

Organization Profile



Mary Samaj Kallyan Sangstha (MSKS)
Shaujgari, Talukdarpara, Sadar, Bogra, Bangladesh.

Contact Person

Mst. Meherun Nessa

Executive Director

Cell: +8801723-359914

E-mail: maryhelpus2012@gmail.com
msksbogura@gmail.com

Background of Mary Samaj Kallyan Sangstha (MSKS)

- Mary Samaj Kallyan Sangstha (MSKS) is a non-profit and non-government social welfare, non-political voluntary poor and women development organization. It was established in 2012 with the initiative of a group of educated social women activist and NGO personnel. Analysis of development MSKS of the country during the past few decades reveals that there have not been women any development initiative regarding skilled indigenous women. In the backdrop of utter neglect of population in the development process, MSKS from the very begin of its intervention in the field of development geared all its strength towards reducing gender gaps in the community and bringing the untouchable community in the main stream of development to cover gender justice for equitable development. MSKS believes on non-directive, bottom up, integrated and participatory development framework and acts as a catalyst with its concerned people. MSKS aspires for a society free from exploitation, malnutrition and oppression, where every individual will be able to get rightful shares of the resources, human rights, fulfill basic needs, where justice will be honored people could be able to live in peace, and harmony. MSKS committed to improve the quality of life of the poor and socially disadvantaged people in urban, rural, slum and hard to reach communities in Bangladesh. MSKS is working with the mission to reach self-sustainability for long-term community development program through need assessed based quality of primary health service delivery, education, women empowerment and environment protection. MSKS's prime focus is to strengthen systems that work to create access to services, resources and provisions for the poor, marginalized, vulnerable, disadvantaged, socially excluded and remotely located population.

Category of the organization

- Mary Samaj Kallyan Sangstha (MSKS) is a non-profit and non-government social welfare, non-political voluntary poor and women development organization.

Date and Place of Inception of the organization

- Mary Samaj Kallyan Sangstha (MSKS) was established in 2012 at Bogura.

Mission of Mary Samaj Kallyan Sangstha (MSKS)

- MSKS's mission of the organization is community development through women empowerment. The organization believes that education and better health care of women, children and men's socio-economic condition, happiness and development of the family as well as society is possible. To establish the poor and vulnerable women and children in the society through making them capable, self-sufficient, self-governed, and self-initiators through building capacity, institution, capital and imparting felt-need based problem-solving programs involving a group of skilled and trained personnel.

Vision of Mary Samaj Kallyan Sangstha (MSKS)

- Vision of the organization is to assure the health services for all and to initiate mass education and awareness including-- 1) people in need, especially women, children and the poor have improved health; 2) Women friendly, pro-poor, appropriate health policies and systems are implemented by Bangladesh Government and other providers; 3) Leaders and people of influence including community leaders, social welfare care providers, religious leaders and heads of families take responsibility for social welfare and justice in their communities; 4) Communities take ownership for their social welfare and take responsibility to ensure equitable, accessible for better social welfare systems. Continual development of a strong and highly capable organization.

Goal of Mary Samaj Kallyan Sangstha (MSKS)

- Establishment of the poor and vulnerable woman and children in the society, facilitate them to make access of resources and opportunities so that the empowerment, livelihood capacity and sustainable development are established.

Objectives of Mary Samaj Kallyan Sangstha (MSKS)

- To Facilitate to organize grass root women organization in the form of people's organization.
- To Establish rights of poor & disadvantaged people in the areas of women human rights, human rights, consumer rights, economic rights, Cultural rights, Disable rights & Adolescent rights.
- To eradicate illiteracy among the vulnerable people through operating Pre-primary school, non-formal primary Education, Adult literacy program.
- To provide necessary technical and credit support to group members in the economic development initiatives.
- To organize advocacy campaign(s) on different human rights issues and gender issues to make change in gender relation at family and community level.

Values of Mary Samaj Kallyan Sangstha (MSKS)

We care so that:

- People feel cared for as individuals
- People feel safe, reassured and involved
- People feel teamwork, trust and respect sit at the heart of everything we do
- People feel confident we are making a difference
- Practice collaboration, guided by a collective knowledge, breadth of experience and expertise that is applied to every aspect of our work.
- Value our partners and customers and build our relationships on communication and trust.
- Hold ourselves to standards of integrity and professionalism, and treat our patients, customers and team with the highest respect.

Sectoral Focus of Mary Samaj Kallyan Sangstha (MSKS)

- Strengthening local government and established good governance.
- Involvement untouchable /Outcast community in the mainstream of Development.
- Conduct disaster preparedness and management activities etc. Awareness building of the target members.
- Strengthening local government and establishment good governance make literate.
- Socioeconomic development.
- Establish equal rights between women & men in the society.
- Mainstreaming Indigenous & untouchable community in the society. Environmental Sanitation, Hygiene and Water Supply Program in Rural Areas.

Partners/Donors of Mary Samaj Kallyan Sangstha (MSKS)

- Ministry of Health & family Planning
- Ministry of child and women affairs through bioscope Pvt. ltd.
- Another donors (National & International)
- Ministry of Social Welfare
- Local Contribution

Programs/Project of Mary Samaj Kallyan Sangstha (MSKS)

- Social Education for Cobbler Community Project.
- Integrated char Development through Construction of "parameterTrenches" outside the flood control Embankment.
- Eradication of Hazardous Child Labor in Bangladesh.
- Post Literacy and Continuing Education for Human Development project.
- Strengthening of local governmentFisheries development project.
- Safe Water supply and sanitation Disaster management
- Relief and Rehabilitation.

Strategies of Mary Samaj Kallyan Sangstha (MSKS)

- MSKS main strategy is to relate the poor and under privileged women and children of their welfare and empowerment through creating ecological niche.

Three major areas of activities:

- Institutional Development (ID)
- Human Resource Development (HRD)
- Capital Resource Development (CRD)

Major Programs of Mary Samaj Kallyan Sangstha (MSKS)

- Gender Relation and Development and Reducing Gender Based Violence.
- Training and sex education, workshop, seminar & symposium.
- STD (prevention of HIV/AIDS) and Family Planning Program.
- Safe-water Supply and Sanitation Program.
- Social Forestry Program.
- Relief and rehabilitation program.
- Organization building.
- Micro finance services support for poverty alleviation.

Operational Area (Districts):

- Bogura,
- Joypurhat &
- Natore

Organizational Strength and Capacity Expertise of the organization:

- The organization poses skilled and trained manpower in the relevant field.
- The organization has gained experience in providing basic literacy services, post literacy. service and continuing education services.
- Working experience and relation with the government projects, leading NGOs and foreign professionals.
- The organization is well informed and aware about the proposed areas as it is already running various program.

Organizational Structure of the NGO/implementing Partner:

- At present MSKS the organization has five field offices viz. Bogura, Joypurhat & Natore. It has one General Body and one Executive Committee, which give strategic directions and guidelines at the policy level and supervise. A well-equipped management team is responsible for performing day to day activities and accountable to the governing body. The Executive Director is the head of the organization management team. Each field office is headed by one professional and has also a management team who performs various activities and accountable to the Chief Executive of the organization. An organogram of the organization is attached herewith.

Knowledge of working procedure of the government:

- The organization is acquainted with the government procedures of working with non-governmental organization as it is working for last 7 years in the development field. Also, the organization has a good linkage with other development agencies/forums.

Acquaintance with community:

- The organization has been working with community of the proposed areas in which the project will be implemented. As these are urban areas, the extent of child laborer is high, and a little portion of child get opportunity to formal education. So, providing non-formal education along with skill development training is their crying needs for their livelihood.

Managing Body/Executive Committee:

- The organization has a general body of 21 distinguished members of different professions. This is the supreme powerful body for governing the organization and giving policy direction: Each year, the General Body sit together in the Annual General Meeting and reviews the past performance, financial, accounts, achievements of programs undertaken and approves annual budget, annual reports, appoints auditor and give new directions for overall growth of the organization. Also, it has an Executive Committee of 7 members. These two bodies combined with the management team make policy and give short- and long-term strategic direction to the organization. The Executive Committee ensures that the vision of the organization is maintained. It sits at least 6 times in a year and follows up the progress. However, the governance system of the organization is responsible, as a player of fiduciary role, to safeguard the overall interest of the stakeholders and maintains check and balance for ensuring interest of investors, client, staff and other stakeholders while the management team operates in the best interest of the organization. Also, the executive committee supervises the management team and enhances development of management through selection, evaluation and compensation of the senior management staff.

Audit report:

- Audit/Accounts done regular (yearly) audited by CA firm (enlisted by the NGO Affairs Bureau).

Financial Solvency

- The Bank Statement of the period for which audit report has been submitted and detailed Bank are preserved.

Operation of Bank Account:

- MSKS is operating banking accounts with the following banks for smooth operation of its activities:
- **Bank Information:** Bank Account Operated by Chairman, Secretary and Treasure Signature of any tow is mandatory, more over Bank information is giver filling on the table below

Bank Name	Account Name	Account Number
Agrani Bank Ltd, Badurtola Branch, Bogra	SB	0200009144263

Major Activities to be Undertaken:

- Design and organize the centers
- Conducting a local survey
- Preparation/procurement of education materials
- Staff member recruitment
- Selection of the target children
- Training for teachers, supervisors etc.
- Education materials development
- Life oriented education material development
- Monitoring and evaluation
- Distribution of materials
- Motivate and persuade parents/guardians
- Formation of Management Committee
- Formation of Center Management Committee
- Miscellaneous

Management of the Project

- As the Chief executive officer of the organization, the Executive Director will be the sole responsible person for implementing the project. A management committee will design a detailed plan of action in details through assigning responsibility to each staff member to be involved in the project. One of the most important tasks will be to check the drop out of children and maintain quality of services to be rendered.

Selection and management of Center:

- The centers will be run/managed as per the manual given by the MOLE The organization will select the sights of centers preferably with the approval of the MOLE Also a management committee will be formed as per the guidelines to be given in the manual by MOLE for NFE.

Selection of learners:

- The learners will be selected from the list of children proposed by the survey conducted by the project. The age group of the learners will be 10-14 years. For this purpose, the learners will also be selected by the organization through a local survey (in the prescribed form) when found necessary. Child laborers normally live with their parents or relatives who stay closer to their workplaces, garments industries, roadside workshop, marketplaces, tea stalls, etc. These places will be visited for selection purpose by motivating the parents as well as employers so that they find interest to join the NFE program.

Hours of centers operation:

- The centers/school will run 6 days in a week for NFE (may be changed by the authority).

Facilitators:

- Each center will have one teacher at least recruited as per as possible from the area. Educational qualification of teacher will be at least SSC.

Learning and teaching materials:

- The implementing organization will supply the syllabus, course contents and text to the trainees of the students and procure the learning materials

Project implementation strategy:

- **Campaign strategy:** By organizing rally, publishing poster/leaflets, mobile exhibition, organizing folk culture, workshop/seminar
- **Management strategy:** A management committee formed by the organization staff member, project staff member (teacher, supervisor etc.) will coordinate the activities and will give solution by identifying different problems for running the project smoothly.

Supervision of the project:

- The chief executive of the organization will be the top person of the supervisory team and other member will be project staff member and regular staff member of the organization. They will visit the project physically and will keep regular contact with the respective government people and file activities.

Monitoring and evaluation:

- A monitoring team will be formed, which will develop monitoring plan and will prepare monitoring and evaluation, tools, checklist and other materials. A regular coordination meeting will be held where monitoring reports will be presented and analyzed for further necessary action. Senior management staff of the organization will devote time and pay visit for the purpose as well.

Inspection, monitoring and Evaluation:

- A standard monitoring and evaluation format on NFE and financial expenditure will be developed and followed. This monitoring and evaluation activity will be undertaken every fortnightly and will be reported to MOLE. The authorized officers of the project authority will visit project activities regularly and will assess the progress and achievements based on criteria fixed by the project authority.

Local management of the project:

- A Center Management Committee will be formed based on the guideline to be given by the project authority. This committee will intensify local participation, supervision and immediate solution of local problems.

Accommodation:

- The organization will ensure congenial educational atmosphere for the learners as per the existing standard. The centers will be hired on a monthly /yearly rental basis in a convenient location.

Financial Management:

- The organization has a mother account and all the funds of MSKS are deposited in its Bank Account which is operated by the joint signatories of the Chairman, Secretary and the Treasurer of the Executive Committee. In the quarterly Executive Committee meeting, all the expenditures, progresses, plans and budgets are reviewed and approved. Then quarterly approved budget is transferred to the field operation accounts or project accounts, which are lying the field, and which are operated by the joint signatures of the Field Coordinator and the Field Office Accountant. But the central operation/project accounts are operated by the Executive Director and the Accountant. The accountant maintains the accounts and documents as per accounting principles and audit standard. The Executive Director approve s all the expenditures. The Treasurer checks the accounts time to time. All accounts are audited year two times i.e. internal audit and external audit and reports are submitted to the donors and concerned departments.

Organizational Management:

- The General Council of 21-member s of the organization is the highest policy formulation body and meets once in a year to review and approve plans, budgets, expenditures, and progresses and formulate policy decisions and elects Executive Committee for 3 years. The Executive Committee (EC) of 7 members meets quarterly to approve and review the quarterly plans, budgets, expenditures and progresses and makes policy decisions.

Project Financial Management:

- All the funds of the organization are deposited in the Bank Account of it, which is operated by the joint signatures of the Chairman, Secretary and the Treasurer of the Executive Committee and after the approval and review of the budget, expenditures, plans and progresses by the Executive Commit-tee in the quarterly meeting , money is transferred to the operation account, which is operated by the joint signatures of the Executive Director and the Accountant. All accounts related matters are dealt by the Accountant and the Executive Director and maintained properly as per the accounting principle and audit standard. The Executive Director check and approve all the expenditures. The Treasurer of the Executive Committee checks the accounts time to time.

Program Management:

- Project staff are appointed and set for the project implementation. Generally, for every project a Project Implementation Committee is formed with the participation of the staff, EC member and project participants (maximum) to implement the project through monthly meeting, where they review the progress and find out lacking and make decisions for better implementation. A Purchase Committee is formed for every project for purchasing project materials. Monitoring and Internal Evaluation and Audit Committees are formed for each project for conducting internal audit, evaluation half-yearly basis and quarterly monitoring. All the staff are made accountable to their immediate supervisors. Each project has a set up. Like Executive Director> Executive Director Program>Area Coordinator>Field Coordinator> Sect oral Coordinators >Supervisor > Senior Facilitator > Junior Facilitator>Group cadres/leaders etc. Everyone is reportable and accountable to the immediate supervisor. Staff members sit in monthly meetings and review the performances of the project and find out drawbacks and they also find out the solutions through sharing and joint discussions.

Managing Body/Executive Committee:

- The organization has a general body of 21 distinguished members of different professions. This is the supreme powerful body for governing the organization and giving policy direction. Each year, the General Body sit together in the Annual General Meeting and reviews the past performance, financial accounts, achievements of programs undertaken and approves annual budget, annual reports, appoints auditor and give new directions for overall growth of the organization. Also, it has an Executive Committee of 7 members. These two bodies combined with the management team make policy and give short- and long-term strategic direction to the organization. The Executive Committee ensures that the vision of the organization is maintained. It sits at least 6 times in a year and follows up the progress. However, the governance system of the organization is responsible, as a player of fiduciary role, to safeguard the overall interest of the stakeholders and maintains check and balance for ensuring interest of investors, client, staff and other stakeholders while the management team operates in the best interest of the organization. Also, the executive committee supervises the management team and enhances development of management through selection, evaluation and compensation of the senior management staff.

Branch Office Address:

- **Mary Somaj Kallayan Sangstha**
- Maloncha, 4 No word, Panchbibi Pouroshova, Panchbibi, Joypurhat.
- **Mary Somaj Kallayan Sangstha**
- Sardarpara (Notun hat), Word no- 6, Upozila: Joypurhat Sadar, Dist: Joypurhat.
- **Mary Somaj Kallayan Sangstha**
- Vill: Bakhra, P.O: Molamgari Hat, Upozila: Kalai, Dist: Joypurhat.
- **Mary Somaj Kallyan Sangstha**
- Vill: Kubjipur, P.O: Kubjipur, Upozila: Guruda shpur, Dist: Natore.

Legal status of the Mary Samaj Kallyan Sangstha (MSKS)

Legal status of Mary Samaj Kallyan Sangstha (MSKS)'s Organization is as under.

▪ Legal Status:

SI No.	Name of the Department	Registration No.	Date
01	Department of Social Welfare	Bogura -1713 /17	15. 02.2017
02	NGO Affairs Bureau	3187	06.02.2019

▪ Organizational information stated as bellows:

Registered Name and Address	Mary Samaj Kallyan Sangstha(MSKS) Shaujgari, Talukdar para, Sadar, Bogura
Cell Phone Number	+8801723-359914, +8801907831203
E – mail Address	msksbogura@gmail.com maryhelpus2012@gmail.com
Contact Person	Mst. Meherun Nessa
Designation	Executive Director
Date of Establishment	2012 at Bogura,Bangladesh
Organization structure (Management, Manpower and Position)	General Body is supreme policy making body while Executive Committee is responsible for implementation of project and program. Mst. Meherun Nessa is The Executive Director & NGO Contact Person of the organization. He is assisted by a team of competent and committed staffs.

Composition of Organizational Staff Team: Professional/Management Staff:

S L	Name	Position	Education qualification	Task
1.	Mst. Meherun Nesa	Executive Director	M.S. S	Officer
2.	Md. Shakhawat Hossain	Project Co-Ordinator	M.A	Officer
3.	Maksuda Begum	Manager	B. A	Officer
4.	Kazi Arafat Hossain	Manager Credit Program	B. A	Officer
5.	Md. Tariqul Islam	Accounts Officer	B. A	Officer
6.	Nasir Uddin	Master trainer	M.A	Com. Trainer
7.	Lutfiara	Trainer	B. A	Trainer
8.	Shafali Kazi	Trainer	Dip in Computer	Officer
9.	Pulak Ahmed	Mobile Servicing Trainer	Dip in Electronic	Officer
10.	Shahidur Rahmln	School Supervisor	B.com	Officer
11.	Moushumi Akter	Legal Support	L.L.B	Officer
12.	Sonia Akter	Supervisor	M.A	Officer
13.	Akhi Akter	Office Assistant	H.S.C	OfficeLevel
14.	Farida Khatun	Field Organizer	H.S.C	Field Level
15.	Abu Bakkar Siddique	Field Organizer	H.S.C	Field Level
16.	Idris Ali	Teacher	H.S.C	Teacher
17.	Sinthia Arobi	Teacher	H.S.C	Teacher
18.	Aziza Sultana	Teacher	H.S.C	Teacher
19.	Ariful Islam	Teacher	H.S.C	Teacher
20.	Khairun Nahar Hera	Teacher Art	H.S.C	Teacher
21.	Gautom Pandy	Teacher	H.S.C	Teacher
22.	Sultana Rajia	Teacher	H.S.C	Teacher
23.	Mohashin Ali	Office Peon	Eight	OfficeLevel
24.	Mala Basfor	MLSS	Five	OfficeLevel

Current Activity

Position of Staff	Regular Staff		Volunteer		Total	
	Male	Female	Male	Female	Male	Female
Management Staff	02	02	01	01	03	03
Manager	01	01	01	01	02	02
Account Officer	01	-	01	01	02	01
Legal Advisor	-	01	01	01	01	02
Field Staff	01	01	-	-	01	01
Trainer	02	02	-	-	02	02
Supervisor	01	01	-	-	01	01
Officer Assistant	-	01	-	-	-	01
Teacher	04	03	-	-	04	03
Office Peon	01	-	-	-	01	-
MLSS	-	01	-	-	-	01
Total Staff	13	13	-	-	17	17
Volunteer Staff			04	04	17	17

Workings Experience

SI No	Project Name	Name of Donors	Duration	No. of Beneficiaries
1.	Savings and Credit Program	Savings & Own Funding	2016 to till now	1375
2.	Primary Health Care, Water and sanitation	Ministry of Health & Family Planning Own Fund	2012 to till now	1885
3.	Skill development Training (Computer & Mobile Servicing)	Ministry of Child & Women Affairs through Bioscope Pvt. Ltd. Dhaka.	2018 to till now	950
4.	Social forestation (tree Plantation & Nursery Development)	Govt. & Won fund	2012 to till now	350
5.	IGA Orientated activities Fisheries, poultry, Cattle, Goat, duck farming, Vegetable gardening etc.)	Own fund	2012 to till now	5,000
6.	Primary education Program (NFPE)	Own fund & Donors Fund	2013 to till now	900
7.	Handicap Program	Own fund	2013 to till now	830
8.	Disable Development Program	Own fund	2013 to till now	120
9.	Sewing & Tailoring Project	Own fund	2013 to till now	250
10.	Cultural Program	Own fund	2012 to till now	600
11.	Art Program	Own fund	2012 to till now	930
12.	STD/HIV AIDS Prevention project	Own fund	2014 to till now	185
13.	Mother & Child health Care & Free medicine distribution Program	Ministry of Health & Family Planning Own Fund	2012 to till now	1885

Training infrastructure

SL	Name, address and structure of training center	Year of establishment	Total area with playground if any	Comments
1	MSKS Training Center- I Shaujgari, Talukderpara, Sadar, Bogura.	2017	1500 Sq ft	Good environment

List of training materials

SL	Name and description of office equipment	Year of procurement	Status
1.	Chair	2012	Good condition
2.	Table	2012	Good condition
3.	Black board	2013	Good condition
4.	Books, pencil Khata and educational materials	2013	At service
5.	Computer	2016	At service
6.	Almira	2012	At service
7.	Rack	2012	At service
8.	Clock	2012	At service
9.	Camera	2012	At service
10.	Computer Accessories	2012	At service
11.	Mobile Accessories	2012	At service

List of office equipment

SL	Name of office equipment	Year of purchase	Description	Quantity
1.	Wooden Shelf	2012	Good Status	05
2.	Steel Almirah	2012	Good Status	01
3.	Notice Board	2012	Good Status	02
4.	Sign Board	2012	Good Status	02
5.	Transport	2016	Good Status	01
6.	Chair	2012	Good Status	50
7.	Table for teacher	2012	Good Status	06
8.	computer	2016	Good Status	01
9.	Black Board	2013	Good Status	12
10.	Television	2013	Good Status	01
11.	Lock & Key	2012	Good Status	10
12.	Issue Based Reading Materials	2013	Good Status	36
13.	others	2012	Good Status	234

Advisory council

SL	Name of Advisor	Position	Post
1.	Most. Selina Sultana	Social work	Advisor
2.	Md. Arninul Haque	Social work	Advisor
3.	Abul Kalam Azad	Social work	Advisor
4.	Is math Sultana	Social work	Advisor
5.	Mofazzal Hossain	Social work	Advisor

The Executive Committee Members

Sl. No.	Name	Position	Address	Occupation	Duration
1.	Md. Imrul Islam	Chairman	Jolessorytola, Romana Afroz Sarak, Sadar, Bogra.	Social Worker	3 years
2.	Md. Mehedi Mahmud	Vice-Chairman	Durulia, Majhira, Sajah anp ur, Bogra	Lawyer	3 years
3.	Mst. Meherun Nessa	General Sec reta ry/ED	Seujgari, Talukderpara, Sadar, Bogra	Social Worker	3 years
4.	Md. Abu Huraira	Treasurer	Bejora, Madia, Sajahanpur, Bogra	Businessman	3 years
5.	Md. Shahidur Rahman	Executive Member	Shantibag Maltinogor, Sadar, Bogra	Social Worker	3 years
6.	Mst. Maksuda Khatun	Executive Member	Seujgari, Tal ukde rpara, Sadar, Bogra	Housewife	3 years
7.	Mst. Hamida Khatun	Executive Member	Gohal road, Bailen, Sadar, Bogra.	Private Job	3 years

Contact Person

Mst. Meherun Nessa

Executive Director

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