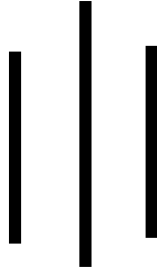


# DigoBikashSamajBhajaniKailali

(Organizational Profile in Concise)



Office: Bhajani Municipality-1Bhajanikailali  
Tel: 091-580214; email: [info@dbs.org.np](mailto:info@dbs.org.np)  
Contact Person: Mr. Ram BahadurSunar, Chairperson,  
Mobile-9825627204



**Updated on 20 April 2018**

## Introduction

Digo Bikas Samaj (DBS) was established in the year 2063 B.S. to provide development services to people of remote and flood prone VDCs of Kailali district namely Lalbhaji, Bhajani, Khailad, Narayanpur, Dhansinghpur, Thapaput, Munuwa, Joshipur, Janakinagar and Pathriya. From the very beginning of its establishment, this organization has been working with poor and disadvantaged people in these VDCs. It is an umbrella organization of 9 community based organizations (CBOs) which is governed by people from the Dalit and Tharu communities.

Currently, DBS is implementing 5 development projects in its working area. The first one is the Nepal Development program; second one is Nepal Disability development project. In these projects DRR, sustainable livelihoods, & governance & advocacy support project supported by LWF Nepal. Third one is Livelihood and sponsorship project supported by WVIN and fourth is SCDP project supported by UNDP and fifth one is Target Group Development Program supported by Bhajani Municipality. DBS is a federation of community based organization and hence. it has legitimate identity as an organization. DBS was working with 158 groups in existing working area. Moreover, programs have been extended to 8 new VDCs in eastern area of Kailali namely Thapapur, Janakinagar, Pathraiya, and Munuwa NDP Project and existing VDC and Udashipur, Pahalbanpur and Ghogaghodi Na.Pa Livelihood Project or In these VDCs 64 new groups have been formed and now in total 222 groups have been supported by our community based organizations also 5 existing and 5 new cooperative have been formed in the cooperative 3790 household are engaged. The total population covered by the organization is 4213 households.

It is learnt that, for better delivery and successful implementation of the development projects, initiation and leadership of local people is more important.

## Instructional Information in nutshell

<b>Name of Organization:</b>	Digo Bikash Samaj
Address:	Bhajani Municipality-1, Kailali
Contact No.	(Landline) 091-580214 (Mobile+977-9825627204)
Email:	info@dbs.org.np, dbs.livelihood@gmail.com, ndp.peace@gmail.com,
Kind of the organization	Non-Government Organization
Website:	Not yet
Established date:	B.S. 2062/9/25
Org. regd. Date	B.S. 2063/10/05 District Admin. Office Kailali
DAO Regis No.:	999 /District Admin. Office Kailali
Last Renewal Date:	2074/6/27 B.S.
End of renewal date:	2075/3 / last
S.W.C. affiliation No.:	22253/2064 B.S.
PAN No.:	302539093
Last Audit date	B.S. 2074/5/7
No. of Executive member	11
General members	45
No of groups and CBOs	222 group, 9 CBOs, 9 Cooperative
Last general assembly held on	2074/6/24 B.S.
Bank Account:	415000044801 RBB Branch office Bhajani kailali
Contact Person	Ram Bahadur Sunar Chairperson

**of the Organization\*:**

**Vision**\*: A prosperous society where people are empowered and capable to exercise their rights.

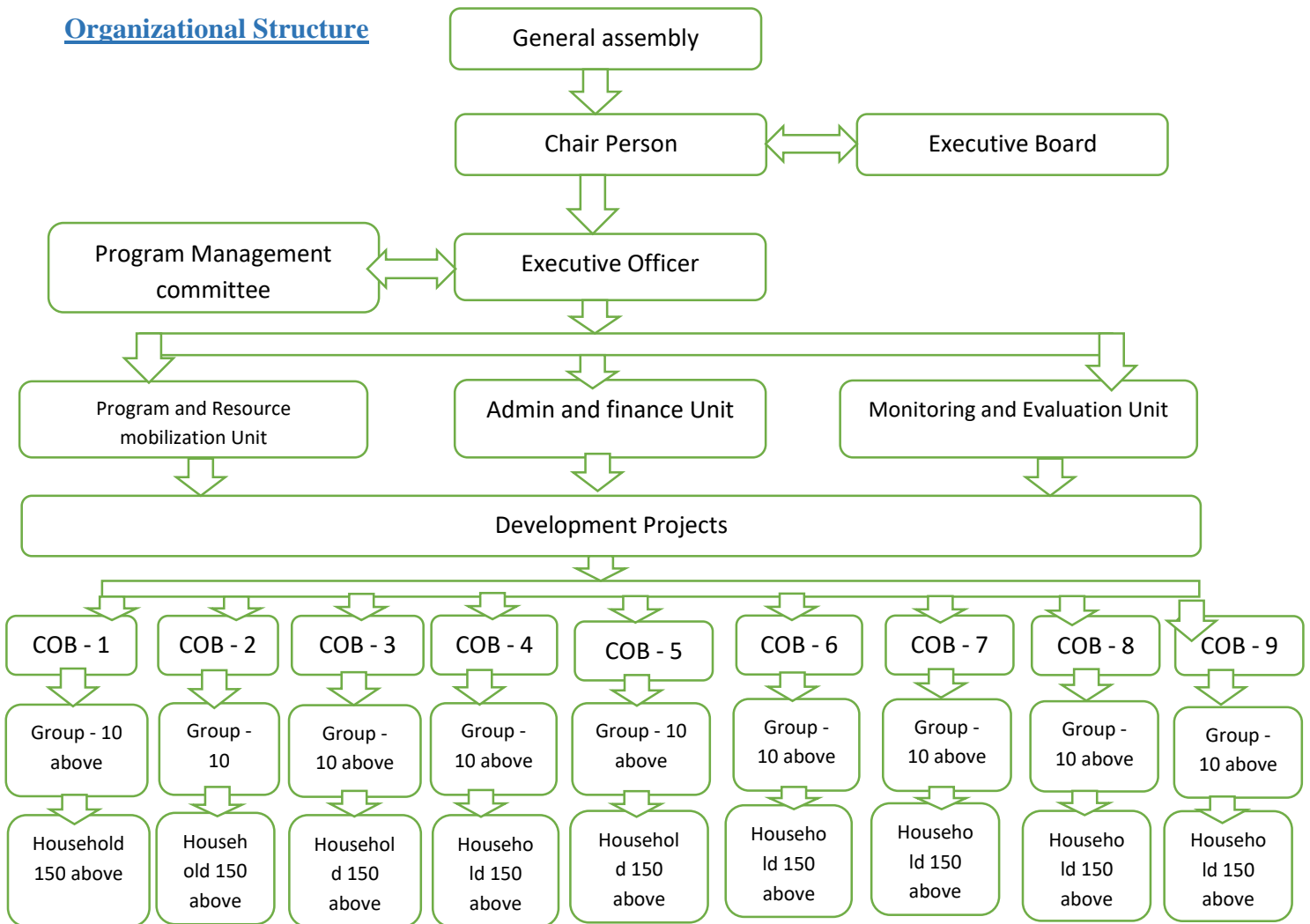
**Mission**\*: to ensure the empowerment of the disadvantaged communities through facilitation on human rights and skill oriented training and different awareness raising activities in education and health also.

**Goal**\*: Improved conditions of marginalized communities through various programs related to gender, disaster, good governance education and livelihood.

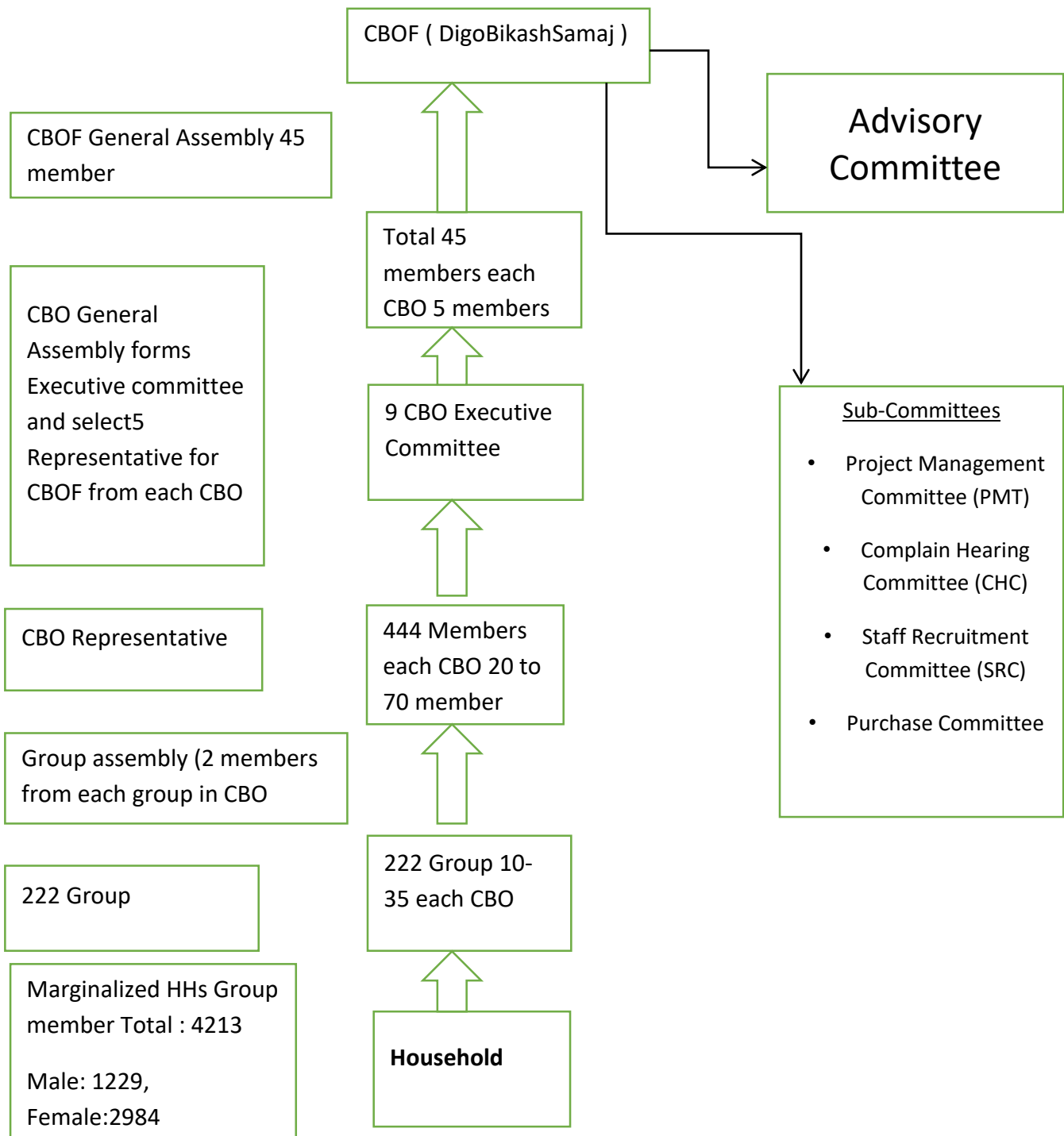
**Objectives**\*:

- Address the challenges of Community Based Organizations (CBO)
- Organize CBOs for development of societies they are working with
- Organize various workshops, seminars and programs for advocacy, awareness and Provide support to CBOs for coordination and partnerships with GOs and NGOs for resource mobilization in local communities
- Help to eradicate social injustice and discrimination and work to reduce the problem of education, health, poverty and make aware community for preparation before disaster and better livelihood through different trainings and awareness raising activities in coordination with local government and non-government organizations.

**Organizational Structure**



**CBOF Executive Board Formation Process**



### Membership and Human Resource in the Organization:

Executive Committee (EC) members: Total\*: 11,( Male\*: 4, Female\*: 7, Dalit\*:1 Janajati\* 7, PwD 1.)

General members (Excluding EC members): Total\*: 45 (Male\*: 9 Female\*: 36 Dalit\*:2 Janajati\*33)

Current paid staff in the organization: Total\*: 27 (Male\*: 17, Female\*: 10 Dalit\*: 3, Janajati\*: 19 Others 5)

Current volunteers in the organization: Total\*: 70 Male\*: 13 Female\*: 57 Dalit\*: 3 Janajati\* 43

### Name list of Current Executive Committee:

SN	Name	Gender M/F	Designation	Sectoral Expertise	Years of Experience in the sector	Contact no.
1	Ram Bahadur Sunar	M	Chairperson	Organizational development & management	11 year	9825627204
2	Geeta Chaudhary	F	Vice-Chairperson	Physical verification	11 year	9811694084
3	Asha Chaudhary	F	Secretary	Administration, office management and procurement	6 year	9814658405
4	Dhani Ram Rajee	M	Ass. Secretary	Procurement	5 year	9814660721
5	Gulmi Chaudhary	F	Treasure	Staff selection	11 year	9811640596
6	Radha Chaudhary	F	Member	Complaint management	5 year	9814629408
7	Tika Ram Chaudhary	M	Member	Physical verification	2 year	9811667581
8	Firiya Chaudhary	F	Member	Complaint management	2 year	9815610232
9	Pooja Chaudhary	F	Member	Complaint management	2 year	9811658237
10	Sabitra Kathariya	F	Member	Member	1 Year	9800645813
11	Parshu Ram Chaudhary	M	Member	PwD inclusive	1 Year	9812634759

### Major Projects Implemented by Organization:

SN	Name of the project	Project Sector	Duration of the project (Month & Year)	Project location (district, VDC)	Total Budget (Rs.)	Supported by (Funding org.)
1	Agriculture and Economic Development	Local Value Chain and Saving for transformation	Jan 2018 to running	Kailali, district's Bhajani, Lalbojhi, Narayanpur & Dhansingpur Khailad, Darakh, Sadepani, Pahalmanpur & Udasipur VDCs	2,16,75,384/-	World Vision International Nepal Kailali

2	Nepal Development Project	DRR, Sustainable Livelihood and Community Action for Empower and Governments	1 <sup>st</sup> Jan 2013 to Running	Kailali, district's Joshipur, Thapapur, Munuwa, Pathariya, Janakinagar	2,70,50,506/-	Lutheran World Federation Nepal
3	Flood Recovery	Sanitation, Shelter, Livelihood, psycho-social	1 <sup>st</sup> Nov 2017 to Running	Kailali, district's Joshipur, Thapapur, Munuwa, Pathariya, Janakinagar	34,64,400/-	Lutheran World Federation Nepal
4	Flood Recovery	Resilience and livelihood	1 <sup>st</sup> Oct 2017 to Running	Kailali, district's Bhajani, Lalbojhi, Narayanpur & Dhansingpur	73,59,861/-	World Vision International Nepal Kailali
5	Women Economic Development Program	Vocational Training	20 <sup>th</sup> April 2018	Bhajani Municipality 3, 4 Ward, Kailali	2,46,100/-	Bhajani Municipality Kailali
6	Livelihood Kailali East	Agriculture, vocational and saving promotion	From: 2013 October To: on going	Kailali, district's Bhajani, Lalbojhi, Narayanpur & Dhansingpur	2,70,98,226/-	World Vision International Nepal Kailali
7	Livelihood Kailali Chisapani	Agriculture, vocational and saving promotion	From: 2015 October To: on going	Kailali District's Khailad, Darakh, Sadepani, Pahalmanpur & Udasipur VDCs	66,96,246/-	World Vision International Nepal Kailali
8	Child Sponsorship Integrated project Kailali East	Relation build up between community child and sponsors	From: 2013 October To: on going	Kailali, district's Bhajani, Lalbojhi, Narayanpur & Dhansingpur	17,55,757/-	World Vision International Nepal Kailali
9	Child Sponsorship Integrated project Kailali Chisapani	Relation build up between community child and sponsors	From: 2015 October To: On going	Kailali, district's Bhajani, Lalbojhi, Narayanpur & Dhansingpur	7,88,239/-	World Vision International Nepal Kailali
10	Preparing poor	Marketing and	From:	Kailali, district's	87,34,642/-	World

	producers for Marker (3PM)	value chain	2014 June To: 2015 September	Bhajani, Lalbojhi, Narayanpur, Dhansingpur, Lamki, Chuha, Tikapur, Darakh & Pahalmanpur		Vision International Nepal Kailali
11	Emergency response and early recovery support to flood and land slide affected in western Nepal	Emergency response in disaster	From: 2015 January To: 2015 September	Thapapur, Narayanpur	23,10,788/-	Lutheran World Federation Nepal/Act Alliance
12	Nepal Disability project	Livelihood, Advocacy	From: 2016 July To: 2017 June	Bhajani, Thapapur, Joshipur, Munuwa, Pathraiya	21,75,660/-	Lutheran World Federation Nepal
13	Social Cohesion Development program	Social cohesion & advocacy	From: 2016 July To: December 2016	Tikapur municipality, Munuwa VDC & Bhajani	7,45,026/-	United Nation Development program (UNDP)
14	Social Cohesion Development program	Social cohesion & advocacy	From: 2017 May To: November 2017	Tikapur municipality, Munuwa VDC & Bhajani	10,60,290/-	United Nation Development program (UNDP)
15	Target Group Development Program	Right to Information, Livelihood	From: 2073 BS Falgun 29 To: 2074 BS Asar 15	Bhajani Municipality	9,39,000/-	Bhajani Municipality
16	People action for empowerment project	Livelihood, Education and health	From Jan 2012 to Dec, 2012	Thapaur, Munuwa, Janakinagar, Pathraiya	40,18,746/-	LWF Nepal
17	NDP Program	Education, Livelihood and awareness	From 2011. to 2011	Lalbojhi, Khailad, Bhajani, Narayanpur, Dhansingpur	7,77,424/-	LWF Nepal
18	Sustainable livelihood empowerment project	Livelihood, health and education	From 2010 to 2010	Lalbojhi, Khailad, Bhajani, Narayanpur, Dhansingpur	5,16,018/-	LWF Nepal
19	Emergency response and		From 2008 to 2008	Lalbojhi, Khailad, Bhajani, Narayanpur,	75.00.000/-	LWF Nepal

	early recovery Project			Dhansingpur		
20	NDP Program (empowerment project)	Education, Livelihood and awareness	From Jan 2007 to De. 2009	Lalbojhi, Khailad, Bhajani, Narayanpur, Dhansingpur	1,25,41,256/-	LWF Nepal

**Fund Utilization Trend in previous 2 years (According to Audit report)\*:**

<b>Fiscal Year</b>	<b>Total Budget (NRs.)</b>	<b>Sources of Funding</b>	<b>Name of Auditor/Audit firm</b>
<b>Year 2071/72</b>	2,13,92,070.94/-	Donor (world vision International Nepal Kailali and Luthern World Federation Nepal)	Dr. Janaki Tuladhar/ Janaki & Associates Dhangadhi Kailali
<b>Year 2072/73</b>	1,71,17,003/-	Donor (world vision International Nepal Kailali and Luthern World Federation Nepal)	Dr. Janaki Tuladhar/ Janaki & Associates Dhangadhi Kailali
<b>Year 2073/74</b>	2,86,04,196/-	Donor (world vision International Nepal Kailali, Luthern World Federation Nepal, Bhajani Municipality, UNDP, Internal)	CA. Prakash Bhatta/Bhatta and Associates, Charter Accountant

**Currently Involved Human Resources in the Organization:**

<b>S.N.</b>	<b>Staffs Name</b>	<b>Adress</b>	<b>Post</b>	<b>Name of Project</b>
1	Laxmi Datt Bhatt	Dadeldhura	Exucative officer	All Project
2	Karan Bahadur Baniya	Dhangadhi, Kailali	Project Cordinator	A&ED
3	Rita Chaudhary	Kailari 06 kailali	Finance Officer	A&ED
4	Raj Kumar Chaudhary	Joshipur -03 kailali	MEAL Officer	A&ED
5	Binod Shah	Bhajani -01 Kaiali	Market Cordinator	A&ED
6	Prabhunath Dhakal	kamal Bazar 1 Muli Acham	Market Cordinator	A&ED
7	Sunita Dangaura	Tikapur 9 kailali	Field Supervisor	A&ED
8	Prakash Bista	Tikapur, Kailali	Field Supervisor	A&ED
9	Sabitri Lama	Sukhad 01 kailali	Field Supervisor	A&ED
10	Mukesh Chaudhary	Kailari 06-kailali	Field Supervisor	A&ED

11	Eshish Chaudhary	Janakigaupalika 7 Kailali	Field Supervisor	Flood Recovery
12	Naresh Chaudhary	Tikapur 1 kailali	Field Supervisor	A&ED
13	Sanjay Chaudhary	Tikapur 7 Kailali	Field Supervisor	A&ED
14	Dhirendra Chaudhary	Bardagoriya 5 Kailali	Field Supervisor	A&ED
15	Khushi Ram Chaudhary	Bhajani 03 kailali	Field Supervisor	A&ED
16	Durga Kumari Chaudhary	Rajapur 7 Bardiya	Field Supervisor	Flood Recovery
17	Ranjita Chaudhary	Tikapur 01 kailali	Field Supervisor	A&ED
18	Tara Kumari Chaudhary	Ghodaghodi 12 Kailali	Field Supervisor	A&ED
19	Hiralal Chaudhary	Tikapur 7 Kailali	Field Supervisor	A&ED
20	Prema Kumari B.K.	Bhajani 02 kailali	Field Supervisor	A&ED
21	Sonu Ram Chaudhary	Bhajani 6 kailali	Program officer	SCDP
22	Lila Ram Dangaura	Bardagoriya 7 Kailali	Sub Oversiour	Nepal Flood Recovery/LWF
23	Basu Dev Chaudhary	Ghodaghodi Kailali	Cooperative marketing Facilitator	NDP/LWF
24	Sabitra Chaudhary	Bhajani 6 kailali	Slip Facilitator	NDP/LWF
25	Sita Ram Chaudhary	Bhajani 1 Kailali	Social Mobilizer	NDP/LWF
26	Asha OD	Baitadi	Accountat	NDP/LWF
27	Chitra Bdr BK	Bhajani	Office Asistant	NDP/LWF

### **Past Advocacy Initiatives of the Organization**

SN	Advocacy Initiative	Year	Impact / Result of the Advocacy Initiatives
1	for PWD identity card campaign	2016	PWD campaign organized in coordination with District Women and Children office and VDC, then after 724 PWD got Identity card, citizenship card as well local resources (Budget allocated from VDC/Municipality)
2	For the sustainability of group	2014 -2016	Groups registered DADO & DLSO as well cooperatives, Access and services from that organization increased for group.

3	Citizenship campaign	2014-2016	Awareness increased on value of citizenship so then they took citizenship from the local administration office.
4	Meaning full participation	2014-2016	Increased the participation of target community people in decision level in local government and non-government organization

#### **Internal Resources of the Organization:**

SN	Organizational Own Source or Type of Resource Generation Activity	Approximate Annual Income (NPR)	Use of Generated Resources
1	Membership from CBOs	12,500/-	Organizational development & capacity building
2	Overhead cost	1,57,000/-	Organizational development & capacity building

#### **Affiliation and/or Partnership with District Level and/or National Level Government Agencies**

SN	Name of the Government Agency	Type of Partnership/Relationship	Types of Resources that are shared	Duration of Partnership /Relationship From: To:
1	SahakarmiSamaj	Member	Membership fee	2012 AD to continue
2	NGO federation	executive committee member	Renewal fee	2065 BS
3	Network of CBOs federation	Member	Renewal fee	2015 AD
4	Social welfare Council	Affiliation	Renewal fee	2064 BS
5	District Administration Office	Registered	Renewal fee	2063 BS
6	Inland Revenue Department	Registered	PAN membership, Tax clearance	2063 BS
7	Bhajani Municipality	Affiliation	Renew, plan sharing, as well activity conduction in sharing basis (cost/Budget)	2073 BS

#### **Affiliation of the Organization with Networks related and Other Networks (District and / or national level):**

SN	Name of the Network	Level of Affiliation	Support to the NGO's interventions due to Affiliation	Duration of Affiliation
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1	SahakarmiSamaj	National	Capacity building trainings	From: 2012 AD To: Continue
2	NGO federation	District	Capacity building trainings	From: 2065 BS To: Continue
3	Network of CBOs federation	National	Capacity building, Policy making and advocacy	From: 2015 To: Continue
4	Social welfare Council	National	Approval for project implementation	From: 2064 BS To: Continue
5	District Administration Office	District	Authority provides to implement project	From: 2063 BS To: Continue
6	Inland Revenue Department	District	Provide organization as tax free organization, provides PAN, tax clearance certificate for renew	From: 2063 BS To: Continue
7	Bhajani Municipality	Local level	Provides projects and activities for jointly conduction and budget share	From: 2073 BS To: Continue

#### Awards / Achievements / Recognitions of the Organization:

SN	Name of the Award	Award Given By	Award Received Year	Reason for the Award
1	Certificate Appreciation	World Vision International Nepal Kailali	2nd January 2015	Good performance in overall project management and executive committee engagement in project
2	Certificate Achievement	Lutheran World Federation	30th December 2016	For the acknowledging the presentation in Demo stall in review meeting
3	Appreciation letter	V-WASH-CC Munuwa Kailali	5 June 2016	For the support in declaration of ODF
4	Appreciation letter	V-WASH-CC Munuwa Kailali	2 March 2016	For the support in declaration of ODF
5	Appreciation letter	Apangata Yuwa Sarokar Manch Kailali	7th May 2015	For good coordination and working to support the people with disability

#### List of Available Organizational Policies:

SN	Name of the Available Organizational Policy	Policy Formulation / Revised Year	Policy Formulation Process
1	Finance and Administration Policy	2063 BS/ 2070 & 2073 BS	<ul style="list-style-type: none"> <li>• Meeting of general members</li> <li>• Workshop for policy formulation</li> <li>• Draft Policy formulation</li> </ul>
2	Human resource management Policy	2063/2070 & 2073 BS	
3	Complaint handling policy	2070 BS	
4	Child protection policy	2072 BS	

5	Strategy Plan	2074 BS / 2079 BS	<ul style="list-style-type: none"> <li>Propose of draft policy in executive committee</li> <li>Propose in general assembly for acceptance</li> <li>Finalization from general assembly</li> </ul>
6	GESI	2074 BS	

### Financial Management of the organization

For the sound financial system of the organization, double entry book keeping system is maintained. Procurement plans are prepared, implemented accordingly and updated on periodic basis. Implementation of approved budget ensures that funds are available and that funding agency regulation, rules and procedures are duly followed.

### Governance Consideration including accountability and transparency

In respect to the design, development and follow-up of the activity/project, the existing laws, policy/programming and guideline of the government are duly followed. To maintain the systematic consideration, the following actions are taken into action:

- Relevant stakeholders are intensively consulted into design, development and follow-up of the activity/project
- Activity Description Guideline (ADG) with details of budget breakdown of each activity under the project are prepared and distributed to field staffs and target community in wider level
- Project planning and budgeting are endorsed from VDC/DDC councils.
- It has practice of conducting social audit, public audit and public hearing to create the transparency of its work.
- The anti-corruption policy is in place and code of conduct (CoC) has been developed for promoting internal accountability towards the plan and policies of the organization.
- Fraud and corruption are taken as “**Zero Tolerance**” in its work.
- The project kick off workshops are organized among target groups and various stakeholders to inform on Annual Work and Budget (AWPB) with its implementation procedures in the inception of the project.

### Resource Mobilization and Community Engagement

The following strategies are carried out for better and effective resource mobilization and community engagement:

- Coordination and collaboration with various donor agencies to seek the financial support for project implementation
- Empowering, organizing and mobilizing target communities for systematically claim and enjoy for their rights issues
- Public resource leverage from service delivery agencies to fulfill their instrumental needs of Target group.
- Process facilitation to increase the access of right holders in micro financial institutions
- Enhance the technical capacity of target group and their institutions for public/private partnership

### Technology and Equipment

SN	Type	Quantity	Status
1	Motorcycle	2	Good /Under Use
2	Laptop	10	Good /Under Use

3	Desktop	2	Good /Under Use
4	Table	10	Good /Under Use
5	Cupboard (steel)	10	Good /Under Use
6	Cupboard (wood)	1	Good /Under Use
7	Revolving-chair	8	Good /Under Use
8	Chair (Plastic)	6	Good /Under Use
9	Chair (wood) with form	8	Good /Under Use
10	Digital camera	2	Good /Under Use
11	Telephone set	1	Good /Under Use
12	White board	5	Good /Under Use
13	Soft board	1	Good /Under Use
14	In voter with battery	1	Good /Under Use
15	Printer	2	Good /Under Use
16	Photocopy Printer	2	Good /Under Use
17	Projector	1	Good /Under Use

### **List of Physical Amenities**

<b>SN</b>	<b>Physical Facilities / Assets</b>	<b>Approximate Worth (NPR)</b>	<b>Use of Facilities / Assets</b>
1	Office own building	10,000,00/-	Not yet