

হিউম্যান ডেভেলপমেন্ট ফোরাম (এইচডিএফ)

Human Development Forum (HDF)

"HDF is a Non-Governmental Voluntary Organization working for the Rehabilitation of the Disable People and for the Sustainable Socio-economic Development of the rural landless, homeless, marginal farmers, destitute women & children."



Organization Profile



Designed & Compiled by :

Mr.
Project Manager.

Edited by :

Alamgir Hossain Molla
Executive Director.

Central & Project Office Address:

Vill. Singerkul, P.O.: Barni, Upazila: Gopalganj Sadar,
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ORGANIZATION PROFILE

Name of the organization: Human Development Forum (HDF)

Registration Status:

Authority	Registration no.	Date
Department of Social Services, Gopalganj	Gopa/265/2000	13/01/2000
Ngo Affairs Bureau	3029	23/06/2016
Department of Youth Development Registration	190/Sadar-62	15/12/2014
National Skills Development Authority (NSDA)	STP-GOP-002507	09/04/2025

Head office: 275/A, Road-4, Tilpapara, Khilgaon, Dhaka-1219

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Established: 2000

Register Office: Singarkul, Sadar, Gopalganj.

Cell: +8801711050651

E-mail: hdfalamgir@gmail.com, Website: www.hdfngo.org

Account Name: Human Development Forum (HDF)

Bank Name and Address: Agrani Bank, Gopalganj sadar Branch, Gopalganj

Account Number: 0200001501865

Head of the organization:

a) **Name :** Alamgir Hossain Molla **b) Designation :** Executive Director,

Background:

Human Development Forum (HDF) is a Non-political, non-profit and Non-Government Voluntary Development Organization formed with the initiatives of a few committed and dedicated social workers and philanthropists. Human Development Forum (HDF) established in 2000 with an aim to promoting human and socio-economical development for the under privileged people living in rural area. To achieve the aim, we organizes the rural people who are living in poverty to improve their livelihood This organization initiated by some like-minded development patrons, for the un liftmen of the socio- economic condition of rural & urban communities as well as dissemination of information about development. The philosophy of the organization is based on the conviction the paramount need of the men/women/ Children both urban and rural is not relief but release from the prison of poverty, Its main focus is to promote the socio-economic conditions of the under-privileged, distillates landless and economically poor people especially women through Organization, Education, Training, Participation and joint activities.

VISION:

Human Development Forum (HDF) dreams of a society where without any discrimination and division of sex, caste, color, the people will enjoy full dignity and enable themselves to be involved and participate in the mainstream development for sustainability and empowerment.

GOAL:

The goal of Human Development Forum (HDF) is to improve the socio-economic status of the disadvantaged people. To Promote the Socio-economic status of under privileged men/ women/ children both urban and rural through motivation, peoples organization, non-formal education, training and mobilizing available resources, i.e. manpower, water and soil. To achieve the aims Human Development Forum (HDF) focuses on 2 fundamental inter-related objectives, which are alleviation of poverty and empowerment to powerless people.

MISSION:

Human Development Forum (HDF) works with people whose lives are dominated by extreme poverty, illiteracy, disease and handicaps. With multifaceted development intervention Human Development Forum (HDF) strives to bring about positive change in the quality of life of the poor people of BFA's working areas. Human Development Forum (HDF) desire to make the organization financially and structurally strong ensuring optimum utilization of public and private resources as well as collecting resources from internal and external sources. Human Development Forum (HDF) is committed to ensure peoples participation, develop participatory decision making process and implementation for the environment friendly socioeconomic development of the targeted people, improving quality of work and mobilize peoples support for reaching the goal are the mission of Human Development Forum (HDF) .

OBJECTIVES: The objectives of Human Development Forum (HDF) are :

- To raise awareness on moral and legal rights and undertake of adequate arrangement protecting these rights within the community.
- To provide financial and technical support to enhance capacity and create employment opportunity among destitute and landless people.
- To ensure basic right of poor and vulnerable children, person with disability and lagged section of the community.
- To create appropriate atmosphere of women empowerment through building up a better gender relation and implement the social economic and human rights of women,
- To take primary care of health of rural mass and help to build happy family.
- To increase Literacy rate of the community people.
- To ensure Employment creation through need base IGA program.
- To develop Water & Sanitation facilities in the project area.
- To ensure Human Rights among the community people.

- To increase Social forestation.
- To develop Sound environmental situation in the project area.
- To establish Social justice in the community level.
- To reduction the poverty alleviation of disadvantage rural & urban people.
- To change the socio-economic condition of disadvantage rural & urban people.
- To reduce social diseases like divorce, acid throwing, tender age marriage, and torture through increase the awareness.
- To established Indigenous peoples right.
- Waste management & disposal.
- Health nutrition program.
- Control & detection of fatal diseases.

CORE VALUES: Human Development Forum (HDF) fosters up the values itself as follows:

- **Justice:** We are the supporters of all justice and are struggling for it.
- **Honesty and Integrity:** We keep own honesty to all principles of organization and pay integrity to the interest of Human Development Forum (HDF).
- **Gender equity:** We try to respect of each other and believe that the women folk are human being too. They have equal rights as human being.
- **Transparency and accountability:** We have no confusion in transparency and accountability to the people we work for and with whom.
- **Responsiveness:** We are responsive to the peoples need and aspiration of local communities.

ORGANIZATIONAL CULTURE:

- **Cost effectiveness:** We are conscious about cost in case of personal life and organization. We believe too, cost effectiveness prevents the waste of wealth.
- **Cross communication and line decision:** We promote communication across at any hierarchy within the organization but right and respective person makes decision.
- **Family friendliness:** We think Human Development Forum (HDF) is a family all concerned with Human Development Forum (HDF) are closed member of the family.
- **Mutual respect:** We are aware of paying respect to our partner, Stakeholder and colleagues.
- **Culture and Environment friendliness:** we retention the positive elements of all culture and strive to keep the balance of ecology.
- **Nature critique and learn from others:** We are not afraid of critique from counterpart and learn from it.

WORKING PRINCIPLES:

- **Unity:** This is our pledge to keep unity among us and within the society. This will enable us to do thing at challenging situation.
- **Team Work:** We work in team sprit to serve the community and always try to be a responsible team leader on behalf respective team.
- **Creativity and Innovation:** Creativity is our inherent will and innovation is our difference.
- **Extent:** We are latest, progressive and worldwide in context of thinking and notion, but localized in program operation.
- **Empowerment:** We believe in all form of empowerment of poor, neglected and vulnerable people. We therefore play a catalyst role for their empowerment.
- **Position:** We hold our position in favor of poor and marginalized people and towards their wider interest.
- **Sense of Responsibility:** Carrying out of respective responsibility allocated by the organization is our pledge. This way, we ensure our social liability/ obligation.
- **Discipline, Participation and Cooperation:** Discipline is a door to reach at the goal participation is the process of it and the cooperation expedites our movement.

To whom and how the organization is accountable: This organization has an approved constituency to regulate and maintain all sorts of activities. It has a general body, which is mainly responsible to the government as well as the development partner and beneficiaries. There is an executive committee to govern all the activities taken as development initiatives. Executive committee is accountable to the general body. Executive Director is the member secretary of this committee he has to design, implement and handle all the income and expenditure related works. He is accountable to the executive committee and he has to ensure all the necessary to the target groups for his activities too. On the other hand the EC has 07 members elected from GC. Every 03 (three) years, the general council members elect the EC by direct votes. The EC comprises a chairman, a vice chairman, General Secretary, a treasurer and three other members. The EC is solely responsible for framing policies and guidelines for Human Development Forum (HDF) .

WORKING AREAS: All over Bangladesh

WE WORK WITH WHOM: We are strongly committed to work together with all social forces aiming at establishment of human dignity and empowerment of Marginal peoples. We believe without empowerment the deprived section of the community an equitable and just society will never established. Moreover keeping the marginalized behind, human civilization may not perfect. But reality is that few people deprived majority population by griping resources, power and knowledge and information. Our efforts to influence for pro-poor development policy and its practices for enabling the environment are to-

- Local Government Bodies
- Opinion leaders, Civil Society and Mass media
- Traditional administrative set up

The people with whom we directly work and bias to serve are-

- Poor, Voiceless and asset-less peoples;
- Vulnerable Women and Children;
- Person with disability and Underprivileged Youth
- Ethnic Minority/indigenous peoples and other excluded peoples.

GOVERNANCE SYSTEM:

Human Development Forum (HDF) is governed managed and administered by a member of bodies and committees as spelled out in its constitution. The constitution is approved by the registration authorities which provides registration. Human Development Forum (HDF) has 02 (two) kinds of council viz; General Council (GC) and the Executive Council (EC). As per constitution of Human Development Forum (HDF) any person interested in the promotion of and engaged in any voluntary activities having objectives for human development and poverty alleviation and/or women development in Bangladesh is eligible to become member of the General Council. The size of the General Council (GC) is 21 members where two beneficiaries/clients are represented. GC approved budgets, annual reports, future action plans and also the appointment of auditor and others.

General Body: The General Body of Human Development Forum (HDF) comprises of a group (21 members) of highly qualified and experienced professionals. The General Body holds at least one general meeting annually. The General Body approves and guides all activities of the Executive Body.

Executive Body: The 7 members Executive Body is elected by the members of the General Body. It is the supreme authority to frame policies and guidelines to run the organization.

ORGANIZATION STAFF STRENGTH:

The main strength of the organization is that Human Development Forum (HDF) has a group of long experienced & trained professional staffs. Human Development Forum (HDF) has build capacity of the group members in the area of social mobilization health care, water and sanitation etc. through the long intervention of various projects. It has also been utilizing the local resources and expertise in view to establish the sustainable development model. Total number of staffs as follows:

Type	Male	Female	Total
Regular	12	6	18
Part time	14	8	22
Total	26	14	40

SECTOR/THEAME OF INTERVENTIONS:

Human Development Forum (HDF) on going program activities focuses on the sector or thematic area following-

- Education
- Food & Livelihood Security
- Human Rights
- Women empowerment & Gender Equity
- Child Rights
- Disability
- Health, Water & Sanitation
- IGA and Community Empowerment
- Environment and sustainable agriculture
- Poverty Reduction

Present Working Area:

District	Upazila	No. of Union	No. of Villages	No. Of Direct beneficiaries
Gopalganj	Gopalganj Sadar	21	51	2000
	Tungipara	5	16	1200
	Kasiani	14	30	2259
	Mokshidpur	16	32	822
	Kotalipara	14	22	830
Total	5	70	151	7121

District	Upazila	No. of Union	No. of Villages	No. Of Direct beneficiaries
Faridpur	Faridpur Sadar	12	25	700
	Vanga Upzila	10	20	450
	Salta Upzila	10	21	850
	Sadarpur	8	16	300
	Bolmary	11	22	250
	Nagorkanda	10	18	400
	Alfadanga	6	12	200
	Modhukhali	6	13	213
Total	8	73	147	3063

District	Upazila	No. of Union	No. of Villages	No. Of Direct beneficiaries
Dhaka	Savar	7	10	1100
	Dhamrial	8	11	900
	Keranigonj	7	12	1500
Total	3	22	33	3500

District	Upazila	No. of Union	No. of Villages	No. Of Direct beneficiaries
Laxmipur	Raipura	12	25	1300
	Ramgoti	10	22	1200
	Ramgonj	10	20	1100
	Komol nagor	9	18	1000
Total	4	31	85	4500

Programs / Projects Experience:

Computer Training centre:

HDF has started functioning initially with the broad objectives of creating employment opportunities through computer training facilities.

More specifically the program has the following objectives:

- 1) To assist trainees to become self –reliant and competent in particular skill to the degree that they can use the skill to earn a living.
- 2) To improve the standard of living and financial viability of trainees and their families.
3. To teach skill that can address community and society related needs.

Seminar program:

HDF has organized seminar & workshop for creating mass awareness among the people funded by science and technology ministry. The seminars were for day longer and the speakers were from local government and officers of the related department of several NGO'S. Besides HDF has organized various discussion meeting, workshop with various non-government organizations funded Science and technology Ministry.

Various Day Observe:

Different days were observed by HDF. To highlight and draw attention the importance of education and the said days with the people, youth, learner and the teacher's different national and international days were observed in each coverage area so that social movement on education and respective issues among the mass people can be brought up extensively.

VGD program:

To improve the socio-economic status of VGD women and make best efforts in materializing it. The main objectives are to build the income-earning capacities of VGD women and to socially empower them through training on awareness raising, provision of training on variety of income generating activities (IGAs), provision of credit and other support services during and beyond the food assistance period. VGD women shall graduate into the core development programme of NGO after completion of the contract period and NGO shall continuing the follow up services to the VGD women for three years after the completion of VGD cycle.

Prepare and developed different training modules & Schedules, Organized and conduct Basic and refresher training on life skills. The objectives of Life skills training course is to enhance the livelihoods and self-reliance of the poor and ultra poor women. Organized and conduct different IGAs and Skill development training for the VGD and asset less Women side by side different social awareness training.

Maternity program:

Organized and conduct baseline survey, selection of target group members. To provide maternity allowance for the poor women. Organized and conduct different awareness raising training on mother care before and after pregnancy, safe water and sanitation, primary health care & nutrition, importance of marriage and child birth registration, early marriage and dowry. Organized and

conduct capacity building training, organized and conduct various IGA and skill development training to increase their income.

Water and sanitation program:

The programme is under implementation with a partnership agreement with NGO Forum objectives of the project are (a) to ensure pure drinking water (b) to increase awareness on environmental hygiene (c) to increase awareness of the beneficiary for using sanitary latrine. HDF are giving motivation regarding the use of sanitary latrine among samity members. The objective of Arsenic project is screening of tube wells, identification of arsenic patients and motivational work for mitigation. In the last fiscal year, arsenic test was done in hand tube well provided by HDF in its working area. HDF also tested hand tube well 2 to 4 times in a year to know the seasonal vitiation's of arsenic level.

Health Program:

Due to illiteracy and poverty majority of the people in the area are not able to meet the basic needs for primary health care. The organization is providing necessary motivational services to its group members on primary health care through discussion in-group meetings. The organization is providing Medicare services to the local poor people on minor ailments funded by Health ministry.

Disable program:

Organized and conduct baseline survey, To improve social and economic conditions of the disabled people. To increase social awareness and mobilize support to the disabled people through workshop, community meeting, para meeting, provide basic education through non formal education schools, Skill development training, Prepare project plan and budget, etc.

Family Planning program:

Major activities under this program are the awareness on primary health, immunization pregnancy care, family planning, Sex and Reproductive Health issues. Weekly discussions are held in the group meeting about various emerging health issues funded by health ministry.

Education program:

The organization has been implementing NFPE to enabling education facilities for dropped-out and out of school children.

Goal

To ensure education for dropped-out and out of school children of hard -core poor.

Activities

First of all, the dropout children have selected through house hold survey. Simultaneously the appropriate areas also have selected for establishment of schools. After ward, the selected children have enrolled in the nearest NFPE schools. Teachers of those schools also have received basic foundation training. For awareness rising, parents counseling, students counseling also has arranged during the intervention of the project.

Beneficiaries

1020 children aged between 08- 12 years has been benefited .

Impact

1020 Dropped-out and out of school poor children are receiving primary education in their door step. This effort reflects for main streaming in the education process, those families are getting literacy support. Side by side, countries literacy rate is being increasing.

Net-Work, Linkage & Partner/ Membership:

Human Development Forum (HDF) has a strong networking linkage with local level and national level key stakeholders. The organization works with close proximity with the like-minded NGOs and civil society organization around the society. Human Development Forum (HDF) has been working for the best interest of the community and the beneficiaries to impart their best within their capacity. Human Development Forum (HDF) organized different community led programs where the local and national level stakeholders participated with their valued opinions and experiences. Human Development Forum (HDF) also mobilized the community to come forward for the underprivileged and underserved people at the time of their emergency. The organization took initiative to distribute winter clothes at the time extreme winter and took part in relief activities for the flood affected community with the support mobilized from local and national level stakeholders.

Network and Partnership with:

- **Women and Child Affairs Ministry**
- **Ministry of Labor and Employment**
- **Bangladesh NGO Foundation**
- **Department of Youth Development**
- **Department of Social Services**
- **NGO Forum for Public health**
- **Health and Family welfare Ministry**
- **BRAC**
- **Science and Technology Ministry**

Funding support:

Sl.no	Name of program/Activity	Name of donors/ Partners	Area/Location	Duration	Amount
01	Women's empowerment through training and employment and poverty alleviation programs	Women and child affairs Ministry	Gopalganj	2020-2022	1,80,00,000
02	Eradication of Hazardous Child Labour in Bangladesh (4th phase)	Ministry of Labor and Employment	Faridpur	2021-2022	1,42,00,000
03	Various Day Observe	HDF Own Fund	Gopalganj	2006-2022	4,50,000
04	VWB program	Women and child affairs Ministry	Gopalganj	2023-2024	13,00,216.66
05	VGD program	Women and child affairs Ministry	Kisoregonj	2020-2022	18,00,000
06	Maternity program:	Women and child affairs Ministry	Faridpur, Gopalganj	2016-2022	11,25,000
07	Water and sanitation program:	NGO Forum For Public Health	Gopalganj	2010-2022	14,00,000
08	Health Program:	Health and Family welfare Ministry	Gopalganj	2005-2022	12,00,000
09	Disable program:	Bangladesh NGO Foundation	Gopalganj	2012-2022	5,80,000

10	Primary Health Care	Grant from GOB	Gopalganj	2000-2022	32,85,000
11	Family Planning program:	Health and Family welfare Ministry	Gopalganj	2017-2022	2,00,000
12	Education program:	BRAC	Comilla	2005-2022	58,00,000
13	Early marriage prevention	Women and child affairs Ministry	Laxipur	2015-2022	7,25,000
14	Awareness program	Social welfare Ministry	Gopalganj	2010-2022	6,50,000
15	Vocational and Life Skills Training:	HDF Own Fund	Gopalganj	2012-2022	8,50,000
16	Seminar program:	Science and Technology Ministry	Gopalganj	2017-2022	1,00,000

FUTURE DIRECTION:

Human Development Forum (HDF) is now getting preparation to cope interactively with coming situation, possibilities and scope of resource mobilization for target population. Human Development Forum (HDF) will respond to the needs-pursue empowerment and rights of vulnerable people as the area of concentration through all its strategic, programmatic and organizational endeavors. This will be done based on-

- Development of appropriate governance, management and leadership at all level of organization
- Building up strong network, alliance, working relationship and capacity with different stakeholders or actors on different development issues;
- Mobilizing resources, physical and Human. From different supporter (Local), national, International source) and effort shall be made to develop human resources by formulating effective and interactive staff development process;
- Set up a long term development Goal and prepare a strategic plan for a certain period;
- Carefully formulation gender sensitive program by making provision of ensuring primary stake holder participation in program planning, implementation and evaluation;
- Exploration of new possibility of few revenue generative enterprises for financial viability and programming sustainability of the organization without depending on others.

FINANCIAL MANAGEMENT AND BANK ACCOUNT:

HDF follows fiscal year 1st July to 30th June and already has been developed its own Financial Management Policy for its program implementation. All related financial activities are implemented by the existing guidelines maintaining the Financial and Procurement policy. HDF maintain proper books of records like: Cash book, Ledger book, Subsidiary ledger book, Cheque Register/Bank book, Sock Register, Vouchers, Money Receipts etc. Separately. Accounts are audited by internal and external Auditor each year. Bank Accounts are maintaining by joint signatories (Chairman, Executive Director and Treasurer). If any financial Guideline provided by the donor agency then we will follow the guideline.

Human Development Forum (HDF) maintains A/C to accumulate the fund receiving from difference sources. All Bank A/Cs are operating through joint signature. The executive director, The Chairperson and Treasurer of executive committee of the organization are authorized for Bank A/C Operation. Financial management is maintained under the rule of existing finance Manual of the organization.

Fund approval :

Unless otherwise not delegated to other all payment/ expenditure will be approved by the Executive Director, If delegated to other officer, the Executive Director needs to give written permission and maximum amount the concerned officer can approve.

Maximum Tk. 50,000.00 can be approved by the Executive Director for a single disbursement, more than that needs to be approved by the Executive Committee. Any authorized officer maximum can approve Tk.10,000.00 on a single disbursement. More than this amount needs to be approved by Executive Director or Executive Committee. A provision of petty cash arrangement can be operated by the accountant / cashier maximum Tk. 5000.00 can be expended on single disbursement and the disbursed amount to be approved by the Executive Director on a weekly accounts statement.

Accounting :

Account will be submitted to management on monthly basis. To maintain cash book ,general ledger, daily collection register, bank register, savings ledger ,loan ledger, daily collection sheet, daily loan collection sheet, salary register, stock register, voucher, savings return register, loan distribution register.

All expenses and receipts to be registered in proper maintaining at books of accounts by the accountant of Human Development Forum (HDF) -Service . He/She will be responsible to maintain all books of accounts properly, presenting weekly or monthly statements. Preparing monthly/ quarterly/ half yearly/ yearly budget, facing internal and external audit etc . The Accountant or Finance Manager will be in-charge to direct & monitor all financial activities. Revenue stamp of tk 10/- will be fixed with all third parties bill exceeding TK 400/-

Cash management:

1. Cash amounting to TK 10,000/- will be kept as impress fund to meet emergency payment.
2. A double column cashbook will be maintained. Balancing of cashbook will be done at the close of daily transaction.
3. Credit Voucher will be prepared. Each Voucher will be numbered date wise.

PROCUREMENT SYSTEM:

Human Development Forum (HDF) maintains open and free competition in purchasing all types of goods and services. Quality goods, fair price and transparency are ensured in all respect. Goods and services will be purchased by purchase committee.

STORE MANAGEMENT:

Human Development Forum (HDF) should have a facility of store for storing all of its consumable materials. Accountant will be responsible for overall management of store. Day to day movement of materials will be recorded in stock register. At the end of each year physical inventory of store materials will be taken.

PURCHASE PROCEDURE:

1. For purchasing up to TK-2,500/- no quotation will be required.
2. For purchasing more than TK-2,500/- and not exceeding TK-20,000/- spot quotation will be collected.
3. For purchasing more than TK-20,000/- sealed quotation will be collected.

Audit Policy :

The financial year of Human Development Forum (HDF) is 1st July to 30 June . Each every end of the financial year general committee of Human Development Forum (HDF) has arranged for audit through chartered accountant firm enlisted by NGO affairs Bureau .All accounts and funds of Human Development Forum (HDF) is audited properly as per the provision of the bye-laws of the organization approved by the concerned registration authority. An authorized audit firm is appointed for the purpose. All audit reports is available for inspection. There has a system of internal audit. By monthly group accounts has been audited by the internal auditor of the organization during the audit period, he will check & verify the all accounts, register, cash & ledger book, voucher etc. After visiting s/he will submit written report to E.C committee or Chairman. The registered accounts firm will do every year external audit.

a) Internal Audit : Under the approval and decision of Executive Committee Human Development Forum (HDF) - Service can organize any audit for internal Audit quarterly and half yearly basis.

b) External Audit : Under the instruction of Executive Committee Yearly audit will be performed by any registered auditing firm and the audited report will be present to Executive Committee, General Committee and other donor or financing agencies as required.

STRATEGIC APPROACH;

Human Development Forum (HDF) development strategy focuses to address integrated development efforts. It believes in empowerment of general people at grassroots people. Therefore Human Development Forum (HDF) strives to organize the target people into groups by forming grassroots organization. It has explored due to own experience to address people participation and need –based development their socio-economic conditions. Retention of sustainable and environmentally sound development enterprises is the precondition in any Human Development Forum (HDF) programmatic interventions.

Names of the members of the Executive Committee / Governing body:

Sl.No	Name of Members	Occupation	Designation
01	Sk Nilima Islam Niha	Social Worker	President
02	Rafia Chowdhury	Social Worker	Vice President
03	Alamgir Hossain Molla	Social Worker	Executive director
04	Aysha Khanom	Social Worker	Asst. Secretary
05	MD. Saidur Rahman	Social Worker	Finance Secretary
06	Sultana Khanam	Social Worker	Executive Member
07	Shiuly Begum	Social Worker	Executive Member

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Organizational governance and structure of Human Development Forum (HDF)

