

**Half Annual Report
2011
(May-October)**



[AMAR ODHIKAR CAMPAIGN]

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**Amar Odhikar Campaign (AOC)
Project ID A237-2, Old P7373
Half Annual Report
May to October 2011**

Over view

Overview: AOC has to come through a transitional period for the last few months due to unavoidable circumstances. As a result, program activities could not been initiated but administrative activities continued and several policy related documents developed for smooth functioning of AOC with the help of ON assigned experts and consultants. However, below is the brief description of some of the undertaken activities. The total expenditure for six months (e.g. May to October 2011) was BDT 1,440,462.00 (including outstanding payment).

1. Organizational Development Activities

1.1 3rd General Council Meeting of Amar Odhikar Campaign (AOC) on 26 May 2011

The 3rd General Council Meeting of AOC was held on 26 May 2011 at BRAC Centre Inn, Mohakhali Dhaka. The General Council Meeting (GC) was chaired by Ms. Rokeya Kabir, (Ex.Convener of Amar Odhikar). Meeting was facilitated by Ms. Sharon Becker, Oxfam-Novib representative. The main objective of the meeting was to elect new steering committee members for the next two years to lead the campaign activities. A total of 29 GC members attended the meeting. AOC operational guideline and plan was also approved in the meeting. The election commission headed by Mr. Monirul Islam, Coordinator of Oxfam GB for conducting the election.



Below is the list of newly elected Steering Committee members (Sl no. over each head relates the names SC Members to the left):

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|---------------------------|---------------|
| 1. Dr. Nilufar Banu | - Chairperson |
| 2. Mr. Swapan Guha | - Vice Chair |
| 3. Ms. Masuda Faruk Ratna | - Vice Chair |
| 4. Mr. Mozibur Rahman | - Treasurer |
| 5. Mr. M. A. Quader | - Member |
| 6. Mr. Abdul Awal | - Member |
| 7. Mr. Ataur Rahman Miton | - Member |



1.2 Steering Committee (SC) Meeting of AOC

1.2.1 SC Meeting 11 June 2011

The first Steering Committee meeting of newly formed SC Committee was held on 11 June 2011 chaired by Dr. Nilufar Banu, A total of six Members out of seven attended the meeting. Following are some of the major decisions:

- Review of the last AGM meeting minutes;
- Discussion of AOC Registration;
- New Bank Signatory of AOC
- AOC Recruitment & Finalize salary structure;
- New Campaign Activity plan of AOC;
- AOB: AOC Financial Audit, Office Deed Renewal, Evaluation Payment, FAO additional charge allowance

1.2.2 SC Meeting 8 September 2011

The Steering Committee Meeting was held on September 8, 2011. All the Steering Committee Members, along with CMT, attended in the meeting. The meeting was presided over by Dr. Nilufar Banu, Convener, AOC. Below is the agenda discussed in the meeting



- Approval of the Agenda
- Introduction to AOC New Campaign Management Team (CMT) Members
- Review and approval of the last SC meeting minutes (June 11, 2011)
- Sharing the Project Proposal for AOC Phase-2 (May 2011 to April 2015) and related documents
- Discussion on launching of Campaign program for phase-2
- Purchase of office equipment and furniture;
- AOB

1.3 AOC Staff Recruitment:

A recruitment committee was comprised with Ms. Dr Nilufar Banu Chair of AOC, Ms. Sharon Becker, Nova Sarkar, HR Manager of Oxfam OGB, Mr. Jan Van Montfort representative of Oxfam Novib and Mr. Abdul Awal, Member of AOC. Mr. Arman Ali, Finance and Admin Officer (FAO-AOC) provided all kinds of logistic supports in this regards. On behalf of AOC, OGB took the responsibility of recruitment process. The recruitment notice was circulated on 23 June through The

DailyProthom Alo, The Daily Star (Most Famous daily News papers in Bangladesh), prothom alo jobs.com and BDjobs.com (These are famous online jobs website in our country) for hiring the Campaign Team Manager and Media & Communication coordinator . More than 500 hundred candidates applied for those positions. The committee scrutinized the received applications, hold written and viva test and finally recruited Mr. M. Shahidul Islam for the position of CTM and Mr. Md Sadikur Rahman for the position of M&CO. The recruitment process was completed in July 2011. The CTM joined on 1 August while MCO joined on 1 September 2011.

1.4 Developing Log-frame for AOC Phase-2

The ON assigned consultants (Tenders2Go) have worked intensely in developing the Logframe for AOC Phase-2, Activity plan and Budget. They have had several process oriented one to one meeting AOC secretariat and online meetings with ON team members concerned.

1.5 Evaluation Report finalized in May and payment made in June 2011

The consultant was commissioned by ON for evaluation of AOC phase-1 and the consultant submitted the final Evaluation Report in May 2011 and final payment made in June 2011.

1.6 Evidence-based VIDEO Documentary of AOC phase-1 finalized and payment made in June 2011

The commissioned organization delivered the final product of Evidence-based VIDEO Documentary of AOC phase-1 finalized and payment made in June 2011.

1.7 Applied for registration with Registrar of Joint Stock Companies and Firms

AOC has applied for its registration to **Registrar of Joint Stock Companies and Firms** of Government of Bangladesh. As it was decided earlier, the title would be **Amar Odhikar Foundation** after registration. All necessary papers been submitted to the concerned authority and the registration is under process.

1.8 Developing/Completion of preparing and processing documents

1.8.1 Finalizing the Project Proposal of AOC Phase-2

The project proposal of Amar Odhikar Campaign phase-2 was prepared and finalized by AOC Secretariat, approved by Steering Committee submitted to the Oxfam-Novib for final approval.

1.8.2 Guideline Calls for Proposal

Oxfam-Novib assigned consulting firm **Tenders2GO has developed** Guidelines Calls for Proposal for smooth functioning of AOC phase-2.

1.8.3 Draft Document of Calls for Proposal/Expression of Interest

In accordance with **Guidelines Calls for Proposal**, the elaborated document **Calls for Proposal Document (Draft)/Expression of Interest** been prepared so that the

interested AOC member organizations can develop and submit their proposals easily. The **Calls for Proposal/Expression of Interest Document** would be shared with Oxfam for their concurrence and with SC for their approval.

1.8.4 Contract paper/ToR for Tenders2GO

A draft contract paper/ToR been prepared for hiring Tenders2GO for providing necessary services and assistance specially for smooth functioning of activity 4.3 of AOC phase-2. The contract paper/ToR would be shared with concerned authorities and finalized after the final approval of AOC phase-2.

1.8.5 Memorandum of Association of Amar Odhikar Foundation (for registration purpose)

A memorandum of association of Amar Odhikar Foundation has been prepared as per the Society Registration Act 1860 (Act as – 21 of 1860) of Bangladesh. Amar Odhikar Campaign (AOC) is under registration process with Registrar of Joint Stock Companies (RJSC) and Firms.

1.8.6 Articles of Association of Amar Odhikar Foundation (for registration purpose)

An Articles of Association of **Amar Odhikar Foundation** been prepared as per the Society Registration Act 1860 (Act as – 21 of 1860).

2. Communications, linkages and networking

2.1 Communication and networking/Linkage with like minded organization

In order to strengthening linkage and networking with other alliances, NGOs, Individuals, International Organizations, and Government agencies, knocking and keeping relation for professional networking with like minded and relevant organizations continued. Some of the major entities were DPE (Directorate of Primary Education), Planning Commission of Bangladesh Government, MoPME (Ministry of Primary and Mass Education), CAMPE (Campaign for Popular Education), Dutch Embassy in Dhaka and the like. of Netherlands).

Besides, CMT (Campaign Management Team) participated the following programs

2.2 Consultation Workshop on SRHR education of Oxfam-Novib

Campaign Management Team (CMT) of AOC has attended in the consultation workshop of SRHR (Sexual Reproductive Health Rights) Education Campaign organized by Oxfam-Novib on 5 October 2011. AOC shared their views and opinions in the workshop

2.3 ‘Human Chain’ program of G-CAP on International Day for the Eradication of Poverty 2011

GCAP (Global Call to Action Against Poverty) organized a human chain program in Dhaka to observe ‘International Day for the Eradication of Poverty, 2011’ on 17 October 2011. CMT participated in the ‘Human Chain’ program

2.4 AOC Meeting with Consultant (Tenders2go)

An informal meeting with Oxfam-Novib's consultant **Tenders2GO** was held at AOC secretariat on 28 September 2011. Ms. Sharon Becker represented the consulting firm. Discussion held on the technical issues regards to implementation of AOC phase-2 and forward looking areas.

2.5 Meeting with Corporate/Private Organizations for 'AOC Help Line'

AOC has a plan to set up a **Toll-Free** help line for students, parents and SMCs (School Management Committee) under its proposed interventions. Following facilities for helpline users been explored during the meeting:

- a. No charge/toll shall be applicable for callers (beneficiaries)
- b. AOC shall pay all charges centrally;
- c. This shall be post-paid billing system;
- d. A single call duration shall not be more than two minutes at a stretch;
- e. Callers shall dial from any operators' number;
- f. All the incoming voice calls shall be preserved for further analysis and reporting;
- g. All the text messages shall be preserved for further analysis and reporting.

CMT starts communicating with relevant corporate organizations in order to collect information on setting up such help lines. By this time, meetings held with 'GrameenPhone' 'Robi' (both are leading mobile phone operators in Bangladesh) and MCC (Multimedia Content and Communications) (a social enterprise experienced in setting up help line for different NGO projects).

2.6 Members' information updated

The brief description of AOC members would be uploaded in AOC website so that the interested organizations situated and any part of the globe have the opportunity to have a birds eye view about the potential and competent members of AOC alliance. The updating of members' information in this regard is under process.

2.7 Upgraded/re-organize the Resource Centre/Knowledge Centre

AOC has plenty of external resources of various documents, books, journals, GoB policy papers and reports, on education and other development issues. All these resources are being documented and categorized accordingly.

2.8 Enriching the content of current AOC Website

AOC has reorganized and prepared some contents of previous phase activities to upload it in current website in order to enrich AOC's website is under process.

3. Concluding Remarks

We must offer our heartiest thanks and gratitude to all the team members of ON, OGB, Tenders2Go, AOC Steering Committee, General Council members, Advisory Committee, Relevant Govt. agencies, Civil Society organizations and others concerned who have provided their best efforts to AOC for overcoming the transitional period. We do believe that similar cooperation and coordination with all concerned will be continued and more will also be stronger in the days to come.

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