



BISAP SAFEGUARD POLICY

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BISAP keeps target to measure the safeguard policy during Disaster. The following terms & conditions are maintained by the management

1. Safety first
2. Safety & security are the main responsible for everyone
3. Appointed the local staffs from the local community
4. It introduced the mobile money transfer (MMT) technology & Bank Account to beneficiaries for cash grants, unconditional cash grants, Cash for Work (CFW), Cash for Training (CFT) & Livelihood support etc during Emergency Humanitarian Response Program.
5. Not to travel at night
6. To close the field activities within the daylight & return as well.
7. Coordination with local Administration, Local Police Station & security forces if necessary.

Program staffs of BISAP involved in the program implementation & everybody is well understand & consecutively aware of safety security measures.

Security Preparedness contains three interdependent aspects

- ❖ Organizational Commitment
- ❖ Personnel commitment
- ❖ Risk Assessment.

Organizational Commitment

BISAP seeks to improve security for staffs & ensuring adequate safety in working place in pre-disaster, during disaster & after disaster etc in both office & outer office ground.

Personnel commitment

Individual staffs need to alter their own personal behaviors practices to maximize the safety to themselves and others. Staffs should not rely totally on the organization to provide security. In the ground level good security will be dependent on individual behavior in context on organizational assistance.

Risk Assessment

"Risk is a product of threats & vulnerability (Risk=Treat X Vulnerability). A structured risk assessment will help to identify the likely threat and the degree of vulnerability to them.

Internal Control:

The following basic principles of internal control are expected to be in operation within BISAP:

- a) The responsibility for the performance of the job must be clearly stated for each employee
- b) A certain person must not be too much relied upon by entrusting with him too much authority
- c) Another independent employee must so that the work of one employee can be promptly/spontaneously check the system.
- d) There should be existence of clear and well — defined rules for dealing cash, bank, ordering, issuing and receiving goods etc.

Audit and financial safeguards:

- Provide information on the organization's audit and procedures to ensure financial safeguards and protection against misuse of money by all stakeholders associated with the NGO

As per BISAP Financial Policy it's strictly maintaining following Process to ensure financial safeguard & protection against misuse of money by all the stakeholders associated with the NGO: **Safeguard**

Management approach:

During the project planning BISAP always including the Risk, assumption as well as the management plan or approach depends on the project design, project areas and process of beneficiary's selections & process of intervention.

- ❖ Having a management plan against all risks & assumption can be occurred during project period and measures can be taken.
- ❖ Set up & Maintaining Complain mechanism in the project area
- ❖ Maintaining Complain register in the field and head office.
- ❖ Set up easy process (Mobile phone, Complain Box) for easy access by the beneficiary's level.
- ❖ Maintaining Risk register to monitor and address the all risks.
- ❖ Involving all stakeholders or risk factors in a proper coordination to solve any future risk or threats which are man-made.
- ❖ Take necessary & immediate initiatives to solve any others risk if arise etc.

A description of how your organization carries out needs assessments - in respect of emergency or development projects.

We (BISAP) working Humanitarian / Emergency responds program since 1991 in the second largest metropolitan city and biggest sea port in Greater Chittagong District with the financial support of **CAFOD, UK, CRS,U.S.A, British ODA, BILANCE, The Netherlands, CORD-AID, Netherlands, Presbyterian Hunger Programme U.S.A, Andheri Hilfe Germany.**

We are having a strong **JNA (Joint Need Assessment) & any Need assessment, Base line, End line, PDM (Pre & Post Distribution Monitoring), Data Entry, Data Base** team as well as a no. of volunteers Team. We are following **CHS (CORE HUMANITARIAN STANDARD), SPHERE STANDARD** as well as **HAP (HUMANITARIAN ACCOUNTATIBITY FRAMEWORK)** during implementation of any Humanitarian Responds/ Disaster Relief Project.

We are extending supports to the vulnerable communities like. Construction's of low cost house, Installation of Tube well and Latrines, Medical support, Emergency evacuation & First Aid Team, Emergency Relief, Recovery Assistance, Livelihood support, Early Recovery Support through Cash for work, Cash for training, Unconditional Cash Grants for rural development work, Shelter/Home support, Installation, Health

& Hygiene practice etc. We also are having HAP (Humanitarian Accountability framework), **CRM — COMPLAIN RESPONDS MECHANISM** in the ground in our all activities including Disaster program.

GENDER

Gender equality policy - or other relevant strategy / document / guidelines that demonstrate your organization's approach to gender equality in humanitarian assistance.

BISAP strongly following Gender Equality Policy in all programs, office, Field etc. We (**BISAP**) having Gender Policy and following the organization's approach to gender equality in humanitarian assistance.

1. BISAP General Body Consisting 29 members.
 2. BISAP Board Member Consisting 07 members.
 3. A part from it, there is a five member's advisory committee consisting development experts.
 4. During Humanitarian assistance program the eligibility of the beneficiaries, project has set some selection criteria which were —
- Severely affected HHs,
 - High level loss of House,
 - High level of loss of livelihood (harvest/livestock/business/other livelihoods), Families whose houses and property were damaged/washed away during the Cyclone Roanu Affected Households, Socially vulnerable households (**women headed households**, elderly headed households)
 - Presence of vulnerable people in the households (elderly, sick, small children, disabled, **pregnant Or lactating women**),
Slow/no recovery and/or negative coping strategies (including high level of loans and debts Source) and no means to recover from the loss on their own, Low level of income (poverty ranking) Small and marginal farmers (landless farmers),
 - Lack of capacity to start/restart a livelihood activity, including Day laborers with no means of Income
 - HHs exposed to risks due to geographic location.

Households that meet following criteria will be given preference:

- People with disabilities or Chronically sick person
- **Presence of Lactating Mother / Pregnant women**
- **Female headed households**
- Old age (60 years and more) headed households
- Ethnic or religious minorities, socially marginalized groups.



Mohammad Dostagir
Chairman



S.M. Tareque Javed
Chief Executive-BISAP