

## Safeguard Policy



## **AGRAJATTRA অগ্রযাত্রা**

(An Organization for Integrated Social Development)

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**AGRAJATTRA** keeps target to measure the safeguard during disaster. The following terms & conditions are maintained by the management

01. Safety first
02. Safety & security are the main responsible for everyone
03. Appointed the local staffs from the local community
04. 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.
05. Not to travel at night
06. To close the field activities within the daylight & return as well.
07. Coordination with local Administration, Local Police Station & security forces if necessary.

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

Security Preparedness contains three interdependent aspects

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

### Organizational Commitment

AGRAJATTRA 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.

### Individual 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 Agrajatra :**

- 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 Agrajatra 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 Agrajatra 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 (HAP Roll out) in the project area (TOP – DOWN multi passes process)
- ❖ 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 (**AGRAJATTRA**) working Humanitarian / Emergency responds program since 2007 in the coastal belts several dist. of Bangladesh with the support of **European Commission Humanitarian Aid (ECHO), DFID, Christian Aid UK, Penny Appeal Uk, Global One Uk, Muslim Charity Uk** etc.

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 STRONGLY following **CHS (CORE HUMANITARIAN STANDARD)**, **SPHERE STANDARD** as well as **HAP (HUMANITARIAN ACCOUNTABILITY FRAMEWORK)** during implementation of any Humanitarian Responds/ Disaster Relief Project.

We are providing several supports to the vulnerable communities like. Medical Team, 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 of Hand pump & Sanitary latrine, Health & Hygiene practice etc. We are also using / working on Mobile banking, Mobile money transfer (MMT) to introduce new technology, to avoid corruption for vulnerable community of Bangladesh 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.

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

- 1. Agrajatra EC committee Consists 06 Members are female out of 07.**
- 2. There are appo. 60% staffs are female as well as senior position.**

**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.