

Project Title: World Class Cities for All

Project period: January 2013 to December 2013



**& HomeNet South
Asia Trust**

Dushtha Shasthya Kendra (DSK)
Project Titled: World Class Cities for All

**Abbreviation
and Acronyms**

CBO	:	Community Based Organization
CBUS		Chittagong Bastibasi Unnayan Sangstha
CCC		Chittagong City Corporation
CWASA	:	Chittagong Water Supply and Sewerage Authority
DC		Deputy Commissioner
DSK	:	Dushtha Shasthya Kendra
FGD	:	Focus Group Discussion
GoB	:	Government of Bangladesh
HBWs		Home Base Workers
LGI	:	Local Government Institution
NGO	:	Non- Government Organization
PRA		Participatory Rapid Appraisal

Introduction

DSK has been implementing the project entitled 'World Class Cities for All' in partnership with HomeNet South Asia Trust since 2013. The major objectives of the project are to create organizing, awareness raising and capacity building to home based workers of Chittagong city.

The project endeavours the civic rights of the deprived and poor urban people. The target people of the project are marginalized and poor as well as extreme poor of urban slum of Chittagong city. Geographically, 4 slums of 2 Ward have been covered through effective participation of CBOs. The project interventions have been placed at the different level of the society such as community level through awareness raising, local level advocacy to ensure services by the providers and several level lobbying advocacies to bring changes in practise and to establish civic rights for the urban poor.

Sustainable empowerment of CBOs is the central focus of the interventions.

The project is expected to deliver the following outputs:

- HBWs are fully aware about their existing situation
- HBWs aware about CBO activities
- 5 CBO formed
- Motivated city official
- MoU sign between CBO
- Training received by 5 MBO to run organization
- Training received by MBO leaders for livelihood

Dushtha Shasthya Kendra (DSK), along with the advocacy support of HomeNet South Asia Trust, has been implementing for 01 year project. This is the 2nd quarter report which includes some preparatory activities to launch the project.

- Staff recruitment
- Staff orientation on project
- Sharing with stakeholder
- Focus group discussion
- Slum Selection & Finalization
- Rapport building with community and Conduction of CSA
- Group formation

- Bank account open

The report seeks the progress of these activities qualitatively against 2nd quarter plan which help the appraisers to assess the ground.

A. Planned activities and progress for 2nd quarter

1. Staff engagement and orientation:

Staffs for the ‘World Class Cities for All’ Project have been recruited one Project Manager and one Accountant through internal circulation, BD job and DSK webs. The process of recruiting staffs follows the following steps.

- Need Assessment
- Submission of requisition
- Collection of Application
- Sorting candidates
- Call for interview- written and Viva-voce
- Final selection
- Appointment

Table-1: Number of Existing Staffs in different level

Total Staff	Male	Female	Senior	Mid-level	Frontline
02	01	01	00	02	00

DSK has a selection committee for recruiting its personnel. DSK selection committee composed of the members from Governing body and Executive committees. The selection committee representative was involved in selection process and present in the interview board. Total 02 staffs were selected in the ‘World Class Cities for All’ Project.

Table-2: Number of total staff in each position and summary of responsibilities

Sl No	Designation	No. of Staffs	Major Job responsibilities
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- | | | | |
|---|-----------------|---|--|
| 1 | Project Manager | 1 | <ol style="list-style-type: none"> 1. Coordinate effective project planning including budget of respective project area 2. Regular communication with HBWs and stake holders 3. Project Implementation, Monitoring, problem solving and decision making 4. To arrange relevant training for HBWs 5. Coordination with local government and Capacity building of HBWs, the CBOs, Chittagong Bastibasi Unnayan Sangstha (CBUS), LGIs and other stakeholders. 6. Management of Project activities, documentation and reporting. |
|---|-----------------|---|--|

- | | | | |
|---|------------|---|---|
| 2 | Accountant | 1 | <ol style="list-style-type: none"> 1. To prepare Financial Statements of the project according to the need of Donors. 2. To prepare Monthly receipts & payments accounts, Income & Expenditure accounts & Balance sheet and others relevant budget variance report, fund flow, fore cast etc. 3. To check bank reconciliation statement and others relevant banking documents. 4. To organize the yearly audit and periodical audit. 5. To face the Donor audit and also the International internal audit of Donors. 6. To check the branch financial report. 7. Responsible for ensuring Tax and Vat deduction and payment to the appropriate authority. 8. To supervise and maintain the fixed assets |
|---|------------|---|---|

Staff orientation

DSK Chittagong organized a staff orientation for two half days on the World Class Cities for All project on May 27-28, 2013. The objectives of the training are:

- To orient the project staffs
- Discuss about objectives, accounting, Monitoring & Reporting system of the project

The content of the orientation comprises:

- I. Briefing about DSK
- II. Briefing/discussion about the World Class Cities for All
- III. Outcomes and outputs of the project

- IV. Accounting, Monitoring & reporting system
- V. To do's and not to do's

Area Manager of DSK, Monitoring Officer & Advocacy Officer conducted sessions by turn.

2. Sharing with stake holder

We have discussed with LG institutions as well as service agencies and informally have shared with stake holder (City Corporation, CWASA and DC office) about the project.

3. Primary data Collection

DSK has collected primary data from four communities of HBWs and we got base data.

The primary data are below

Name of Slum	CCC Ward number	Number of House hold	Number of Population (F=Female & M=Male)			Number of Home base Worker		
			F	M	Total	F	M	Total
B'Block Behari colony	26	95	204	223	427	50	0	50
Jhautola Panir tank colony	13	155	357	442	799	70	1	71
Jhautola segun Bagan colony		554	129	1195	249	15	17	194
Jhautola school camp colony		460	110	1200	230	19	36	230
Total	02	964	295	3060	601	49	52	545
			9		9	3		

4. Focus group discussion (FGD)

Project staffs have introduced with HBRs, gave a idea about project, organized them and build up a good relation. 4 FGD has been done and come to a decision that they are eager to work with us. After that decision we collected the baseline data and made the CSA through this FGD.

5. Selection of HBWs

DSK has selected 04 slums by following a systematic procedure for the World Class Cities for All Project. The steps of slum selection process are:

- Setting criteria of slums
 - a) Land ownership (Priorities Govt. land, Poor Extreme Poor)
 - b) WaSH and civic Situation
 - c) Excluded group (Women head families, More children, Socially and geographically)

- d) Less eviction threat
- e) Physical situation of slum
- f) NGOs intervention
- Primary data collection specially mode of work concerned
- Primary selection of slums based criteria
- Sharing among the project staffs
- Informal Sharing with GoB staffs (DC office, CCC, CWASA), Working NGOs and other stakeholders
- Finally selection of HBWs

Table-3: Slum information

Total slum	04
HBWs	Total = 545
Geographical location	2 wards (13 & 26)

6. Rapport building and conduction of community situation analysis

1.1. Rapport Building

Following initiatives were undertaken for rapport building at the community level:

- Regular communication
- Meeting with Focus groups
- Sharing with Ward Councilors
- House to House visit

1.2. Conduction of CSA

Community Situation Analysis (CSA) has been conducted by PRA method in the reporting period. We have created a volunteers group and gave orientation them. HBWs have participated with them and realized about their existing situation. CSA information of those Slums is briefly described here:

Qualitative Information

- Among the HBWs 10% is male and 90% is Female
- Female participation is higher than male

1.3. Civic amenities

1.3.1. Water:

Number of Total water option : 10
 Functional : 10
 Total safe water user : 545 HBWs

They don't get adequate safe water due to shortage of water supply.

1.3.2. Sanitation Situation:

Total Hygienic Latrine : 18 nos
Total hygienic latrine users : 251HBWs
Total unhygienic latrine : 161 nos
Total unhygienic latrine users : 294 HBWs

1.3.3. Other problems:

Shortage places for work and living, unemployment, funding, skill training, actual compensation, waste management system and electricity.

1.3.4. Group formation:

HBWs are united within 22 groups according to social map (is a tool of PRA). They will be able to communicate the others.

B. Conclusion

The World Class Cities for All Project has been implementing successfully. The major planned activities of the project accomplished duly. Working areas have been selected and target people have been identified. Project staffs were recruited during this period.