganj.



Chapter: 10

Long Term Strategy

10.1 Replication of Localisation Model in minimum 5 districts (Dhaka South City Corporation, Kurigram, Khagrachari, Satkhira, Jamalpur) planned for the year of 2019

For 2019, NAHAB planned to implement Localization Model in more Five districts (Kurigram, Satkhira, Jamalpur, Dhaka South City Corporation/DSCC, Khagrachari).

Expected output or deliverables from the localization demonstration sites of NAHAB will be following four Primary Milestones: Mapping of Humanitarian Actors in the districts, Joint Needs Assessment of Disaster scenario of districts by using a common toolkit, Development of District Contingency Plan and Development and management of Resource Pool (Both Human and Financial resource). NAHAB expecting all 8 districts (including Sunamgonj, Sirajgonj and Barguna) will come up their own findings and lessons clustering under above four Primary Milestones of Localization.

10.2 Publication of Yearly Country Disaster Report of 2018 jointly with DDM



NAHAB will provide technical and financial support to Department of Disaster Management (DDM) for Publication of A status report of humanitarian action for the year of 2018. The full report will be published in the last quarter of 2019. The proposed report will be largely a civil

society report (reflection of Non-Government Humanitarian Actors perspective) on HA situation in the country. It will be prepared with active collaboration of government agencies including DDM and IDMS, DU. The report will have three pillars. 01) Documentation of all disaster occurred in 2018. 2) Progress in the four priority areas of SFDRR and 3) Progress of NPDM. The report will document all disasters occurring and affecting throughout the country in 2018 including a separate chapter on FDMN in Cox'sbazar. The report will include all the events small to large and the humanitarian response provided by the Government and humanitarian organization.

10.3 Workshop on Localization with Media for institutionalizing understanding of Humanitarian Response at local level jointly with PIB in 2 demo districts of Localisation Model

NAHAB intends to work continuously and closely with the Press Institute of Bangladesh in developing a strategy for media on the humanitarian response especially on localization and building the capacity of the 50 media personals working in Dhaka District. The broad objective of this initiative is to stimulate a dialogue on existing challenges while collective working in responding to emergencies among journalists, relief agencies and governments face.

10.4 Localisation Café on Core Humanitarian Standard (CHS), Accountability, Resource Mobilisation planned for the year of 2019

From localization perspective NAHAB precisely considers and proposes organizing two cafes on Accountability and Resource Mobilisation as a strategic choice to ensure faster real time support and service to the disaster affected community to meet emergency needs and earliest possible recovery from suffering. NAHAB believes that Humanitarian Actors are primarily accountable to the Affected Communities. It pleads that all Humanitarian Actors are accountable for delivery of quality faster need-based emergency services to the affected people. The government and donors are accountable to ensure faster decision making, allocation and availability of resources. The local actors and all implementing humanitarian actors are obligated for efficient and effective service delivery and reporting. NAHAB will organize cafe with government, donors, local actors and communities on the Accountability Framework that differentiates Humanitarian Actors' Accountability and Obligation to segregate their roles, functions and responsibilities.

Besides NAHAB works to promote collective efforts of humanitarian actors at sub-national, national and international levels for mobilizing and accessing cash and in-kind resources by local actors as an important aspect for effective humanitarian response. We believe that Humanitarian actions can never be considered as one off and short-term services to address immediate needs in isolation. resource mobilization cafe will be among Bilateral/Multilateral donors, International Funding agencies , National Government, National and International corporate agencies , Foreign Bangladeshi Community, Professional bodies of NGO contingency fund and will be dedicated to identify an improved collective operational mechanism on the ground that enhance the efficiency and effectiveness of the response.

Chapter 11

Strong Documentation on Localization Planned for 2019

NAHAB members- Name & Address

SL No	Name of the organization and Year of Establishment	Office Address & Head of Org.
1.	Amra Kaj Kory (AKK) 1 January, 1981	Alahaj Ali Alal Chesty Mohol (2nd Floor), Master Firozer Rahaman Sarok, Jhiltuly, Faridpur, 7800, M.A. Jalil, Executive Director, 01731187569 Email: amrakajkory@yahoo.com
2.	Association of Voluntary Actions for Society-AVAS , 1998	AVAS Bhaban, Amirkutirlane, Alekanda, Barisal-8200 Web: www.avasbd.com Email: rskazal@yahoo.com Telephone: 0431-2176170, Rahima Sultana Kazal, Executive Director, 01711884551 &
3.	Chandradip Development Society, 1999	Munir Bug, Hospital Road (Nazir Maholla), Barisal-8200, Bangladesh. Contact No. : 88 0431-63375 (Land Phone), +88 01712 001088, Jahanara Begum Shapna, Executive Director, Email:- cdsbsl@gmail.com , Cell Phone : 01712-001088
4.	Gana Unnayan Kendra (GUK), 1985	Nashratpur, Post Box-14, Gaibandha-5700, Bangladesh, M. Abdus Salam, Chief Executive, 01713200371.
5.	Mahideb Jubo Somaj Kallayan Somity (MJSKS) 1972	Village: Mahideb, Post: Jummahat, Upazilla: Ulipur, District: Kurigram Email: ed.mjsks.kurigram@gmail.com Cell phone: 01713082151, 01710918207, Shyamal Chandra Sarker, Director Email: ed.mjsks.kurigram@gmail.com
6.	Shariatpur Development Society (SDS) 1992	SDS Bhaban, Sadar Road, Shariatpur, #8000 Web: www.sdsbd.org , Email: sds.shariatpur@gmail.com , Mozibur Rahman, Executive Director. Email: sds.shariatpur@gmail.com , Cell phone: +8801714011901
7.	Shushilan 1991	Head Office, House # 155, Jalil Sharini, Commercial & Residential Area, Rayermohol, Boyra, Khulna 9000, Bangladesh. Tel : +88 041 2851291, E-mail : shushilan@shishilan.org ; shushilan@gmail.com , Mostafa Nuruzzaman, Chief Executive, ce@shushilan.org , 01720510199, 01856410500

8.	SOLIDARITY 14 January,1992	New Town, Kurigram Solidarity_bd@ yahoo.com, M.Harun Or Rashid Lal, Executive Director, Solidarity_bd@ yahoo.com, Cell phone: 01715169469
9.	YPSA(YOUNG POWER IN SOCIAL ACTION) 1985	House # 10 (F) P, Road # 13, Block-B, Chandgaon R/A, Chittagong - 4212, Bangladesh. Tel: +88-031-671690, 2570255, Tel+Fax:+88-031- 2570255 E-mail: info@ypsa.org , ypsa_arif@yahoo.com, website : www.ypsa.org , Mohammed Arifur Rahman, Chief Executive ypsa_arif@yahoo.com , Cell no. +88-01711825068 ,
10.	Unnayan Sangha(US) 1980	Dewrpar chandra, Jamalpur-2000, Md. Rafiqul Alam Mollah, Executive Director, Email- ed.us.jamalpur@gmail.com
11.	Village Initiatives for empowerment of Women, 1999	R.K road, Polashbari, khalilgonj Sadar, Kurigram, Md. Enamul Haque, Executive director, Email: enam.view@gmail.com Cell-01716277286
12.	Manab Mukti Sangstha (MMS), 1984	Khash Bara Shimul , Bangobandho Bridge West Sub, Sirajgonj, Bangladesh Website: mmsbangladesh.org Md. Habibullah Bahar , Executive Director, hbaharmms@gmail.com , Cell# 01713002850
13.	Sabolamby Unnayan Samity (SUS), 1986	Shibgonj Road, Netrokona, Bangladesh. Phn: +88095161566, sabolombysus@yahoo.com , Begum Rokeya, Executive Director, begumrokeyasus@yahoo.com, Cell: 01713036730
14.	Ashroy Foundation, 1995	Road: 9, House: 126, Nirala R/A, Khulna-9100, Bangladesh, Cell: 01711004579. Momotaz Khatun, Executive Director, Email- ashroy.foundation@gmail.com
15.	Sangram (Sangathitha Gramunnyan Karmashuchi), 1985	Head Office: Shahid Smriti Sarak, Barguna-8700, Email- sangramngo@yahoo.com , Chowdhury Mohammad Masum, Executive Director
16.	Association of Workers for Alternative Rural Development – AWARD, 1997	House # 19, Road # 38, Block – C, Shahjala Upashahar, Sylhet, Web: award.ngosylhet.com Email: awardbd@yahoo.com Kazi Md. Abul Kalam Azad. , Executive Director. , Email: awardbd@yahoo.com , Mobile: 01716782719
17.	Love Thy Neighbour (LTN), 1995	Nazir Mahalla Road, P.O. and City : Barisal-8200 Country : Bangladesh Phone : +88 - 0431-61203 E-mail : lovethyneighbour1@yahoo.com Website : www.lovetheynieghbour1.blog.com Mahamuda Begum - Executive Director, E-mail : lovethyneighbour1@yahoo.com , Tel : 01711931753
18.	Efforts for Rural Advancement (ERA) 1997	49 Mollika R/A, Mollikpur, Sunamganj-3000 www.erabd.org

		Md. Serajul Islam, Executive Director, era.haor.org@gmail.com , Cell: 01716114514
19.	Society for Advancement & Solidarity (SAS)	South Kallindipur, Hospital Road, Rangamati-4500. Post box-47, Tel-0351-62237, Website- www.sasbd.org . Lalit Chakma, E-mail-sas_lalit@yahoo.com, 01712276408
20.	Nazrul Smriti Sangsad-NSS, 1984 but development interventions started in 2000	Sweden Palace (1st Floor), Pallabi Residential Area, Post -Amtali, Upazila -Amtali, Dist - Barguna, Bangladesh, Post Code No - 8710 Phone - 04452-56054, Fax- 04452-56164 Email, nssngo@gmail.com Website: www.nssngo.org , Skype:panna.nss Shahabuddin Panna, Executive Director, Cell - 01712-795359, Email, nssngo@gmail.com Skype:panna.nss
21.	Pirojpur Gono Unnayan Samity (PGUS), 1994	Pirojpur. Ziaul Ahsan, executive Director, ziaulahsanzia@gmail.com , 01711572943
22.	NABOLOK Parishad, 1986	Nabalok, House: 163, Road: 11, Nirala R/A, Khulna-9100, Bangladesh Kazi Rajeeb Iqbal, Executive Director, rajeeb_iqbal@yahoo.com , 01914417855 M. Mustafizur Rahman Setu, Assistant Director Program, setu71@gmail.com , 01711965593
23.	Association For Alternative Development (AFAD)14 August, 1998	R.K.Road, Khalilganj, Kurigram-5600 Post-Khalilganj, Upazila-Kurigram Sadar, District: Kurigram-5600. 880-0581-61249, Ms. Sayda Yesmin, Chief Executive & Tuhin Alam, Head-Program Operation, ashektuhin@gmail.com , Cell: 01713084027
24.	AID Comilla, Association for Integrated Development-Comilla, 1995	Village- Raghupur, PO-Rajapara, Union-Jagannathpur, Upz-Comilla Adorsho Sadar, District: Comilla, Rokeya Begum Shafali, Executive Director, email- aidshafali@yahoo.com , Mob- 01713018973
25.	Jaintia Shinnomul Songstha (JASHIS), 1983	18/2,Surovi,Rajpara,Tilaghor,Sylhet-3100. Phone:+0821 761 493, E-mail: songsthajaintia@gmail.com Web: www.jashis.jimdo.com ATM Badrul Islam, Executive Director. Email: songsthajaintia@gmail.com Mobile: 01713486200 Phone:+0821 761 493 Web: www.jashis.jimdo.com Skype:badrul1961
26.	Rural Advancement Society (RAS), 1993	www.ras-haor.org , Email : ras.orged@gmail.com . Phone: 01710984406, 01675153211, Drupad Chowdhury Nupur, Executive Director mr.nupurchowdhury@gmail.com , ras.orged@gmail.com .

27.	Prochesta, 1994	Prithimpassa (Robirbazar), PO: Prithimpassa- 3233, Upazila- Kulaura, Dist. Moulavibazar Ali Naki Khan, Executive Director, pro.moulvibazar@gmail.com , 01711345087, 01713807617
28.	Association for Rural poor (ARP), 1997	1074, Kharampatty, Post: Kishoreganj, Upazila: Kishoreganj Sadar, Dist: Kishoreganj Mahmuda begum, Executive Director, Mobile: 01922223298, E-mail: arp.org.bd@gmail.com
29.	Noakhali Rural Development Society (NRDS), 1992	Main Office: NRDS Canter, House# 1015/1, College Road, Master Para, Maijdee, P.O. Box # 28, Noakhali 3800 Email: info@nrdsbd.org Web: www.nrdsbd.org Tel. 032161829, 61016 Name: Abdul Awal Designation: Chief Coordinator Email ID: awal@nrdsbd.org Cell # 01711722650
30.	Socio-Economic and Rural Advancement Association (SERAA), 1997	Kailati Road, Kurper, Netrakona-2400, Bangladesh. Mobile: +08801712-213527 Tele phone: +088-0951-62542 E-mail: seraa.mazibar@gmail.com, Website: www.seraanetra.org. S.M. Mazibur Rahman Executive Director Mobile: +08801712-213527 Tele phone: +088-0951-62542 E-mail: seraa.mazibar@gmail.com, Website: www.seraanetra.org.
31.	Society Development Agency (SDA) , 1996	PTI Road, Patuakhali, Bangladesh. Tel: 0441-62051, 65173, Cell: 01712-103394 E-mail: sdabd.org@gmail.com Website: www.sdabd.org, Liason Office in Babar Road 16/6, 2nd floor. K M Enayet Hossain Executive Director Cell : 01712-103394 E-mail : sdabd.org@gmail.com T&T : 0441-62051
32.	HRDO, 1999	Village: Char Raiibpur Upazila: Rajibpur District: Kurigram Bangladesh Md.Abdul Mannan Executive Director Email: manna.hrdo@gmail.com Cell: 01726796680
33.	SpeedTrust (Society for People's Education, Empowerment and	Contract information: 170 Sham Babu Lane I Gora Chad Das Road I Barisal-8200 (a) Phone: :+88 0431 61687

	Development Trust), 1999	(b) E-mail : info@speedtrust.org / speedtrust@gmail.com (c) Website : http://speedtrust.org (d) Facebook : https://www.facebook.com/speed.trust99, AHM Shamsul Islam-Dipu Mission Head Email: dipu@speedtrust.org / islam.dipu@gmail.com Cell : +88-01720510405,
34.	Garib Unnayan Sangstha (GUS), 1998	Po: Kodalkati, Ps: Rajibpur, Dist: Kurigram, Bangladesh Mobile:01716754772,01954549602 Email:latifgus@gmail.com Web:www.gusbd.org M.A.Latif Executive Director (ED) Mobile:01716754772,01954549602 Email:latifgus@gmail.com Skype:latif.gus
35.	National Development Programme-NDP, 1992	NDP Bhaban, Bagbari, Shahidnagar, Kamarkhanda, Sirajganj-6703, Website: www.ndpbd.org, Email: akhan_ndp@yahoo.com, Telephone: 0751-63870, 0751-63871, Mobile: 01713-3831000, Md. Alauddin Khan, Executive Director, Email: akhan_ndp@yahoo.com, Cell: 01713-383100, Dr.
36.	JAGO NARI (Fighting For Women Empowerment), 1998	JAGO NARI AshahiMension, 2nd Floor, College Road, Barguna. Email: jago_nari@yahoo.com Website: www.jagonari.org www.facebook.com/jagonari.org, Hosne Ara Hasi Chief Executive jago_nari@yahoo.com 01716261224
37.	Somaj Unnoyan Karjocrom-SUK, 15/06/1998	Malshapara Kaborsthan Road(Mirpur north) E-mail: sujamuna@gmail.com Teliphone:0751-64316.Mob-01711467567 Name: Md.Anowar Hossain Designation: Executive Director E-mail: sujamuna@gmail.com Cell-01711467567
38.	Caritas bangladesh, 1971	Caritas Bangladesh,2 Outer Circuler Road, Shantibagh, Dhaka-1217, Francis Atul Sarker, Executive Director
39.	COAST Trust 1998	House # 13 (1 st floor) Metro Melody, Road # 02, Shamoli, Dhaka 1209, Rezaul Karim Chowdhury, Executive Director
40.	Dhaka Ahsania Mission (DAM) 1958	House # 19, Road # 12 (New), Dhanmondi R/A, Dhaka-1209. Dr. M. Ehsanur Rahman Executive Director

		E-mail: ed@ahsaniamission.org.bd & ehshan1155@gmail.com Cell:01713-000861
41.	Sajida Foundation, 1993	House- 28, road-7, Block-C, Niketon Housing Society, Gulshan 1, Dhaka-1212, Email- sajida@sajidafoundation.org , Zahida Fizza kabir Executive Director, Tel-880-2-9890513
42.	People's Oriented Program Implementation (POPI), 1986	5/11-A Block-E, lalmatia, dhaka -1207, Email: popied@yahoo.com , Murshed Alam Sarkar, Executive Director, Cell: 01711536531, popibd_ed@yahoo.com
43.	Christian Commission for Development in Bangladesh(CCDB), 1973	88, Senpara Parbata, Mirpur-10, Dhaka- 1216, Telephone: 9020170 to 73, Email: ccdb@bangla.net Web: www.ccdb-bd.org , Mr. Jayanta Adhikari, Executive Director, E-mail: joyanta.adhikari@gmail.com , Cell: 01717564387
44.	Uttara Development Program Society (UDPS)	5/10 Humayun Road (Ground Floor), Block-B, Mohammadpur, Dhaka-1207, AFM Akhter Uddin, Chief Executive, 01977419110, udps_dhaka@yahoo.com
45.	Pidim Foundation 1995	Plot-A/76,Road-W-1,Block-A,Eastern Housing Pallabi Phase-2,Rupnagar,Mirpur,Dhaka-1216,Bangladesh., Advin Barun Banerjee, Executive Director, Email:pidimfoundation.bd@gmail.com, banerjee.pidim@gmail.com Cell:01727780064
46.	Dushtha Shasthya Kendra (DSK), Dhaka	House-741, Road-9, Baitul Aman Housing Society, Adabor, Dhaka-1207, Dr. Dibalok Singha Executive Director singha@dskbangladesh.org Mobile: +88-01713147329
47.	Social and Economic Enhancement Programme- SEEP, 1985	Social and Economic Enhancement Programme- SEEP. House - 05, Road-04, Block-A, Section -11, Mirpur, Dhaka -1216. Web: www.seep.org.bd E-mail: seepchildrights@yahoo.com Telephone No: +88 02 9012782 Md. Fazlul Haque Choudhury, Executive Director - SEEP E-mail: seepchildrights@yahoo.com Cell: +8801711540979
48.	Unnayan Shahojogy Team, 1986	House-992, road-16, baitul Aman housing Society, Adabor, Dhaka, Shah Md. Anowar Kamal, Executive Director, smakamal.ust@gmail.com, 01714219866
49.	Shubujer Ovijan Foundation (SOF), 2005	House 822, Road 5, Adabor, Dhaka-1207.

		Mahmuda begum, Executive Director, Email: sbovijan2015@gmail.com, Mobile: 01726851785
50.	Centre for Disability in Development (CDD), 1996	A-18/6, Genda, Savar, Dhaka-1340, Bangladesh Email: cdd@bangla.net Web: www.cdd.org.bd A.H.M. Noman Khan Executive Director Cell no: +8801711538021 E-mail: noman50@gmail.com Nazmul Bari Director Cell no: +8801710851504 E-mail:nazmul.bari@yahoo.com

NAHAB EC Committee (2018-2020)

The full list of NAHAB Executive Committee 2018-2020

1. Mr. Dr. M. Ehsanur Rahman, Executive Director, Dhaka Ahsania Mission (DAM), Dhaka - Chairperson
2. Ms. Rahima Sultana Kazal, Executive Director, Association of Voluntary Actions for Society-AVAS, Barisal- Vice Chairperson
3. Mr. Francis Atul Sarker, Executive Director, Caritas Bangladesh, Dhaka- Treasurer
4. Mr. Murshed Alam Sarkar, Executive Director, People's Oriented Program Implementation (POPI), Dhaka - Member Secretary
5. Mr. Mozibur Rahman, Executive Director, Shariatpur Development Society (SDS), Shariatpur- Member
6. Ms. Momotaz Khatun, Executive Director, Asroy Foundation, Khulna- Member
7. Mr. Chowdhury Mohammad Masum, Executive Director, Sangram (Sangathitha Gramunnyan Karmashuchi), Barguna - Member
8. Mr. Mohammed Arifur Rahman, Chief Executive, YPSA(YOUNG POWER IN SOCIAL ACTION), Chittagong- Member
9. Mr. Md. Habibullah Bahar, Executive Director, Manab Mukti Sangstha (MMS), Sirajgonj- Member
10. Mr. AFM Akhter Uddin, Chief Executive, Uttara Development Program Society (UDPS), Rajshahi - Member
11. Mr. Md. Serajul Islam, Executive Director, Efforts for Rural Advancement (ERA), Sunamgonj- Member
12. Mr. Md. Rafiqul Alam Mollah, Executive Director, Unnayan Sangha(US), Jamalpur - Member
13. Ms. Begum Rokeya, Executive Director, Sabolamby Unnayan Samity (SUS), Netrokona - Member
14. Mr. M. Abdus Salam, Chief Executive, Gana Unnayan Kendra (GUK), Gaibandha- Member
15. Mr. M.Harun Or Rashid Lal, Executive Director, SOLIDARITY, Kurigram- Member

Endorsement letter of DDM

Government of the People's Republic of Bangladesh
Department of Disaster Management
92-93, Mohakhali C/A Dhaka-1212
www.ddm.gov.bd

Memo No.51.02.0000.303.28.025.17-111

Date: 16 February, 2017

To
Ad-Hoc Committee Members
National Alliance of Humanitarian Actors, Bangladesh (NAHAB)

Subject: **Declaration of National Alliance of Humanitarian Actors, Bangladesh (NAHAB) launching and way forward**

Dear Concern,

Greetings from the Department of Disaster Management, Ministry of Disaster Management & Relief.

It is our pleasure to inform you that the "**National Alliance of Humanitarian Actors, Bangladesh (NAHAB)**" started its journey on 26 January, 2017 with the national level launching programme. It is one of the considerable milestone of Shifting the Power Initiatives for better representation and stronger role of local actors towards creating a balanced humanitarian system.

The increasing frequency and multidimensionality of emergencies putting more and more people in adverse situation and current humanitarian system is being strained to its limit. Hence, collaboration with Local/ National Non Governmental Organisations (L/NNGOs) will be the future key to enhance the effective, proper, accountable and balanced humanitarian system globally. A disaster champion country like Bangladesh, even though the individuals, Local and National Non-Government Organisations (L/NNGOs) have improved knowledge, skills, systems and processes, their voices are hardly being heard often limit the appropriateness, connectedness and timely humanitarian support. In this context, the necessity of humanitarian platform correctly understood and realize through the initiation of NAHAB. We strongly believe that, this platform will facilitate local and nationals not only to have a stronger voice and representation in humanitarian platforms, networks and national disaster management structure but also create access to financial and non-financial resources in collaboration with respective ministries and departments. Moreover, it will help the L/NNGOs to create a platform for identity to be recognized by international humanitarian actors.

We are also very happy that an ad-hoc committee/organization has been selected where 11 organizations from all division and forum of Bangladesh has been agreed to carry forward the process for next six months jointly with the Department of Disaster Management. The ad-hoc committee (table 1) will also be responsible for the following endeavor in upcoming six months.

1. Will arrange the launching programme and select representative at division level in collaboration with Department of Disaster Management and local administration within March 30, 2017.
2. Select the chairmanship and secretariat of the platform on interim basis.
3. Will detail out the full management and governance mechanism of the platform.
4. Will figure out the membership process and eligibility based on the general member's decision.
5. Will design and select a logo of NAHAB through ad-hoc committee approval
6. Will arrange a convention to form the full committee within six months.

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7. Shifting the Power will bear the necessary cost of the ad-hoc committee for six months with support from Department of Disaster Management. However, the platform should come forward with its own sustainability plan.

Table 1: Ad-hoc committee of NAHAB

Sl #	Name of the Division/Forum	Organization
1	Barishal	Association of Voluntary Actions for Society (AVAS)
2	Chittagong	Young Power in Social Action (YPSA)
3	Dhaka	Dhaka Ahsania Mission (DAM)
4	Dhaka	Caritas
5	Khulna	Shushilan
6	Mymensing	Unnayan Sangha
7	Rangpur	Gana Unnayan Kendra, GUK
8	Rajshahi	Uttara Development Program Society, UDPS
9	Sylhet	People's Oriented Program Implementation, POPI
10	Disability Forum	The National Forum of Organization Working with the Disabled, NFOWD
11	DRR Knowledge Platform	Network for Information, Response And Preparedness Activities on Disaster, NIRAPAD

I hope NAHAB will be able to perform the above responsibilities successfully.

(Md. Reaz Ahmed)

Additional Secretary

Director General

Department of Disaster Management

Attachment 1: Participants list of launching of NAHAB

Copy forwarded for kind information and necessary action to: (Not according to Seniority):

1. Director (Research and Training), Department of Disaster Management
2. Director (Planning and Development), Department of Disaster Management
3. Executive Director, AVAS
4. Chief Executive, YPSA
5. Executive Director, DAM
6. Executive Director, CARITAS
7. Chief Executive, Shushilan
8. Executive Director, Unnayan Sangha
9. Chief Executive, GUK
10. Chief Executive, UDPS
11. Executive Director, POPI
12. President, NFOWD
13. Chairperson, NIRAPAD
14. Director of Cooperation, Swiss Agency for Development and Cooperation (SDC)
15. Country Representative, DFID
16. Head of Mission, Bangladesh, European Civil Protection and Humanitarian Aid Operations
17. Mission Director, USAID
18. First Secretary, Development Cooperation, Australian High Commission in Bangladesh
19. Country Director/Representative, all International Non-Governmental Organizations (INGO)
20. Head of the organization, all general members of NAHAB (Those who participated in the launching, please find the attachment)
21. Office copy

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Constitution

OF

National Alliance of Humanitarian Actors, Bangladesh (NAHAB)

1. Name

The name of the Organization is **National Alliance of Humanitarian Actors, Bangladesh** (referred to as “the Alliance” in the rest of this document) shall be abbreviated and commonly known as **NAHAB**.

2. The Registered Office and Secretariat office:

2.1. The Registered Office of the Organization shall be situated in Bangladesh at House No: 19, Road No: 12, Dhanmondi Residential Area, Dhaka- 1209, Bangladesh. The registered office will also serve as a secretariat for the Organization. Location of the Registered Office or Secretariat can be changed as and when felt necessary by the Executive Board of NAHAB.

3. Nature of the organization

NAHAB is an alliance of voluntary, non-government, non-profitable, and non-political organizations that will advocate and facilitate a balanced, faster and needful humanitarian actions in Bangladesh.

4. Goal and objectives:

4.1. The goal of the alliance is to encourage and support national/local non-governmental, national humanitarian organizations, partners and other relevant actors to uphold their voice, representation and commitment to invest for faster, needful and effective humanitarian actions in Bangladesh.

4.2. The alliance will function to achieve following objectives.

- a) Create a common space for Humanitarian actors to share information, experiences, and research findings.
- b) Provide an outlet for humanitarian actors to get easy access to information and knowledge products on humanitarian aspect.
- c) Advocate for collaboration among the humanitarian actors (GO, NGO, Private sector) at the management and implementation level on humanitarian interventions.
- d) Undertake advocacy for having appropriate policies and revision of policies for reflecting emerging issues and context.
- e) Raise the voice of local and national humanitarian actors at national level on relevant humanitarian issues and actual community needs.
- f) Advocacy for engagement of L/NNGOs to play an active role in the national humanitarian and disaster management architecture including district and local level disaster management structures.

- g) Advocacy for improved coordination at district and local levels in preparedness, response and recovery mechanism.
- h) Promoting development of consortium of L/NGOs for accessing resources allocated for humanitarian actions at national and international level.
- i) Work with government and other organizations, institutions and agencies to address humanitarian agenda in disasters and in emergency.

5. Areas of Activity

5.1 The working area of the Organization shall be the whole of Bangladesh.

5.2 NAHAB as an alliance of local and national humanitarian actors shall work in all divisions and districts for promoting localization in humanitarian actions in Bangladesh.

5.3 The ultimate beneficiaries of this alliance will be the disaster and emergency affected grassroots communities.

6. Type of Activities:

The activities of NAHAB will be guided by the following theme

6.1 Coordination

- a) NAHAB will closely work with the government to facilitate participation of local and national NGOs in any humanitarian action at local level.
- b) It will undertake steps aimed at making humanitarian actions needful and effective to reach the neediest affected people.

6.2 Networking

- a) Represent collective voice of humanitarian actions in appropriate forum and meet relevant agencies and personnel at local, national and international levels.
- b) Expand the membership base within Bangladesh and become associated with other national or international bodies, institutions, organizations that fulfill the objective of NAHAB

6.3 Advocacy

- a) Advocacy with the government to uphold the voice of humanitarian actors, particularly its members for balanced humanitarian system of Bangladesh.

- b) Advocacy with international organizations to recognize the balanced role of local and national humanitarian actors along with international actors.

6.4 Knowledge Management

- a) Create a culture of cross-learning across NAHAB members and also with other relevant agencies for expanding existing knowledge base and wider dissemination of lessons and good practices.
- b) Facilitate training programs, seminars, workshop and meetings for Non-Government, Semi-Government and government organizations, voluntary agencies and societies, local government bodies, institutions and individuals for attaining the objectives of the Organization.

6.5 Resource mobilization

- a) NAHAB will advocate for increased allocation of national and international financial and non-financial resources and to channelize those through local and national level institutions.
- b) Facilitate the institution-building and expanding the existing institutional capacity of local and national NGOs for accessing technical and financial resources.

7. MEMBERSHIP:

7.1. Membership is to be offered as per following criteria

- a) Any Bangladeshi local or national organization, institution, agency, trust, foundation contributing to faster and needful humanitarian actions will be eligible to apply for membership of NAHAB.
- b) An applicant must fulfill the following specific criteria based on the membership category related to humanitarian actions in Bangladesh.
- c) No individuals can apply for its membership.

7.2. Categories of Membership

7.2.1. General Member:

- a) Originated in Bangladesh and operating as National or Local organizations under the regulation set by the Executive Board of NAHAB.
- b) Registered with NGO Affairs Bureau of Bangladesh or Department of Social Services or Registrar of the Joint Stock Companies and Firm or Department of Women Affairs.

- c) Having documentary evidence of managing any humanitarian preparedness, response, recovery activities, at least two within last ten years one of which should be within last five years.

7.2.2. Affiliate Member:

- a) Forum, Network, Trust, Foundation operating in Bangladesh at National or Local levels under the regulation set by the Government of Bangladesh.
- b) Having commitment to engage in humanitarian actions and documentary evidence of humanitarian actions.
- c) Representative from any network, consortium, forum concerned with humanitarian actions should have clear decision from their own executive body to be an Affiliate Member of NAHAB

7.3. Membership Approval Process

- a) The Executive Board will review all membership applications and take decision regarding all membership and the fulfillment of eligibility for different categories of membership. Executive Board may invite potential organizations to join as Affiliate Member of NAHAB.
- b) The membership at NAHAB will be approved by the Executive Board and it will be conferred. Once the membership is given in one district, no separate membership registration will be required at other districts for their works in those districts. In case of the organization having implementation in multiple districts, the membership would be conferred from the district where the organization has been registered and its head office is located.

7.4. Membership Fee

Annual membership fee for General member of NAHAB will be tk 1000 per year or as decided in the Annual General Meeting of the alliance.

7.5. Voting Rights:

Only General Members will have voting rights in meetings of NAHAB.

7.6. Membership obligations:

- a) Attend and participate in network meetings in various forums/events organized by NAHAB central level Executive Board and Divisional Committees.
- b) Represent NAHAB at local level and build close relation with other humanitarian actors.
- c) Advocate for the alliance and seek to enroll potential new members,

- d) Participate in Annual General Meeting (AGM) and Extra-Ordinary General Meeting (EGM) called by the Executive Board,
- e) Implement program/activity set by NAHAB
- f) Maintain liaison with the network secretariat and act as an active NAHAB representative when required by the alliance.
- g) Provide support for organization of local level advocacy, communication and promotional activities by the alliance.
- h) Provide information and share resource materials as and when needed
- i) Support the sustainability of the network either through funding or providing voluntary assistance
- j) Regular payment of Annual Membership fee.

7.7. Termination of membership

- a) Inability to continue work on humanitarian issues for a long period of time as determined by the Executive Board, non-participation in three consecutive general meetings or act against the interest of the Organization will lead to discontinuation of membership where the decision of the Executive Board shall be final.
- b) In case of nonpayment of membership fee for 3 (three) consecutive year will automatically terminate the membership

8. NAHAB GOVERNANCE STRUCTURE

There will be four levels of governance structure of NAHAB namely, the General Body, Executive Board, Divisional Committee and Advisory board.

8.1 The General Body:

8.1.1 The General Body shall comprise all the Members listed in the Register of Members.

8.1.2. The General Body will perform the following responsibilities

- a) Shall elect the Executive Board.
- b) Shall approve Policy Strategy, Budget Plan, and Development Plan,
- c) Revision/amendment or supplement of Memorandum of Association and Rules and regulation of NAHAB
- d) Decision to cease the activities of NAHAB

8.2 The Executive Board:

8.2.1 The Executive Board shall consist of 15 members. The Chairperson, Vice Chairperson, Treasurer, Member Secretary and Members of the Executive Board shall be elected or selected by the General Body and remain in their post for three years.

- a) The Executive Board shall consist of the following post.

Chairperson	01 (One)
Vice Chairperson	01 (One)
Treasurer	01 (One)
Members	11 (Eleven)
Member Secretary	01 (One)

- b) Out of this 15 members board there should be at least one representative from each of eight administrative divisions of Bangladesh.
- c) At least one office bearer (Chairperson, Vice Chairperson, Treasurer, Member Secretary) should be female.
- d) At least one fifth members of the executive board should be female including the female office bearer.
- e) Only head of the organization is eligible to be member in the Executive Board unless otherwise decided by the Executive Board on case to case basis
- f) In the Executive Board, an organization can be member for a maximum of two consecutive terms. However, they can become member after intervals.

8.2.2. All members in the Executive Board will be elected as ordinary members by the General Body. The elected members themselves in its first meeting will allocate portfolios among them electing Chairperson, Vice Chairperson, Treasurer, Member Secretary and EB Members.

8.2.3. If there is any vacancy in the Executive Board due to a valid reason, the Executive Board can co-opt until next general meeting/by-election for filling vacancy.

8.2.4. The Executive Board shall serve for a term of 3 years.

8.2.5 Executive Board shall have the following responsibilities:

- a) Mobilize resources for the alliance activities, prepare annual budgets for the network and ensure budget accountability.
- b) Prepare and secure approval of the alliance annual work plan and budget from the general meeting of the alliance.
- c) Approve new membership
- d) Ensure that the members' directory and NAHAB website is updated on a regular basis
- e) Supervise secretariat in performing its duties
- f) Delegate required tasks to network members
- g) Represent the network domestically and internationally.

8.2.6 The office bearers of the Executive Board will have the following duties:

- a. Chairperson - The Chairperson will preside over the Executive Board meetings, main business sessions of the general meeting and serve as the spokesperson of the alliance.
- b. Vice Chairperson – The Vice Chairperson will stand in and carry out the functions of the chair in his/her absence.
- c. Member Secretary – The Member Secretary will supervise and guide the work of NAHAB secretariat, ensure that the EC functions smoothly and be responsible for facilitating the work of the EC in consultation with the Chairperson.
- d. Treasurer – The Treasurer will be responsible for ensuring financial accountability of NAHAB take steps for proper financial management, recording and reporting income and expenses, and preparing and implementing budgets and financial plan of NAHAB
- e. Executive Board Members – Responsibilities of the Executive Board Members will be to participate in the Executive Board meetings and undertake tasks assigned by the Board.

8.2.7 The Executive Board will meet at a minimum three times a year.

8.2.8 The Executive Board will generally take its decisions through consensus. In cases of differences in views when a formal counting is required or when discussion must occur over email, two- thirds membership will form the quorum and decisions will be taken by simple majority.

8.2.9 Each Executive Board member shall have one vote and may vote in person or by email.

8.3 Divisional Committee

8.3.1 The NAHAB will operationalize its activities from division level. Accordingly, the Divisional Committee shall be composed with a minimum of five members unless otherwise decided by the Executive Board.

a) The Divisional Committee shall consist of the following post

Chairperson	01 (One)
Treasurer	01 (One)
Member Secretary	01 (One)
Members	2 (Minimum two)

b) In the Divisional Committee there should be at least one representative from each District of that division.

- c) At least one fifth members of the Divisional Committee should be female.
- d) Only head of the organization is eligible to be in the Divisional Committee
- e) Organization can be the member of the Divisional Committee for a maximum of two terms.

8.3.2 The Divisional Committee Chairperson will represent the Division in the Central Executive Committee.

8.3.3 The Divisional Committee shall serve for a term of 3 years.

8.3.4 The Divisional Committee will meet at a minimum three times a year.

8.3.5 The Divisional Committee will cascade down the decision taken by Central NAHAB Executive Board.

8.4 Advisory Board

8.4.1 The Advisory Board shall be composed of maximum 5 members representing key government personnel, subject expert etc.

8.4.2 The Executive Board will select the advisory board members.

8.4.3 The Advisory Board shall provide strategic guidance to NAHAB for faster and needful humanitarian actions.

8.5 Secretariat

8.5.1. A Secretariat will be established to carry out and support the work of NAHAB under the supervision of the Executive Board.

8.5.2. The secretariat shall be staffed with at least two core staff members as decided by the Executive Board.

8.5.3. The key responsibilities of the Secretariat will be to:

- a) Carry out administrative work such as routine administration, budget management and reporting to the Executive Board.
- b) Support effective coordination & communication among alliance members and other national and international forum/network to facilitate planning, development and implementation of alliance work plan.
- c) Perform all logistic and event management functions of the alliance, providing support to the Divisional Committee, and the Executive Board.
- d) Maintain and update the website and publication of communication materials (e.g., Newsletter and e-Newsletters, brochure, annual reports and special publications)

- e) Update the membership registration and database and link members to capacity building opportunities
- f) Discharge other duties as instructed by the Executive Board.

8.5.5 The secretariat will function according to NAHAB's mandate, as articulated by the Executive Board through these bylaws and the Annual Work Plan.

9. MEETING OF NAHAB

- 9.1 The Annual General Meeting (AGM) shall take place every year. For the AGM, the Member Secretary will serve a notice of 15 days in advance with agenda.
- 9.2 An Extraordinary General Meeting (EGM) for any purpose may be called either by the Executive Board or at the written request of 20 percent of NAHAB members, stating its purpose. An Extraordinary General Meeting will take place with not less than one week notice given to the members.
- 9.3 At any meeting (AGM, EGM) a quorum shall consist of presence of majority of the eligible members or 40 (forty) eligible members which one is minimum.
- 9.4 Resolutions shall be carried by a simple majority vote, unless as stated in Clause 9 regarding amendment of the Memorandum of Association and Rules and Regulations.
- 9.5 The AGM shall have at least the following mandatory Agenda:
 - a) Registration of participant members
 - b) Report of alliance activities
 - c) Financial and Budget reports
 - d) Strategic plan and work plan
 - e) Election of the Executive Board, if necessary(as stated in clause 3.2)
 - f) Any other business

9.6. Rules for Calling Meetings

9.6.1 Meeting of the General Body:

- a) The General meeting of the General Body shall be convened at least once every year. The abovementioned meeting shall be called Annual General Meeting of the Organization.
- b) All eligible members shall be notified at least fifteen days ahead of the meeting.
- c) A special meeting (EGM) of the General Body may be called at any time with one week's notice ahead of the meeting.
- d) If a meeting of the General Body is postponed for any reason, the meeting shall be held within sixty days of the date for which the meeting was originally scheduled.

9.6.2 Meeting of the Executive Board:

- a) The Executive Board shall meet at least three times per year. Members of the Executive Board shall be informed at least seven days before a meeting is held.
- b) Emergency meetings of the Executive Board may be called if members receive at least twenty four hours' notice of such a meeting.
- c) If a meeting of the Executive Board is postponed for any reason, the meeting shall be held within a month of the date for which the meeting was originally scheduled by the Executive Board.

10. CONFLICT OF INTEREST:

Any member or officer/staff that is aware of a potential conflict of interest with respect to any matter coming before the Executive Board or the General Meeting of NAHAB must make full disclosure of such interest to the Executive Board before any discussion or negotiation of such transaction. The Executive Board will take appropriate decisions keeping the objectives and interest of NAHAB in mind.

11. MAINTAINING BANK ACCOUNT

Bank accounts of NAHAB will be maintained in scheduled banks as decided by the Executive Board; the Bank signatory panel will consist of the Chairperson, Member Secretary and Treasurer; transactions will be made with the joint signatures of any two.

12. AUDIT OF THE ACCOUNTS

Based on the decision of the Executive Board, the Treasurer shall appoint a qualified chartered Accountant firm to conduct the yearly audit of the Organization's accounts and financial transactions. The audit report is to be presented and approved at the General Body by Treasurer for approval.

- 12.1. The funds of the alliance shall be collected from one-time or periodical contributions, from subsidies and donations or from positive responses to proposals and requests made by the Secretariat.
- 12.2. Bank accounts, expenditures and handling of resources are the purview of the Secretariat, guided and overseen by the Executive Board. At the end of each financial year the Secretariat shall prepare and submit a financial report to the Executive Board.
- 12.3. The financial year shall be on a calendar year basis starting on January 1 and ending on December 31.
- 12.4. No later than one month before the beginning of the next financial year, the Secretariat shall draw up an estimate of income and expenditures in the form of a budget for the forthcoming financial year and submit it to the Executive Board

for review and approval.

12.5. No part of the assets, income, profits or net earnings of NAHAB shall inure to the benefit of the any member, employee and other person except as reasonable compensation for services in relation to NAHAB's purpose.

12.6. The Treasurer, working on behalf of the Executive Board, is responsible for all financial matters, financial transactions and records of the alliance. She/he will present the audit report to the Annual General Meeting.

13. REVIEW AND REVISION OF CONSTITUTION

The constitution is valid from the date of approval by the General Body. It may be amended or modified by the decision of the general meeting of the Alliance.

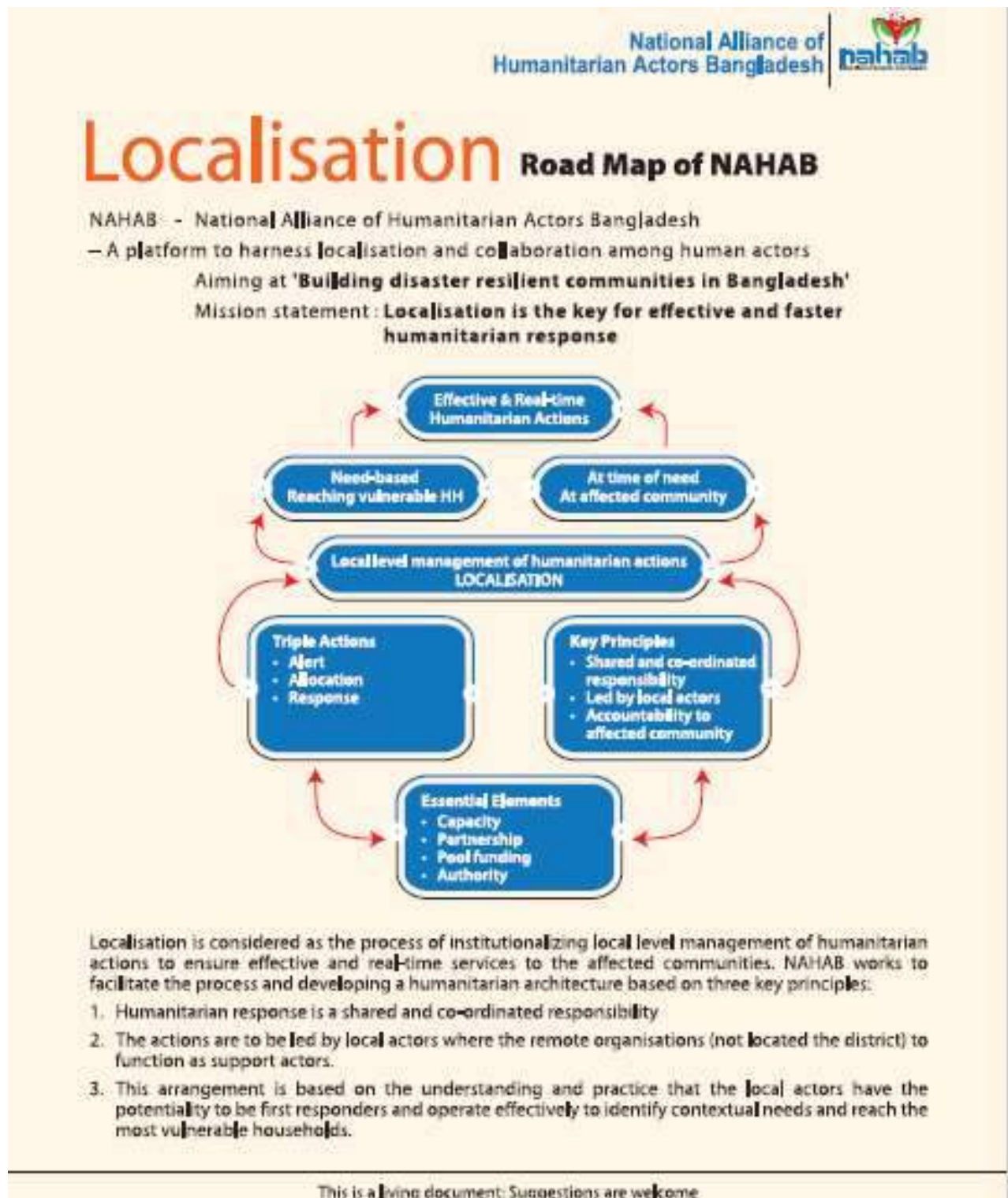
14. AMENDMENT OF THE CONSTITUTION

Any change in the constitution of NAHAB requires a three-fourth approval vote by the eligible Members of the General body, who are present and entitled to vote. Thereafter, necessary approval shall be taken for such changes from the registration authority. Decisions regarding the change of the Constitution will be regarded as extra ordinary resolution and follow the necessary procedure for this purpose.

15. DISSOLUTION OF THE ASSOCIATION

The Organization can only be dissolved by virtue of a resolution which is passed by a majority of not less than three-fifth of the eligible votes cast by the Members of the General Body who are entitled to vote, after members have been informed thereof at least twenty-one days prior to the meeting. Decisions regarding any and all of the Societies flexible assets shall be taken with prior approval of the Registration Authority. Assets may be transferred to institutions having purpose similar to the purpose of the Organization.

Localisation Road Map of NAHAB



Focal Areas and Strategic Choice

NAHAB strategies are split into 7 areas under 3 strategic clusters: Alliance, Resource and Advocacy.

Alliance

- **Networking among humanitarian actors:** Networking for collaboration through joint planning, capacity sharing and coordination among GO, NGO, private sector, humanitarian actors at all levels with the spirit of shared responsibility to work together is a key of NAHAB. Vertical and horizontal networking mechanism will be developed between community, alliance members and local, national and international humanitarian actors.
- **Fostering Partnership and Coordination:** NAHAB will facilitate coordination for response of all actors through various mechanisms including Clusters and Forums of the local, national and international humanitarian actors to avoid duplication of coverage and wastage of limited resources.
- **Information and knowledge management:** NAHAB works to create a common space to share information, experiences and research findings to support alliance members with updated information and knowledge through collection, analysis, storage and dissemination of relevant information to its members through website, electronic communication and meetings.

Resource

- **Strengthening and reinforcing capacity of humanitarian actors:** Capacity enhancement of local actors to deliver faster, need-based effective humanitarian services in efficient manner is required keeping in mind their existing strength. NAHAB will take possible initiatives to build the skills in specific fields of actions.
- **Resource mobilisation:** Promoting collective efforts of local actors at national and sub-national levels for mobilizing and accessing cash and in-kind resources is a strategically important aspect. NAHAB will work for strengthening national, district, upazila and union level capacities and explore pool funding arrangements at each level. It will also advocate and mobilize resources from international and national stakeholders for its sustainable operation.

Advocacy

- **Working with government:** Working closely with public sector agencies facilitating their pro-active roles in disaster management is an essential and strategic choice. NAHAB will advocate and work in line with the government frameworks, acts and policies especially institutionalization of Standing Order on Disaster (SOD) at each level.
- **Advocacy at all levels:** Advocacy for active engagement of local actors in decision making in the humanitarian actions and management architecture is a major agenda of NAHAB. It will advocate collectively for effective and efficient humanitarian policy formation, programme review and actions, analysis of key trends and issues at local, national and international level through café mode interactive meetings, information sharing, policy discussions, media communication, publications and coordinated campaigns. Developing Localisation Demonstration sites in districts is a major step of NAHAB under which in each division of Bangladesh a disaster prone district is selected to demonstrate NAHAB approach of disaster management as a shared responsibility.

The essential elements that NAHAB considers to be made in-built in humanitarian architecture are recognizing mutual capacity of actors and supporting its required further strengthening, couple with access to arrangement of pool funding and the authorities to decide at local level in the events of disasters to make decisions relating to alert or early warning interpretation, allocation of resources to meet emergency needs within 24-72 hours and managing the response in a coordinated manner.

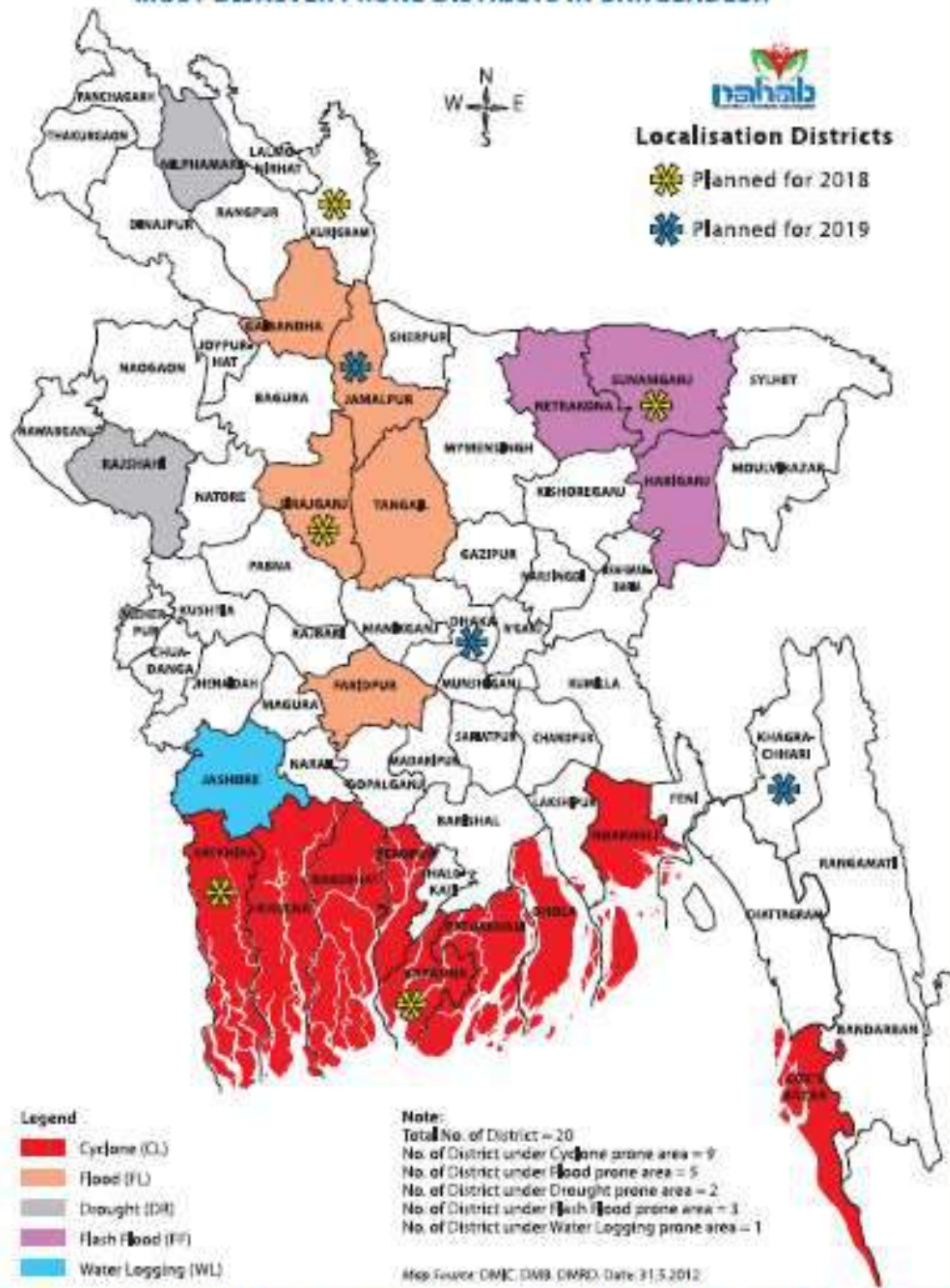
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NAHAB THEMATIC FOCUS



MOST DISASTER PRONE DISTRICTS IN BANGLADESH



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**Training on Humanitarian Essentials
ToT Participants Lists
30-31 March, 2018
Venue: Hotel Sea Palace, Cox'sBazar**

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Map

