

Internship Report

Title of the report: Skill and Experience gained through working in a NGOs and the project of the “Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu in Bangladesh at Kutubdia Upazila in Cox’s Bazar”

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I am indebted to **Samaj Kalyan O Unnayan Shangstha** (SKUS) for giving nomination to study a professional degree of Master in Development Management and Practice (MDMP) in BRAC University. I consider myself very lucky with an opportunity to be a part of this course.

I am using this opportunity to express my deepest gratitude and special thanks to Jesmin Prema, the honorable Chairman of SKUS, Mr. Maruf Billah Javed, Executive Director who have nominated me for this course from SKUS. Moreover, both of guided me cordially in terms of office management, involvement in the project field activities for the project of **“Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu** and also writing this report. I am also grateful for having a chance to meet so many wonderful personals and professionals who led me through this internship period.

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I also like to express my thanks to Cyclone Roanu affected people for their cooperation, cordial behavior during survey and validation of the beneficiary.

I perceive this opportunity as a big milestone in my career development. I will strive to use skills and knowledge which I gained in the best possible way; I will continue to work for their improvement in order to attain desired career objectives.

Sincerely,

Mohammad Saleh Uddin

MDMP-15269009

EXCEUTIVE SUMMARY

This is a report of a graduate internship program instituted by BRAC University with the aim of exposing Masters Students of employment world to gain experience and sharpen their employability skills before the completion of their studies.

This internship was undertaken at the **Samaj Kalyan O Unnayan Shangstha (SKUS)**, a national Non-Governmental Organization (NGO) registered with the NGO Affairs Bureau of Bangladesh (Registration no-2061), working since 1995 to improve socio-economic condition of the poor and marginalized people to remove discrimination and all kinds of exploitations.

During the last 3 (three) months intern at SKUS, I worked on day to day official work. Moreover, I was assigned in the project namely **“Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu in Bangladesh at Kutubdia Upazilla in Cox’s Bazar”** which aims to protect people in need of shelter support on an emergency basis, through provision of shelter materials and guidance for construction as well as the alleviation of post disaster psychosocial impacts.

During Internship, I performed various duties like project implementation; day to day office work, resource mobilization; communication & documentation, involve in emergency shelter support project through managing, monitoring and supervision. Through these performances I gained crucial experience that has resulted in immeasurable impact in my aptitude in various fields.

The internship helped me to acquire knowledge in depth on professional communication, time management, team building, report writing, work in grassroots level with poor and vulnerable disaster people, critical thinking and managerial works.

This internship has highly broadened my knowledge base through performance of various office tasks and field activities and through trainings attended.

I recommend more organizations especially NGOs, national and international donor agencies to open up their doors to young people and especially students who are studding development studies to help build their capacity and expose them to various job challenges.

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1.0. INTRODUCTION

This report is a short description of my 3 (three) months internship carried out as compulsory component of the **Master in Development Management and Practice (MDMP)** Program. The internship is carried out within the organization name **Samaj Kalayan O Unnayan Shangstha (SKUS)**, a national NGOs working since 1995.

At the very outset of this internship, I formulated several learning goals which I hunted to achieve,

1. to understand the functioning and working conditions of a non-government organization;
2. to see how can I adjust in the professional environment
3. to oversee the prospect of working in NGO for my future career;
4. to use my achieved skills and knowledge;
5. to oversee what skills and knowledge I still needed to work in a professional environment;
6. to manage a project in the field level with disaster affected people ;
7. to enhance my communication skills;
8. to build a network .

This internship report contains my activities that have contributed to achieve a number of my stated goals. In the following chapters, a description of the organization SKUS and the activities is given. After this a self evaluation, reflection on my functioning and the learning goals achieved during the internship are described. Finally I have given conclusion on the internship experience according to my learning goals. There are some limitations in the report as for example it was not possible to describe any program in detail including field project namely **“Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu at Kutubdia”** due to shortage of time.

2.0 SUMMARY OF THE ORGANIZATION

I am working at **Samaj Kalyan O Unnayan Shangstha (SKUS)** a national NGO situated at Dhaka as Program Officer from 2007 and as a Senior Program Officer since 2012. I am furnishing some brief information about the organization.

2.1. Background: Samaj Kalyan O Unnayan Shangstha (SKUS) is a non-profit, non-political and non-governmental organization (NGO) committed to participate and promote national development through upgrading socio-economic conditions of the disadvantaged and underprivileged people in the society. The organization, as a national non-governmental organization (NGO), was formed in 1995, by a group of social worker having the humanitarian mentality. SKUS is legally registered with different registration authority of People's Republic of Bangladesh namely ; NGO affairs bureau , Department of Social Service, Directorate of Youth Development, Directorate of Youth Development, Department of Narcotics Control.

Since 1995, SKUS has been working in the fields of health, nutrition and family planning ; Mother and Child health care; Safeguarding of Childless Women; Safe Water, Sanitation and Hygiene; HIV/AIDS, Malaria and TB Control; Non-formal education for child, adolescent and adult; food security; environment & natural resources and disaster management; bio-diversity conservation; livelihood, early recovery and Shelter for disaster community, livelihood and life skill education, IGA and Vocational training for marginalized group; Women Development and Empowerment Program; Low cost Housing, Disabled rehabilitation, Rights, Justice and Good Governance Program; Safe Migration Project and Awareness raising on various social issues and advocacy.

SKUS has been working with GOB, international development agencies and multilateral/bi-lateral donors as a development partner and services providers since 1995. SKUS has been implementing various project through financial and technical support of UNDP, UNICEF, Save the children, CIDA, Action Aid Bangladesh, USC Canada Bangladesh, BRAC, The Elizabeth Taylor AIDS Foundation as well as Different Ministry of Bangladesh.

Over the couple of development work, SKUS have achieved special consultative status from the ECOSOC since 2010, UN. On the other hand SKUS has networking relationship with national and international arenas.

Strategy:

- ✦ Bottom up approach
- ✦ Group approach in service delivery
- ✦ Community involvement and participation
- ✦ First serve for the marginalize and Both rights and need based approaches are followed in program

Value of Organization:

1. Mutual Respect and Trust
2. Gender Equity
3. Integrity & Solidarity
4. Transparency & Accountability
5. Equal Opportunity for all

2.2. Vision : A happy, prosperous and poverty-free society where everyone's basic needs and rights are ensured.

2.3. Mission : To empower the poor and vulnerable people and create self-financed, self-employed and self-empowered communities with increased capabilities by providing need-based services and supports like agriculture, health, sanitation, education, HIV/AIDS prevention, gender, environment, humanitarian support, social security, marketing, technology etc

2.4. Goal : To improve quality of life of the poor and the community people as a whole.

2.5. Staff Strength: SKUS has a good number of skilled and efficient staffs (full time and part time) and volunteers to carry out its activities both in field and office level. SKUS have 289 staffs out of them 157 are full staffs , 101 are part time staffs and 31 are volunteer.

2.6. Project location: SKUS have been working in 112 upazilas/ thanas of 12 districts under Dhaka and Chittagong Division. Since 1995 SKUS has implemented 56 projects and organization has 6 running projects.

2.7. Department of organization

There are eight department in SKUS which are mentioned below;

- a) Disaster Management and emergency response
- b) Education
- c) Health , Nutrition and Family Planning, Water and Sanitation
- d) IGA, Livelihood and Food security
- e) Capacity development
- f) Women development and empowerment
- g) Monitoring and evaluation
- h) Accounts and administration

I have been working in SKUS since 2004 in various position and now working as a Senior Program Officer (Documentation and Communication) since 2012 and responsible in office management, administration activities of SKUS. In addition , during my intern period, I have assigned as Project Officer for the project **“Emergency Shelter Assistance for the Most Vulnerable Households at Kutubdia Upazila in Cox's Bazar District”** funded by UNDP Bangladesh under the department of disaster management sector.

3.0. **WHAT I DID AND I HAVE LEARNED**

I have performed the following activities during my internship period and some lesson learned from these activities which mentioned below;

3.1. Duty and Responsibility :

Part A : Perform day to day office work :

- Regular email check and e-mail correspondence and discussion with chairperson
- Internet browsing for donors fund and sharing with high officials
- Day to day correspondence (Letter from NGO, Donor and other stakeholders)
- Preparation of report for donors and other agencies
- Keeping update of all the project activities going on
- Prepare draft project proposal, concept note, letter of interest (LOI), Expression of interest(EOI)
- Prepared important meeting minutes at the time of meeting
- Assist to legal paper like registration certificate renewal, Executive committee approval process and maintaining record
- Assist to staff recruitment(in whole staff recruitment process)

Part B : Involvement in managerial activities :

- Provide feedback to Chairman and high authority for the smooth running of any project
- Prepare project reply report , quarterly report, inception report, project progress report as per demand of donor and organization
- Join different meeting, seminar arranged by different organization as per instruction of chairman and high authority of SKUS
- Designing monitoring format and monitor ongoing project and provide feedback to chairperson

Part C: Involvement in project activities in the field level for ensuring quality:

Worked as Project Officer in the project named “**Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu** at Kutubdia Upazilla under Cox’s Bazar” funded by UNDP. **Major responsibility and task in the project was;**

- Project planning and implementation with the assistance of Project Implementation Unit (PIU), ERF Field Coordinator and local GOB administration
- Beneficiaries selection (survey form develop; provide orientation on survey form, FGD; Monitoring Survey, conduct FGD; Data Scanning; cross check/ validation of beneficiary; ensure endorsement beneficiary from UNO, PIO and respective UP chairman)
- Project Monitoring and Staff supervision

- Conduct training, inception meeting, monthly meeting and meeting with relevant stakeholders
- Reporting

3.2. Lesson learned

The above activities which I have done during the internship period enhanced my knowledge and skill regarding project implementation and public relations. Some of the experiences are given below;

- i. Now a days, effective executive committee, charismatic leadership role of chief executive and strong management is essential for NGOs development and its sustainability
- ii. NGOs should not depend on donor fund. NGOs should diversified their activities to Micro finance, income generating activities, cost sharing for NGO sustainability
- iii. Effective communication within organization and communication out of organization e.g donor, government official, and local administration is very important for project management and fund raising for NGOs work
- iv. Staffs involvement in decision making process in organization and project encourage staffs to committed and ownership on organization
- v. Every stage of implementation of the project activities is the best field of learning by doing.
- vi. Develop survey form considering beneficiary selection criteria and orientation on survey as well as day to day monitoring on survey is crucial for appropriate beneficiary selection and advantageous further effective project implementation
- vii. Community participation in whole project cycle, decentralization on project activities can helpful for effective , efficiency project implementation
- viii. For smooth project implementation and reaching estimate project target goals and activities, stakeholders assessment , SWOT analysis can play important role
- ix. Regular Supervision and monitoring , adequate assistance from different level can enhance the quality of activities and also ensure timely accomplishment especially in early recovery and emergency response project
- x. Beneficiaries, community people, Local Elected Body and Project Implementation Committee (PIC) of any upazila can take appropriate measures for reducing constraints and risk.
- xi. GO and NGO coordination is a crucial success factor for any project
- xii. Coordination with the local government representatives from the beginning of program design and planning is helpful to avoid future constraints and overcome influences.

4.0. **SELF EVALUATION IN TERMS OF KNOWLEDGE AND SKILLS I ACQUIRED**

Naturally one can acquire knowledge and skills at the end of any program. I have also acquired some knowledge and skills during MDMP program and 3 month internship program. In one sentence I can say this internship enriched my knowledge, skills which cannot be expressed in language. Still I am stating some knowledge and skills in brief.

4.1 : Knowledge and Skills Gained : This internship has changed my professional level which will be helpful in my activities in side SKUS and outside my working station. The knowledge I gained from the course and from internship period will enhance my personal skill. I have tried to coordinating the theory (which I have learned from the course) and practice (during internship). As a result I feel that my quality of work improved and contributing more in the organization for the development of SKUS. Some of these areas where I have developed myself are mentioned below:

- **Organizational/ Professional Communication and Correspondence skilled Developed:** I learnt how to further improve my communication skills in an organizational setting and how vertical and horizontal communication can be maintained on the basis of the course of communication. During my internship I have gained more skill and knowledge in case of letter correspondence, due to proper guidance and suggestion of my supervisor and high officials of SKUS. I have learned the technique of effective reply of letters through mail and hard copy addressing proper way. I myself involved in related stakeholders, donors and govt. high official. My study has contributed to my communication skills, but I would like to pay more attention to it in the future. To contribute more to projects and to progress faster, I want to learn to make a more confident impression and to express my ideas and opinion more certain.
- **Time management:** I am now very much competent to proper time management and effective implementation of activities which will help me from the course of sustainable project management. Moreover, my supervisor oriented me to time management and encourages to attendee timely in office and completed all activities within time frame. I was able to implement 95% of the activities without delay. Monthly and Weekly work plan, displayed board furnished with time line of activities in front of desk, day to day activities follow up helped me to successfully completion of activities within time.
- **Learn to work as a team member (Team building):** On the basis of the methodology and techniques on teaching learning in the classroom of MDMP , I have learnt how to participate in teamwork, respecting other people's opinions and giving out my opinions after careful thought. During the internship period I have successfully conducted two training session with the help of

team building among the participants. These skills were enhanced from the various joint activities carried together and I came to understand the importance of having consultation on areas where I lacked understanding as well as the importance of giving guidance to other staff with the aim of achieving a similar goal. Now I feel more comfortable to work within the team.

- **Report writing:** Report writing of every course of MDMP has helped me to write any report more effectively and successfully. During internship I have prepared some reports e.g inception report, monthly & quarterly progress report and project completion report which enhanced my report writing capacity. Moreover I have also developed myself in writing Expression of Interest (EOI), Concept Note, Letter of Interest (LOI), and Project Proposals as per RFP guideline.
- **Working experience in field (grassroots) level and community relationship skilled established :** In MDMP program I have learned about concept of community, and their involvement in development project in various courses. The project “**Emergency shelter support for Cyclone Roanu affected people**” has given me an opportunity to work at field level with vulnerable and marginalized most disaster cyclone Roanu affected people in the remote area at Kutubdia upazila. I had a chance to exchange the views with the disaster affected people, to know their culture and life style, come across with the problems and sorrows of the victims through involving beneficiary selection, beneficiary validation, conduct inception meeting. The situation of that time I learned how to talk with them, how to behave with them cordially. The work in grassroots level improved my capacity to analyze beneficiary, stakeholders and skilled up to build relationship with local authority, local administration and community people.
- **Critical Thinking:** The internship gave me an opportunity to interact, learn and share ideas with the national and international agencies specialists in different fields which broadened my thinking and practical skills on developmental activities. I can think a bit more critically on any issues raised in the office works, in projects and in my personal life.
- **Development of managerial capacity :** The internship gave me an opportunity to understand dynamics of my NGO. I would know the SKUS goal and objectives, management style, project management process and main source of fund. The understanding of dynamic of NGO helps me to further contribution in my organization development and its sustainability. Moreover, during my internship period, I have attended on some orientation, seminar, training, meeting which played important role to develop my managerial role and capacity. **Earlier I would involve in specific management activities but this MDMP program and internship has given me the strength to suggest higher authority and also to the colleague in the time of any crisis. Some**

time my suggestion has been appreciated by authority. I am assisting SKUS management to develop a strategy plan for diversified its activities. It is of course the knowledge gain.

- **Helped to future Career Plan:** This internship will help me to choose my future career and buildup my confident in NGOs sector. I have realized that in NGO it have huge field to work and have better career opportunity. I have enjoy to work with vulnerable group specially women and children in hard to reach remote areas. This influenced me to be a Disaster Risk Management Specialist with advanced knowledge in both theory and practice. I have been trying to give my best to my organization development. This MDMP program and internship have been planning important role to develop myself, my organization, development work and community as whole. I have also planned to work for international development organizations such as; UNDP, BRAC, UNICEF, OXFAM, CARE, Concern Worldwide etc in the fields of disaster management planning, financing, policy formulations and implementations.

4.2. Major Achievements

1. **Development of Managerial Capacity :** Higher authority of SKUS now a day’s has been involving me in any project planning, smooth running of the project and management decision which are encouraging me.
2. **Working experience with the disaster people :** During working in Kutubdia Upazilla in ERAF project, I had a chance to exchange to coordinate with the disaster affected people. I have got insight to work with the people at any disaster.
3. **Time management :** One of the achievement in my internship duration was on proper time management which helped me for effective implementation of any activities successfully.
4. **Development of project and fund mobilization:** During internship duration for 3 months, I have drafted project proposal namely “Emergency Shelter Assistance for the Most Vulnerable Households at Kutubdia Upazila in Cox’s Bazar District” funded by UNDP Bangladesh. This proposal was approved by UNDP. I have done all the correspondence regarding fund mobilization. Now I am drafting another project proposal namely Basic Literacy Program (BLP) fund by Bureau of Non-formal education (BNFE) under Ministry of Non-formal Education.

4.3 Reflection on Internship: Comparative Discussion

Internship goal	After internship	Remarks
to understand the functioning and working conditions of a NGO	Improved knowledge satisfactorily	More time and good working environment
to see how can I adjust in the professional	achieved satisfactorily	

environment;		
to see if this kind of work is a possibility for my future career;	I will be helpful positively in my future career	
to use my gained skills and knowledge in practical situation;	Skill and knowledge I gained helping me in my professional duty	Required more time and field work
to see what skills and knowledge I still need to work in a professional environment;	I need more skill and knowledge in international level	
to get fieldwork experience through managing project ;	Partly achieved	Need more field work
to enhance my communication skills;	Communication skills enhanced	Should developed
to build a network.	Partly achieved	More involving in projects

4.4. CHALLENGES AND CONSTRAINTS

During my internship in SKUS, I encountered some difficulties which include:

1. **Time constraints :** NGOs and development work is huge field and require more time to touch all of the part of development works. During the intern period I have only cover some of areas of development work whereas most of the areas were untouchable due to time constant. In short period it is difficult to cover all the important topics of development field gained from course.
2. **Lack of availability of some colleagues to share their knowledge with interns:** NGO is a centre for exchange of ideas and experiences among practitioners of development sectors. Internship program in a NGOs offers opportunity to young people to acquire knowledge and improve their skills in the development areas. However, some staff members are not usually available; what prevents interns to approach them for requests for clarification.
3. **Lack of expertise in specific field:** All staffs are not expert in all side. Some may expert in M&E, other are expert in project design. During the inter period I feel unavailability of expertise in the field of M&E, Project Design, Project management.
4. **Lack of profession environment:** During my internship period I have feel that SKUS has some gap on profession environment, management & administration, executive committee. Organization is more centralized and lack of chain of command I observed those are essential for good professional environment and job satisfaction.
5. **Limited involvement in project and field work :** SKUS has only 6 running project in the field of education, health, livelihood , capacity building and disaster management and emergency

recovery. I was involved in 2 projects . The project I was involved is emergency project where all dimension of project i.e. complete life cycle of the project was absent and intervention of the project. Only 25 days I have worked at field which is not sufficient to gain skill and knowledge.

- **Constraints facing in the field work :** During my field work at Kutubdia I face some unseen constraints to implement the project properly e.g 1. Lack of past experience; 2. Communication in most remote/isolated area; 3. Smaller target beneficiary than demand; 4. Local political influence to enlist name of household 5. Tendency to hide real information for getting support; 6. Pressure of UP representative and community people to get the support being a non-target group and created problems, 7. Disrupted weather, 8. Unavailability of electricity and access to internet connection, 9. Absent of government official in their working station 10. Absent of UP representative in their respective union 11. Ensure spontaneous participation of the conservative community people in FGD, especially women etc.

5.0. CONCLUSION

On the whole, this internship was a useful experience. I have gained new knowledge, skills and met many new people of various cultures. I achieved several of my learning goals; however, for some constraints I could not work as per schedule. I got insight into professional practice. I learned the different facets of working within a NGO. It has also improved my thinking and analytical skills and strengthened my professional ability to work in a multicultural environment. The internship helped me to identify the strengths and weaknesses of mine. This helped me to define what skills and knowledge I have to improve in the coming time. I had an opportunity to work with disaster affected people in the field level in Cyclone Roanu affected area at Kutubdia upazila under Cox's Bazar District. I have practically seen the crucial conditions of the people in that area where the people are living in the open space which are very inhumane. The people of Bangladesh, national and international donors, rich man and organization should come forward for reducing their vulnerability, poverty and adversity. Let God Bless Them.

06. APPENDIXES

Appendix-01 : Project Proposal for Early Recovery Project (only 2 pages)

Appendix-02 : Survey form and beneficiary card

Appendix-03: Inception Report-ERAF project

Appendix-04 : Action Plan-ERAF

Appendix-05 : Validation report

Appendix-06 : Module sample pages for RERMP-2 project

Appendix-07 : Training plan for RERMP-2 project

Appendix-08 : Risk Measure and Mitigation Plan for ERAF project

Appendix-09: Completion report on Psychosocial training(ERAF project)

APPENDICES :

Appendix-01 : Project Proposal for Early Recovery Project (only 2 pages)

TECHNICAL PROPOSAL

For

Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu at Kutudia Upazila in Cox's Bazar District in Bangladesh.

Name of Proposing Organization /Firm	Samaj Kalyan O Unnayan Shangstha (SKUS)
Country of Registration	Bangladesh
Name of Contact Person for this Proposal	Ms. Jesmin Prema
Address:	110, Shantinagar, Nilufar Building, 1st Floor, Dhaka-1217
Phone /Fax:	9338519/9351387
Email:	skus.dhaka@gmail.com; skus.ctg@gmail.com

A. EXPERTISE OF FIRM/ ORGANISATION :

1.1 BRIEF DESCRIPTION OF PROPOSER AS AN ENTITY:

D) INTRODUCTION AND BACKGROUND OF THE ORGANIZATION:

Samaj Kalyan O Unnayan Shangstha (SKUS) is a non-profit and non-government voluntary organization registered by the NGO Affairs Bureau of Government of Bangladesh, and Department of Social Services. The organization was established in 1995 with some dedicated and socially committed people **with vision to** *“Improved socio-economic condition of the poor people, competence them live a life free from illiteracy, ill health, malnutrition, starvation, deprivation, discrimination and all kinds of exploitations”*

SKUS has been working among the poor and the disadvantaged in the society i.e. the destitute women and children, people with disability, marginalized rural & urban occupational groups and poor, ethnic communities, transport workers, garments workers, Drug Users, sex workers, slum dweller **with mission to** *“Empower the poor and vulnerable people, especially the poor women, by making them capable, self-sufficient and self-initiated through appropriate capacity building and harnessing of resources”*

To ensure rights & make them self-empower as well self reliance SKUS has been implementing diverse project like Non-formal Education, Women development, Human rights, HIV/AIDS awareness & Prevention, Environment, Good governance as well as on health, nutrition and Family planning, Emergency relief and rehabilitation, Safe water and sanitation, Malaria control program, Health, nutrition and family planning, Skill development and income generation of urban poor

women, Fisheries, Social Forestry, Micro credit etc. through Right based approach, Networking, collaboration partnership and community participation.

SKUS has good track record working with GOB, national and international development agencies and multilateral/bi-lateral donors as a development partner and services providers since 1996. It has starts its journey as a volunteer organization and now turned into a potential rights and advocacy platform for the poor, marginal, ethnic and socially excluded people. It is also incorporating civil society and other social elements to work together in the battle against poverty. SKUS is always trying to perceive development from a rights view point and continue its working with the approach of participation within the light of ethnic, diversity, culture, practice and values of Bangladesh. Over the period working though the mission SKUS achieve Special Consultative Status with ECOSOC from 2010 which is ultimate acknowledgement of its good work, transparency and contribution to development arena.

II) LEGAL CAPACITY TO OPERATE:

Necessary information on the legal status of all organizations of the consortium is given in the following table:

Registration Authority	Registration	
	Date	Number
NGO Affairs Bureau	25 January 2006	FDR-2061
Department of Social Services (DSS)	9 March 1996	Dha-03526
Ministry of Youth Development (MoYD)	14 January 1998.	Dhaka-252-98

Appendix-02 : Survey form and beneficiary card



উপকারভোগী নির্বাচন জরিপ ফর্ম



বুর্গিবাড় রোয়ানুতে আক্রান্ত ক্ষতিগ্রস্ত পরিবারকে জরুরী আশ্রয় সহায়তা প্রকল্প
বাস্তবায়নেঃ স্কাস
অর্থায়নেঃ ইউএনডিপি

জরিপকারীর নামঃ
ক্রমিক নং :
জরিপের তারিখঃ

গ্রাম : ওয়ার্ড নং ইউনিয়ন :
উপজেলা : কুতুবদিয়া জেলা : কক্সবাজার

১	উপকারভোগীর নাম									
২	জাতীয় পরিচয় পত্র / জন্ম নিবন্ধন নম্বর									
৩	পিতা/স্বামীর নাম									
৪	মাতার নাম									
৫	বয়স	৬	লিঙ্গ	পুরুষ-১	মহিলা-২	হিজড়া-৩				
৬	আদিবাসী সম্প্রদায়ের অন্তর্ভুক্ত কীনা ?	হ্যাঁ -১	না-২	হ্যাঁ হলে সম্প্রদায়ের নাম উল্লেখ করুন :						
৭	ধর্ম	মুসলমান-১	হিন্দু-২	খ্রিস্টান-৩	বৌদ্ধ-৪	অন্যান্য (উল্লেখ করুন)-৫ ---				
৮	শিক্ষার স্তর	১	২	৩	৪	৫	ডিগ্রি অথবা তার উপরে			
		অশিক্ষিত	প্রাথমিক	মাধ্যমিক	উচ্চ মাধ্যমিক					
৯	উপকারভোগীর ধরণ	১	২	৩	৪	৫	৬	৭	৮	৯
		বিধবা	তালাকপ্রাপ্ত	আলাদা	নারী প্রধান	প্রতিবন্ধী	বয়স্ক একমাত্র উপার্জনকারী	অনাথ	হতদরিদ্র	আয়ের কোন উৎস নেয়
১০	পরিবারের প্রধান কর্তার নাম									
১১	উপকারভোগীর সাথে পরিবারের প্রধান কর্তার সম্পর্ক :									
		১	২	৩	৪	৫	অন্যান্য (উল্লেখ করুন)			
		নিজ	স্বামী/স্ত্রী	কন্যা	ছেলে					
১২	পরিবার প্রধানের পেশা									
	১	২	৩	৪	৫	৬	৭	৮	৯	
		কৃষি	মাছ ধরা	মাছ বিক্রি	দিনমজুর	মুদ্র ব্যবসা	সরকারী চাকুরী	বেসরকারী চাকুরী	রিপ্লা/ভ্যান চালক	অন্যান্য (উল্লেখ করুন)
১৩	পরিবারে উপার্জনকারী ব্যক্তির সংখ্যা									
১৪	ঘূর্ণিঝড়ের আগে পরিবারে মাসিক আয় :									
	১	২	৩	৪	৫					
		১-২৫০০	২৫০১-৫০০০	৫০০১-৭৫০০	৭৫০১-১০০০০	১০০০১ এর উর্কে				
১৫	ঘূর্ণিঝড়ের পর পরিবারে মাসিক আয়									
	১	২	৩	৪	৫					
		১-২৫০০	২৫০১-৫০০০	৫০০১-৭৫০০	৭৫০১-১০০০০	১০০০১ এর উর্কে				
১৬	পরিবারের মোট সদস্য সংখ্যা ?									
	১	২	৩	৪	৫					
		শিশু (০-২ বছর)	অপ্রাপ্ত বয়স্ক (২-১২ বছর)	যুবক/যুবতী (১৩-২০ বছর)	প্রাপ্ত বয়স্ক (২১-৬০)	বয়স্ক (৬০ উর্ক)				
১৭	পরিবারের স্কুলগামী ছেলে মেয়ে আছে কী									
	হ্যাঁ -১					না-২				
১৮	হ্যাঁ হলে কত জন									
১৯	পরিবারে প্রতিবন্ধী সদস্য আছে কি?									
	হ্যাঁ -১					না-২				
২০	হ্যাঁ হলে প্রতিবন্ধীর ধরণ									
	১	২	৩	৪	৫	৬	৭			
		অন্ধ	শারীরিক প্রতিবন্ধী	শ্রবণ প্রতিবন্ধী	বাক প্রতিবন্ধী	মানসিক প্রতিবন্ধী	একাধিক অক্ষমতা	অটিজম		
২১	পরিবারের কোন সদস্য (SGBV-Sexual and Gender-based violence) এর ঝঁকিতে আছে কীনা ? (আলোচনার মাধ্যমে নির্ধারণ করতে হবে)									
	হ্যাঁ -১					না-২				
২২	নিজস্ব জমি আছে কি ?									
	হ্যাঁ -১					না-২				

২৩	হ্যাঁ হলে জমির পরিমাণ (ডিসিমল)	১) বসতভূমি		২) আবাদি জমি		৩) অনাবাদি জমি		৪) অন্যান্য (উল্লেখ করুন)		
২৪	ঘূর্ণিঝড়ে কী কী ক্ষতিগ্রস্ত হয়েছে ?	১	২	৩	৪	৫	৬	৭		
		ঘর	পায়খানা	কৃষি শয্যা	শবজি বাগান	গাছ বিক্রি	গবাদিপশু	হাঁস-মুরগি		
		৮	৯	১০	১১	১২	১৩			
	কৃষি সরঞ্জাম	মাছের পুকুর	মাছ ধরার নৌকা/ জাল,	গৃহস্থলী জিনিস	খাদ্য বহির্ভূত জিনিস	অন্যান্য				
২৪	ঘূর্ণিঝড়ের ফলে স্থানচ্যুত হয়েছে ?	হ্যাঁ -১				না-২				
২৫	বর্তমানে বাড়ির অবস্থান	১	২	৩	৪	৫	৬	৭		
		বাঁধের উপর	বাঁধের মধ্যে	বাঁধের বাইরে	নিজ ভিটামাটিতে	নিজ বাড়ীর পাশে	আত্মীয়ের বাড়ীতে	অন্যান্য		
২৬	আবাসনের অবস্থা	১	২	৩	৪	৫	৬	৭		
		পাকা	আধাপাকা	মাটির ঘর	খড়ের	টিনের(ছাদ)	টিনের(ছাদ ও বেড়া)	অন্যান্য (উল্লেখ করুন)		
২৭	ঘূর্ণিঝড়ের পর সাহায্য/ সহায়তা পেয়েছেন কী ?	হ্যাঁ -১				না-২				
২৮	হ্যাঁ হলে, কী ধরনের সহায়তা পেয়েছেন ?	১	২	৩	৪	৫	৬	৭		
		খাদ্য	খাদ্য বহির্ভূত উপকরণ	ঘর মেরামত উপকরণ	অর্থ	ভিজিডি	ভিজিএফ	অন্যান্য		
২৯	সহায়তার উৎস	সরকারী-১		এনজিও-২		অন্যান্য-৩				
৩০	কয়েকমাস আগে সংগঠিত বন্যা/ঘূর্ণিঝড় কিভাবে মোকাবেলা করেছেন অথবা খাপ খাইয়েছেন ?	১	২	৩	৪	৫	৬	৭	৮	৯
		খাদ্য হ্রাস	কৃষি উৎপাদন বাড়িয়ে	সম্পদ বিক্রি	সঞ্চয় থেকে খরচ	বেশি শ্রম বিক্রি	লোন (আত্মীয়/বন্ধু)	লোন (এনজিও, সমিতি)	লোন (অন্যান্য)	অন্যান্য
৩১	ক্ষতি কাটিয়ে উঠতে বাইরের কোন সহায়তার প্রয়োজন আছে কী ?	হ্যাঁ -১				না-২				
৩১	হ্যাঁ বর্তমানে কী কী সহায়তা প্রয়োজন ?	১	২	৩	৪	৫	৬	৭		
		খাদ্য	আর্থিক সহায়তা	ঘর মেরামত উপকরণ	ঘর তৈরী	কর্মসংস্থান/ জীবিকায়নের সুযোগ	খাদ্য বহির্ভূত উপকরণ	অন্যান্য (উল্লেখ করুন)		
৩২	কত টাকা প্রয়োজন হতে পারে ?	১	২	৩	৪	৫				
		২৫০০ পর্যন্ত	২৫০০১-৫০০০	৫০০১-৭৫০০	৭৫০১-১০০০০	১০০০০ উপরে				

৩৩. অসহায়ত্ব নির্ণয়ের চেকলিস্ট :

ক্র. ইং	বর্ণনা	হ্যাঁ-১	না-২
ক.	পরিবার গুরুতরভাবে ঘূর্ণিঝড়ে ক্ষতিগ্রস্ত হয়েছে ?		
খ.	ঘূর্ণিঝড়ের ফলে ঘর সম্পূর্ণ ক্ষতিগ্রস্ত হয়েছে		
গ.	ঘূর্ণিঝড়ের ফলে স্থানচ্যুত হয়েছে এবং অস্থায়ী জায়গায় বসবাস করছেন		
ঘ.	অন্যের সহায়তা ছাড়া ঘর তৈরী অথবা মেরামত করা সম্ভব নয়		
ঙ.	জীবিকায়নের সম্পদ নষ্ট হয়েছে		
চ.	পরিবারের কোন সদস্য (SGBV) এর ঝঁকিতে আছে কী ?		
ছ.	নারীপ্রধান পরিবার এবং একমাত্র উপার্জন কারী		
জ.	পরিবারে প্রতিবন্ধী, বয়স্ক লোক রয়েছে এবং একমাত্র উপার্জন কারী		
ঝ.	ভূমিহীন, দিন মজুর/ ছোট প্রান্তিক কৃষক		
ঞ.	ঘূর্ণিঝড়ের ফলে স্কুলগামী ছেলের মেয়ের স্কুলে উপস্থিতির বিঘ্ন ঘটছে		
	সার্বিক পর্যবেক্ষন		

অন্য কোন মন্তব্য :

৩৩. সার্বিক অবস্থা বিবেচনা করে সিদ্ধান্ত গৃহীত হয় :

১	২	৩
অনির্বাচিত	বিবেচনাধীন	নির্বাচিত

জরিপকারীর স্বাক্ষর :	
তারিখ :	
টিমলিডার/সুপারভাইজারের স্বাক্ষর	





**Early Recovery Facility (ERF) Project, UNDP Bangladesh
EMERGENCY SHELTER ASSISTANCE FOR THE MOST VULNERABLE
HOUSEHOLDS AFFECTED BY CYCLONE ROANU IN BANGLADESH**

বাস্তবায়নে : স্বকাস সহযোগীতায় : UNDP Bangladesh
Nature of beneficiary : Affected by Cyclone Roanu

উপকারভোগীর কার্ড
উপজেলা : কুতুবদিয়া, জেলা : কক্সবাজার

ওয়ার্ড নং :	ইউনিয়ন :	গ্রাম :
কার্ড নং :	ছবি	
Birth/NID No.:		
উপকারভোগীর নাম :		
পিতা/স্বামীর নাম :		

সহায়তা প্রদান সংক্রান্ত তথ্যাদি

প্রথম দফায় আশ্রয় সহায়তার জন্য ৫,০০০ টাকা এবং ২য় দফায় NFI/রেজসপত্রের জন্য ৩,০০০ টাকা।

বিতরণের তারিখ	টাকা	স্বাক্ষর

ফিল্ড স্টাফের স্বাক্ষর :	গ্রাজেট্ট সুপারভাইজারের স্বাক্ষর :
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পরামর্শের জন্য যোগাযোগ করুন : ০১৮২৮ ৮৪০৫৩৬



Project Inception Report OF

Emergency shelter assistant for the most vulnerable households affected by Cyclone Roanu at Kutubdia Upazilla of Cox's Bazar District



Report submission date: October 15, 2016

SUPPORTED BY:

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

IMPLEMENTED BY:

Samaj Kalyan O Unnayan Shangstha (SKUS)

Nilufar Building (1st floor)110, Shantinagor,Dhaka-1217

Phone : 9338519, 9351387

Appendix-04 : Action Plan –ERAF project

Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu at Kutubdia Upazilla of Cox's Bazar District													
Name of Implement Organization : Samaj Kalyan O Unnayan Shangstha (SKUS)													
Work Plan (Revised)													
Date : October 3, 2016													
S L	Project Activities	Sep,16					Oct,16			Nov,16			
		W-1	W-2	W-3	W-4	W-1	W-2	W-3	W-4	W-1	W-2	W-3	W-4
1	Contract signing												
2	Staff Recruitment and Deployment / posting												
3	Office setup / hiring												
4	Project Sharing with local level official including Upazilla administration, Union Parishad and others official (informal Sharing)												
5	Beneficiaries Selection												
a	Developed survey form, printing beneficiaries card and staff orientation												
b	Conduct FGD												
c	Conduct Base Line survey following FGD output												
d	Prepared draft list of the beneficiaries												
e	Inception Meeting												
f	Sharing/validation with UP and ensure their counter sign in final list												
g	Final list Endorse by UNO												
h	Spot Check by Bangladesh Scout - random selection												
7	Project Monitoring & Evaluation Team Formation												
a	Formulation of Project Technical Advisory Group (TAG)												
b	Formation of Union-wise monitoring team												
8	Psychosocial training beneficiaries selection												
a	Prepare draft potential participant list (40 persons) for psychosocial training ensuring participation from relevant stakeholders 4												

b	Arrange meeting with Technical Advisory Group (TAG) for finalization of 30 participant list for Psychosocial training and list finalization												
c	Arranging psychosocial training for 30 participants												
d	Roll out for psychosocial motivation : 4 session with a group of 15 persons (2 for men and 2 for women) (Half day in presence of T.O)												
9	Cash Grant Distribution												
a	Provide Cash support to the target group (1st installment for shelter)												
b	Provide Cash support to the target group (2nd installment for NFI)												
11	Inception Report												
12	Final Reporting												

218	gbQi Avj x nvRxi ciov	tgvrn=s` mRb wczv-Ave`j gwr`	0199322145810000 98, G	- Dcw`Z wQj bv, cti GtmfQ - ywZM0` I wKs` Ae`v wKQlv fij (j etbi Pvl Kti) - DcvR0` fij - eev gvtqi mvt_ GKmvt_ _vtK - eevfKI gtbng Zvij Kvf3 Kiv ntqtQ - cwi evfi i m`m`i i mvt_ K_v etj di tgi mvt_ AmvAm` gtb ntqtQ	K`vUvMwi m tZ ivLv hvq Zte ev` w` tj Avtiv fvj nq
195	cePi ajs	Ave`yKvj vg wczv-tMvj vg i vmj	2214581902838, we	- emZirFuv AvtQ (di tg Dij 0L tbq) - Ni AvtQ tgvUvgvU	K`vUvMwi we wVK AvtQ
27	gbQi Avj x nvRxi ciov	ti byAviv teMg `tgr-gbub	2214581903036, G	- Ni AvtQ Ges Ae`v wKQlv fij gtb ntqtQ	K`vUvMwi we ivLv hvq (di tg K`vUvMwi Dij 0L tbq)
45	cePi ajs	tgvr`fvK Avntg` wczv- gZ Awgi tnvmvBb	2214581902704, we	- Dcw`Z wQj bv, PAVvg tMfQ Ni tgvUvgvU fij AvtQ	ev` t` l qv hvq
26	gbQi Avj x nvRxi ciov	Kvgvj tnvmvBb wczv- ingZ Dj`vn	2214581902975, we	- Ni wKQlv tgi vgZ Kti tQ, Nti i mvt_ t`vKvb AvtQ, wRnbmcI c0qvRb Sto cwi evfi i 4 Rb gvi v tMfQ	K`vUvMwi we t` tK G tZ ivLv hvq
27	gbQi Avj x nvRxi ciov	Kvgvj tnvmvBb wczv- gZ tgr: Kvj y	2214581903076, we	- Ae`v fij, tgr`ti i fvB	ev` t` l qv hvq Zte Gj vKvq cfve AvtQ ZvB cKti i `t`_ qetePbv Kiv hvq wKbv Zv t` Lv hvq

tgvrn=s` Qvtj n Dwi b
tcm0g Awdmvi
`am



cxKgm̄s̄vb I moK i ȳYvteȳY Kḡm̄Px (Avi BAvi Gḡm̄c-2)
kxI R cĀk̄f̄i i Avq-eaR Kv̄f̄Ri `ÿZv I m̄f̄PZbZv eȳx cĀk̄ÿY
ḡvb̄q̄vj (m̄s̄fk̄m̄aZ I m̄s̄fh̄m̄RZ Ask)

A_q̄f̄b t `vbxq mi Kvi cĀK̄škj x Av̄a`Bi (Gj v̄RB̄m̄W)



ev̄ I evq̄f̄b t



mgvR Kj `vY I Db̄q̄b ms̄`v (`v̄m)

110, km̄šÍ bMi, XvKv-1217, t̄dvb t 9338315, 9351387

mPxcĪ (mstkvaxZ)

<i>gWWDj bs</i>	<i>cĭkŷtYi bŷg</i>	<i>cōv bs</i>	<i>cōv bs (mstkvaxZ)</i>
m†PZbZv eŷx cĭkŷY			
gWWDj -1 , SAC	Lv`" I cyó	2-8	
gWWDj -2 , SAC	beRvZK I evošĪ ŵki i Lv`" Ges gv†qi cyó (MfēZx gv†qi Lv`" I hZŕe	9-16	
gWWDj -3 , SAC	e`w³MZ `ŷ`" I cwi®vi cwi PQbZv Ges ŵK†kvi -ŵK†kvi†` i cRbb `ŷ`" ŵkŷv	17-24	
gWWDj -4, SAC	ŵbivc` cŵb I `ŷ`" m†šZ cvqLvbv Ges GBPAvBw†f I GBW†n	25-32	
gWWDj -5, SAC	bvi xi ŷgZvqb, bvi x-cjæ l `elg" I bvi x AŵaKvi	33-36	
gWWDj - 6, SAC	eŷj" ŵeevn I bvi x ŵbh†Zb	37-40	
gWWDj -7, SAC	g`v†j ŵi qv ŵbqšb I cōZ†iva Ges ŵbivc` āgb/Pj vPj	41-43	41-46
gWWDj -8 , SAC	ŵew†bæcōKwZK `†h†M tgvKv†ej vq m†PZbZv Ges mvgw†RK ŵe†i va		47-59
Arq-eaŕ Kv†Ri `ŷZv eŷxi cĭkŷY			
gWWDj -1, IGA	grm" Pvl I I†q÷vi gvkiæ†gi Pvl cŷv†j x	45-54	61-70
gWWDj -2 , IGA	Miæ tgvUvZvRvKi Y Ges QvMj I gj Mx cvj b	55-74	71-90
gWWDj -3 , IGA	euk I tet†Zi n`Ī ŵki	75-85	91-101
gWWDj -4, IGA	Av`v I nj ŷ Pvl	86-96	102-112
gWWDj -5, IGA	Avbvi m I tcqviv Pvl	97-101	113-117
gWWDj -6 , IGA	evox i cv†k meŵR Pvl I eŷ†i vcb	102-109	118-133
gWWDj -7 , IGA	ŵPov, gyo, ŵPZB ŵcVv, f†vc† ŵcVv `Zi x		134-140

Appendix-07 : Training plan for RERMP-2 project

mgvR Kj vvb I Dbq b ms v (v m) Gb w RI K Z K								
w b a w i Z c k y Y G j v K v - 5 Z _ v K . e v R v i / e v i i e v b / L v M o v Q u o / i v 1 / 2 v g w U c v e Z t R j v m g t n i								
e t K q v c k y Y c w i K i b v								
t R j v i b v g	w b a w i Z c k y Y i m s L v	A b w o Z c k y Y i m s L v		A b w o Z c k y Y i m s L v	c u q v e t K q v c k y Y m g v B K i v n t e (A v M o - w t m e t , 2 0 1 6 c h S i c i Z g v t m)			
		g v P P 1 5 t t K R j v B / 1 6 c h S i			g v t m i b v g	w b a w i Z P j g v b	e t K q v	t g v U
		t g v U	w i t c v U w f w E K					
K . e v R v i	560	344	344	216	AvMó-2016	18	36	54
					t m t P e t - 2016	35	70	105
					A t e i - 2016	35	70	105
					b t f e t 2016	35	40	75
t g v U	560	344	344	216		123	216	339
e t K q v c k y Y i D c t R j v l q w i w m v e								
g v t m i b v g : A v M o / 2 0 1 6								
m u g K b s	D c t R j v m g t n i b v g	v d b s	B D w b q t b i m s L v	t g v U e v P	P j g v b t U i b s	e t K q v	t g v U	c k y Y i Z w i L m g n (A v M o / 2 0 1 6)
1	t U K b v d	1	6	3	2	4	6	16,17
2	D w L q v		5	2	2	4	6	21,22
3	i v g y		11	6	3	6	9	23,24,27
4	K . e v R v i m i		10	5	2	4	6	28,29
5	g t n k L w j	2	8	4	2	4	6	16,17
6	P t K w i q v		18	9	4	8	12	18,21,22,23
7	t c K q v		7	3	1	2	3	24,27
8	K Z e w q v		6	3	2	4	6	28, 29,30,31
t g v U			71		18	36	54	
g v t m i b v g : t m t P e t / 2 0 1 6								
m u g K b s	D c t R j v m g t n i b v g	v d b s	B D w b q t b i m s L v	t g v U e v P	P j g v b t U i b s	e t K q v	t g v U	c k y Y i Z w i L m g n

								(mP/2016)
1	UKbcd	1	6	3	3	6	9	1,3,5
2	DwLqv		5	2	2	4	6	7,8
3	ivgy		11	6	6	12	18	10,14,15,17,18,19
4	K· evRvi m` i		10	5	5	10	15	20,21,22,24,25
5	gtnkLwj	2	8	4	4	8	12	1,3,4,5
6	PtKwi qv		18	9	9	18	27	6,7,8,10,14,15,17,18,19
7	tcKqv		7	3	3	6	9	20,21,22,24
8	KZew` qv		6	3	3	6	9	26,27,28
tgU			71	35	35	70	105	

Appendix : 8 : Risk Measure and Mitigation Plan for ERAF project

SKUS

110, Shantinagar, Dhaka

Emergency shelter assistance for the most vulnerable households affected by cyclone
Roanu in Bangladesh

Risk Measure and Mitigation Plan

The major risks that may hamper the project activities are mentioned below. The project implementing team will prepare a contingency plan to overcome the risks may be faced. Every issue is presented in the following matrix:

SL #	Risk	Mitigation Measure
01	The project area is situated in one of the major disaster prone areas of the country and it is one of the regions which are still facing climate change challenges. So, it is expected, during its implementation period, some disaster events may occur.	The project will overcome these risks through developing work plan which will be natural events avoiding. In between two tasks of the project an additional time will be remained that will help to implement all project activities keeping away from the disaster. The events of the project will be organized in such places, where no bad effects of disasters will be created.
02	Assessing the existing political trend it is predicting that coming period of the country will be politically conflicting. It may have a negative impact on the project activities.	SKUS has experience to work in conflicting political situation. It will prepare a flexible work plan that will assist it to perform the scheduled activities of the project keeping away from the politically conflicting days. The project will make the political activists friendly towards the project to smoothly operate the project within conflicting political situation.
03	Bureaucratic culture within relevant public agencies like offices of UNO, DAE, DLS and DOF may create problems in objective oriented operation of the project.	The implementers will meet all requirements of the relevant public agencies like offices of UNO, DAE, DLS and DOF. Related rules and regulations will strictly be followed to avoid the bureaucratic complexity.
04	Drop out of staffs. Due to short time of the project SKUS anticipating it may hamper the completion of the project, sickness etc.	SKUS will plan for alternative manpower to complete the assign task in time.
05	Cooperation from the local government and community. As the project duration is short, and limitation of resources compare to their need	SKUS will take appropriate measure considering the involvement of the community leaders and influential to the project.
06	Fund flow from the donor	Donor may consider timely fund disbursement as per the agreement and schedule
07	Cash carry from bank to project site	SKUS will ensure safety carry of cash from bank to distribution point if needed it will hired car and will inform the law enforcing agency.
08	Cash availability of local bank	SKUS will inform local and regional bank in advance for ensure sufficient liquid money in the local bank.
09	Local political influence in beneficiaries selection and project implementation	Local political influence will be minimizing through motivation and discussion.

Training Completion Report

On

Psychosocial training under **under Emergency Shelter Assistance support for most Vulnerable Household affected by Cyclone Roanu at Kutubdia under Cox's Bazar district, Bangladesh**

23-24 November 2016

Venue : Upazila Auditorium, Kutubdia Upazila

Submitted to

UNDP Bangladesh

Submitted By

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November ,2016

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Training Report

on

Psycho-social training under Emergency Shelter Assistance support for most Vulnerable Household affected by Cyclone Roanu at Kutubdia under Cox's Bazar district, Bangladesh

1. Introduction

As a partner NGO of UNDP Bangladesh Samaj Kalyan O Unnayan Shangstha (SKUS) has been implementing a project namely **“Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu at Kutubdia Upazilla of Cox's Bazar District”** since August 21, 2016. The project will be continued till December 31, 2016.

There are two component of the project, one is providing emergency shelter support (inclusive of NFI) for the most-affected people and other is arranging psychosocial training for 30-35 ground staffs, government officials, members of disaster management committee, teachers etc. So, psychosocial training component has been given due importance in the work plan. Accordingly, SKUS has taken necessary steps to arrange psychosocial training to fulfil estimated project goal and objectives.

1. Activity-2 of the project

Psychosocial training for govt. officials and others selected participant under **“Emergency shelter assistance for the most vulnerable households affected by cyclone Roanu at Kutubdia Upazilla of Cox's Bazar District”**.

2. Inauguration of the training



Psychosocial training course were inaugurated by the Upazila Nirbahi Officer of Kutubdia Upazila. Mr. Rashadur Rahman, CAO on behalf of Jesmin Prema, Chairman, SKUS, delivered his welcome speech on inauguration training session. All of them thank to the participants for their participation. The UNO has kindly declared for the inauguration of the training

3. Objectives of the training

The training objectives are;

- To reach project estimated output-2 (Conduct trainings sessions for 30-35 response team staffs in providing psychosocial training to beneficiaries)
- To strengthen mental & psychological strength during disaster response activities
- To understand techniques for handling psychosocial trauma dealing with the affected people