



VOLUNTARY ACTIVITIES FOR SOCIAL & HUMAN ADVANCEMENT FOUNDATION



Plan of Operation of 'Training for Skill Development(TSD) Program.

ভাসা ফাউন্ডেশন

VASHA Foundation

An NGO for Social and Human Welfare.

Holding #1216/F (01), Ground Floor (East Unit) Plot # 80, Road # 08

Prosanti R/A, North Kattoli, Kornel Hat, PS-Pahartoli,

Dist - Chattogram- 4217, Bangladesh.

Mail: vashafoundation@gmail.com, info@vashabd.org

Web Site: www.vashabd.org



Forward

In a hard competitive world like today, it is very essential that both male and female of families have to come forward in the income generating way in order to bring the life well-to-do and the major weapon of income is training. An efficient person can appoint himself in earning anywhere in the world. It is essential to make the underprivileged people trained and skilled to make them solvent financially. Understanding this reality, VASHA Foundation designed the 'Training for Skill Development (TSD) Program action plan. The organization has design this project to train 70 underprivileged women and 70 unemployed youth successively. Although it is very difficult to fulfill the target because of financial lagging, yet we hope that the organization will probe it successful by the technical and financial aid of the members, government and nongovernment, donor individuals and agencies of home and abroad.

VASHA Foundation sent request letter to some generous people seeking financial assistant to continue the Training Program. Bangladeshi descent and Norwegian citizen Mr. Souman Rudra, European Climate Pact Ambassador & Professor, PhD, Fladefjell1, 4878 Grimstad, Norway has kindly responded to our request.

We would like to express my heartfelt thanks and gratitude to Mr. Rudra on behalf of VASHA Foundation. We think that we will successfully be able to convey his sacred donation to the poor people.

There is a profile containing details of 'Training for Skill Development (TSD) program for where information about the aim, target, relevance, beneficiary, financial budget, time duration etc. is available. I hope that the project will be successful certainly with heartily involvement of the authority, government, other development agencies and international organization. I am proud to get chance in a great service like 'Training for Skill Development (TSD) program and hereby taking an opportunity to serve the society.

(Parimal Kanti Paul)
Chief Executive Officer &
General Secretary
VASHA Foundation
Pahartali, Chittagong
Bangladesh.

(Mr. Sorowar Amin)
Chairman



Voluntary Activities for Social & Human Advancement Foundation
Pahartali, Chittagong, Bangladesh.

1. Introduction:

The title of the project is 'Training for Skill Development (TSD) program'. It is formulated for Empowerment the underprivileged girls and women of the target area by making them Skilled and financially solvent through the activities of capacity building and basic education. The profile will give a clear idea about the project. It has been made an effort to give a précis about the organization and then about the project. The project objectives, time duration, methodology, budget, details of activities, characteristics of target area etc. is represented here sequentially. It is expected that every concern will be able to get a transparent idea about the project. It is requested not to hesitate for any query about any part of the profile or the project. Please communicate the Chief Executive Officer of the organization if any confusion arises or for further information.

2. About the Organization: VASHA Foundation.**2.1 Background of the Organization:**

Bangladesh is a developing country with over population. Poverty is a common aspect of this country. The country has mostly agriculture and labor depended people. The present situation of the country is manipulated with hungry, poverty, over population, illiteracy and corruption. Although the country has agriculture and labor depended economy, the living condition of cultivators and laborer and also the relative sectors of agriculture and labor are very delicate.

On the other hand, it is seen that though a portion of urban dwellers has got opportunity for improving their financial condition, most of the people of both urban and rural are not able to get that opportunity. There are many development activities initiated and run by the government and many other non-government organizations targeting the underprivileged people. These activities are not sufficient for effective change of their situation. On the contrary, it is not possible to change this condition effectively only by the government alone. All of us have to take effectual actions for this purpose.

Considering this reality, some self-sacrificing, educated, active, industrious and benevolent individuals has established the charitable organization 'Voluntary Activities for Social & Human Advancement Foundation (VASHA Foundation)' at the Second January Two Thousand Five (02/01/05).



Identifying the fundamental reasons of poverty as well as the way of removing miseries of the poor and ultra poor people of the country, VASHA Foundation is carrying its activities above and beyond other same types of government and non-government organizations,

The organization believes that no plan-program will give effective result without true participation of underprivileged people directly or indirectly. So we want to organize and include them in running programs that are directly participatory of this group of people.

As mentioned earlier, VASHA Foundation was established at the date of Second January Two Thousand Five. Afterwards it got legal status by getting registration under the Registrar of Joint Stock Companies & Firms, the Ministry of Youth & Sports and the Bangladesh Microcredit Regulatory Authority.

In recent times VASHA Foundation is carrying various development actions. Some actions are waiting for implementation. 'Training for Skill Development (TSD) program is one of these activities.

2.2 The organization-at a glance:

Full Name	Voluntary Activities for Social & Human Advancement Foundation.
Contraction Name	VASHA Foundation.
Nature of Organization	Non-political, non-government, voluntary and Charitable and Not-for-Profit Organization established for providing services irrespective of religion, cast and creed within Bangladesh.
Legal Status	a) Registered under (Society Registration Act XXI, 1860, Government of Peoples' Republic of Bangladesh) the Registrar of Joint Stock Companies & Firms of Bangladesh. Registration # S-4679(800)/05. Date of Registration- 04/05/05. b) Registered under the Directorate of Youth Development, Ministry of Youth and Sport, Government of Peoples' Republic of Bangladesh, No. Chittagong-356. Date: 31/01/2010. c) Affiliated and Certified by Bangladesh Micro credit Regulatory Authority (MRA), Certificate # 01304-00730-00665, Date of certification: 7th October, 2012. d) Registered under the NGO BUREAU, Prime Minister's Office, , Government of Peoples' Republic of Bangladesh, Registration no:3372,Date: 16/08/2023.
Number of Branch	03 (Three)
Office Address	Principal Office (Registered): Holding #1216/F (01), Ground Floor (East Unit) Plot # 80, Road # 08 Prosanti R/A, North Kattoli, Kornel Hat, PS-Pahartoli, Dist - Chattogram- 4217, Bangladesh. Kumira Branch: Jaman Shopping Center, 1st floor, Boro Kumira Bazar, Sitakundu Chattogram. Sitakundu Branch: Matiur Rahman Saran Bari, Besde Modern Hospital, Shitakundu Pouroshova, Sitakundu, Chattogram.
Chief executive Officer (CEO)	Name: Parimal Kanti Paul. Designation: General Secretary and CEO Educational Qualification: B. Sc , M.Sc (Mathematics,NU),MBA (Finance,USTC), LLB(NU). Permanent Address: Khuruskul, Paul Para, Cox's Bazar Present Address: Dr. Shohrab's Building (1st floor), 4, Alkoron, Sadarghat, Chattogram -4000, and Bangladesh. Contact Number: +88-031-2771150(office), 01749074369(office), and +88-01819362029(Cell). E-mail: parimal0913th@gmail.com parimal_13th@yahoo.com
E-Mail	info@vashabd.org
Web Address	www.vashabd.org
Facebook link	facebook.com/vashabd.org

2.3 Vision and Mission of the organization

Vision: Poverty alleviation and sustainable development and thus building up a prosperous and happy Bangladesh.

Mission: To achieve sustainable development by conducting appropriate developmental and economic activities with the aim of building a prosperous and happy Bangladesh.

2.4 Objectives of the Organization

1. To undertake and run appropriate development programs and charitable activities in any form for the poor and under privileged community.
2. To establish educational institution such as school, college, university, vocational and technical centers in order to promote education and literacy of the country.
3. To undertake programs on distributing relief materials among the poor and disaster affected people.
4. To undertake formal and non-formal education programs for illiterate and semi-literate people and conduct various educational support activities.
5. To organize various training programs/courses/seminars and run technical vocational trades in order to enhance skills and human competencies.
6. To aware people about appropriate steps for their positive changes.
7. To establish community-based library and reading rooms, enrich collection of books, magazines, periodicals to promote reading practices among the general people.
8. To collect old and valuable manuscripts, folk songs and other cultural heritage and arrange for their publications.
9. To organize programs for demonstration of fine arts and sculptures through demonstration center, static and mobile museum.
10. To work for preservation engineering and philosophical invention or instrument and arts.
11. To endeavor a society for popularizing programs on literacy and culture.
12. To undertake programs to conduct education research on archeology and historical inventions.
13. To run programs for the poor communities in order to promote the quality of life.
14. To collect financial and technical contributions from home and abroad to run the activities of the society. In case of foreign donation existing Government rules and formalities will be observed as usual.
15. To establish Masjid, Madrasa, and Temple for quality religious education and run suitable programs for the persons involved with these institutions.

3. Description of the Project

3.1 Title of the Project: Training for Skill Development (TSD) Program'

3.2 Location of the Project: Chattogram, Bangladesh.

3.3 Elements of the Project:

I) Basic Education.

II) Dress Making Training.

3.4 Duration: 6 Months (August 2025- January 2026) or nearer this period.

3.5 Number of Direct Beneficiaries: 70 People. (2 Group@35people)

3.6 Themes: Underprivileged girls and women empowerment, Capacity building, Basic Education, Skill and Financial solvency.

3.7 Objectives of the project:

The main objective of the project is 'To develop capacity of the poor and ultra-poor slum dweller girls and women between the ages of 14 to 45 years of the locality (the city of Chittagong, Bangladesh) so that they can be able to earn and hence remove poverty among their family.'

Other relative objectives of the project are as follows:

I. To organize and give training on 'dress making' to 70 slum dweller girls and women aged 14-45 years of the locality to make them skilled so that they can be eligible for entrance in the local or foreign job market .

II. To organize and give basic informal education to 70 slum dweller illiterate girls and women aged 14-45 years of the locality to make them literate so that they can be able to able to adopt the training on dress making.

III. To organize and conduct activities on capacity buildings for 70 slum dweller girls and women aged 14-45 years of the locality to empower them in their family and society.

IV. To organize and conduct activities on capacity buildings for 70 slum dweller girls and women aged 14-45 years of the locality to make them self-dependence and increase their dignity hereby.

3.8 Goal of the project:

The overall goal of the project is to alleviate poverty among slum dweller girls and women.

The long-term goal of the project is to bring financial freedom among slum dweller girls and women aged 14-45 years so that they are empowered in their family and the society.

The development goal of the project is to enhance income of the young members of the slum dweller poor and ultra-poor families and thus making the families financially solvent.

3.9 Target Group:

- I. Poor and Ultra poor Girl and Woman of age 14-45 years
- II. Underprivileged
- III. Illiterate/Less literate
- IV. Retrenched Garments Worker
- V. Less Skilled Garments Worker
- VI. Slum Dweller

3.10 Target Location: Chattogram District Area, Chattogram, Bangladesh.

3.11 Characteristics of the Target Area:

- I. The place, where else poor, ultra-poor and underprivileged people live in.
- II. Slum.
- III. The place, where else government's or other Non-Government Organization's activities are not enough.
- IV. The place, where else people do not get minimum facility for living.

3.12 Reason of selecting the area:

Although poor and ultra-poor people live throughout the whole Bangladesh, from the very beginning VASHA Foundation initiated its activities from Chittagong district initially. The main reason is that the organization is situated in this district. Considering this fact, it will be convenient to run any activities in Chittagong. On the other hand, Chittagong is the main port city and the Commercial Capital of Bangladesh. Employment opportunity in Chittagong is more than that in any other city of Bangladesh. It is expected that the beneficiaries who would have finished training successfully, could be appointed in income generating activities.

4. Profile of Beneficiaries:

Number Of beneficiaries: 70 person of target group (Total 2 groups;

At Bondor area; A group or a center will be consisted with 35 people).

Age Group: 14-45 years.

Gender: Female.

Living status: Slum dweller, poor and ultra-poor.

Educational Qualification: Illiterate/Less literate.

Living City: Chittagong, Bangladesh.

Religion: Any.

Nationality: Bangladeshi.

Employment Status: Unemployed/Housewife/ Retrenched Garments Worker/ Less Skilled Garments Worker.

Marital Status: Single/Married.

5. Methodology:

The project is formulated for developing capacity of poor and ultra-poor girls and women of age 14-45 years who live in slum area of the city of Chittagong, Bangladesh. The actions will be implemented through some specific steps.

In the first step, field survey will be carried on; data will be collected about how many slums in the locality exist, how many girls and women of age 14-45 years are illiterate and unemployed in these slums. 2 groups containing 35 girls and women of age 14-45 years will be built in different slums. The activities of preparation of modules for basic informal education and training on dress making and workforce appointment will be done in this step. It will take one month and be said as preparation step.

The selected girls and women will be given basic informal education so that they can be able to read and will help them to adopt in training on dress making. It will take one month.

Then training on dress making will be conducted in the next five months. The training will be carried on following a specific syllabus and schedule.

Sewing machine distributed to the 70(Seventy) trainee who would have completed training successfully for starting small business.

Totally, the project will be continued for 06(Six) Months. During the continuing period, monthly monitoring and evaluation on performance and advancement will be evaluated on regular basis.

After finishing the training successfully' the beneficiaries will be able to work in local dress making organization, be self-employed or to go to abroad for work.

The steps for each group (A group will be consisted with 35 people) will be as follows:

- I) Preparation- 15 (Fifteen) days.
- II) Basic Education- 15(Fifteen) days; 30 hours; 10 classes@3 hours for every group.
- III) Training- 05 (five) Month; 180 hours; 60 classes@3 hours for every group
- IV) Monitoring & Evaluation -7(Seven) days

6 Months								
Step/days/Month	15 days	15 days	1M	2M	3M	4M	5M	7days
Preparation								
Basic Education								
Training								
Monitoring & evaluation								

I. Preparation:

If the project proposal is accepted and grant is approved, overall preparation will be taken in this step. Field Survey, area selection, group building, preparation of module of basic informal education and training, appointment of workforce, venue hiring, tools, machinery, other equipment's purchase, booklets collection or printing will be carried on in this step.

2 groups will be built and each group will be consisted of 35 girls or/and women aged 14-45 years. There will have 2 groups in Bander area.

II. Basic Education:

Basic informal education of 30 hours (10 classes@3 hours for every group) will be given to illiterate girls & woman's who do not know how to read in this step. After this step, they will be able to read at will help them to adopt in training on dress making. It will take one month and be performed within the period. There will have 70 trainees in 2 groups at Bander area. The schedule of class in center will be in convenience time. Classes will held in every government working day. Duration of every class will be 3.0 hours (three hours).

Total 15 Classes will hold. Teacher (Basic Education) will take the classes.

III. Training:

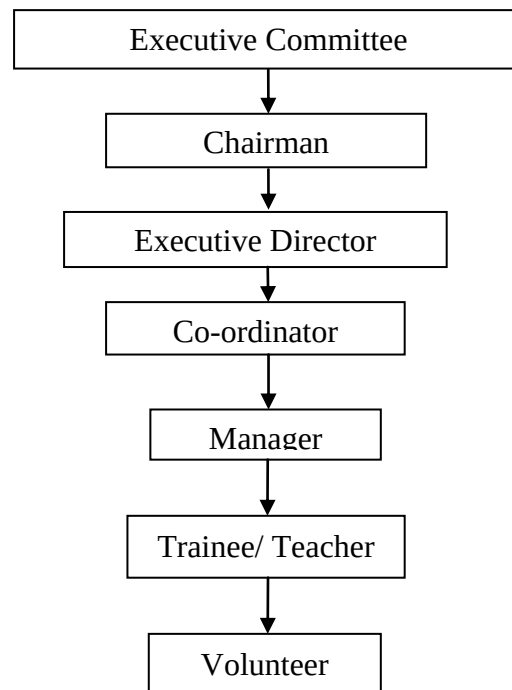
Theoretical and practical training of 180 hours (180 hours, 60 classes@3 hours for every group) will be given to the target people in this step on Dress making, Garments, Block-Boutiques and Embroidery. Specific syllabus and schedule will be followed for training.

It will take (05) five months completely and be performed within the period.

IV. Monitoring & Evaluation:

A monitoring and evaluation team will monitoring and evaluation on their performance in this month. It will take (07) days completely and be performed within the period.

6. Management: There will have a management team for proper implementation of the project. It is shown by the following flow chart:



Executive Committee:

The executive committee of VASHA Foundation will be considered as the executive committee of the project. The service of the executive committee will be considered voluntary and non-payable.

Chairman:

The Chairman of the organization will act as the chairman of the project. He will be responsible to the executive committee. The service of the Chairman will be considered voluntary and non-payable.

Executive Director:

The Chief Executive Officer of VASHA Foundation will act as the Executive Director of the project. He will regulate all the activities of the project and will be responsible to the Chairman for his/her activities. The service of the executive Director will be considered voluntary and non-payable.

Coordinator:

The Coordinator will plan and control the activities. He will be responsible to the Project Director. Their office will be the in the Head Office of the organization. His service will be payable in monthly basis.

Manager: He will manage all the activities related to operation, accounts and administration and be responsible to the Executive Director. His office will be the in the Head Office of the organization. His service will be considered voluntary and non-payable.

Trainee/ Teacher: They will directly operate the activities of the project. They will collect related data, survey field, organize group, organize awareness and publicity event and distribute relief. They will be responsible to execute basic education & dress making training proc. Their service will be allowance basis.

Volunteer: They will keep role in field survey, co-ordinate group, distribute leaflet organizing event, pestering and other voluntary activities. Their service will be **allowance basis**.

7. Work force:

Sl.	Particulars	No. work of force	Office	Status
1	Executive Director	01	Head Office	Non-payable
2	Co-Ordinator	01	Do	Contractual Allowance Basis
3	Manager	01	Do	Non-payable
4	Volunteer	10	Field	Part time Allowance Basis
5	Teacher	01	Field	Part time Allowance Basis
6	Trainee	02	Field	Part time Allowance Basis

8. Present Organizational Capacity of VASHA Foundation.

The organization, VASHA Foundation has following present capacity:

- 1) 30 no. of full time paid employee (female employee - 17 no, male employee- 13 nos.) working presently (as on 30th June 2024).
- 2) 120 no of volunteers (as on 30th June 2024).
- 3) The organization has an Executive Committee consisted (with female and male) of 07(seven) skilled and experienced people and an General Body consisted (with female and male) of 21(twenty) skilled and experienced people
- 4) Property & Asset, Liability, fund and reserve of the organization are as follows (as on 30 June 2024)

Total Property and asset = BDT 87,620,984.00

Cumulative Surplus = 19,156,695.00.

Capital reserve fund = 2,129,987.00.

Total Fund & Reserve = 21,286,682.00.



Total Liability = 66,334,302.00.

6) We have micro credit loan outstanding to female beneficiaries = BDT 9,67,05,486.00 (Under running Micro credit Project)

7) A Micro credit project has been running for **20** years. It proves the organization experienced and capable in development activities.

8) A training project named 'Training for Skill Development (TSD) program for girls & young females' has been running for three years. It proves the organization experienced and capable in training activities.

9. Financial Information/Budget: Proposed Budget for 'Training for Skill Development (TSD) program for the year 2024-2025

Expenditure

Budget for Training for Skill Development(TSD) Program								
Project Budget								
ACTIVITY	DESCRIPTION OF EXPENDITURE	particulars	Quantity	Unit	Day/ time	Unit price	Amount	TOTAL
1. Field Survey, area election and group building, Preparation of module of basic informal education and training and workforce appointment.	Printing of survey leflet		100	pieces		30	3000	
	Admission form		100	pieces		10	1000	
	Travel to Field Survey		2	person	15 days	700	21,000	
	Booklet for basic Informal education		100	pieces		100	10,000	
	Booklet for dress making training		80	pieces		200	16,000	
	Subtotal							51,000
2. Basic informal education	Rent for class room		1		6 months	12,000	72,000	
	Learning materials	1.ledger	80	pieces		100	8000	
		2.Pen	80	pieces		10	800	
		3.pencil	80	pieces		10	800	
		4.scale	80	pieces		30	2400	
		5.Rubber	80	pieces		5	400	
	Honorarium for teacher		2	person	15 days	700	21,000	
	Subtotal							105,400



Plan of Operation of 'Training for Skill development (TSD)' Program.

3. Training on Dress Making	Honorarium for trainers of dress making		2	person	60 class	500	60,000		
	Raw materials for training	1.clothes	300	yard		100	30,000		
		2.Scissors	72			250	18,000		
		3.Yarn	70	packet		100	7,000		
		4.chalk	70	pieces		15	1,050		
		5. Marker pen	5	pieces		30	150		
	Sewing Machine		70	pieces		6000	420,000		
	Shelf for keeping training equipment		2	pieces		5000	10,000		
	Writing Board		2	pieces		2000	4000		
	Floor mats		4	pieces		500	2000		
	Chair		2			500	1000		
	Table		1			1000	1000		
	syllabus		80	copy		20	1600		
Subtotal								555,800	
4. Monitoring and evaluation	Travel to site and refreshment		2	person	7 days	700	9800		
	Monitoring & Evaluation form		80	copy		10	800		
5. Administrative Cost	Subtotal								10,600
	Communication (Telephone, Local Conveyance)				6 months	1200	7200		
	Salary of Project Coordinator		1	person	6 months	16,000	96,000		
	Meetings				6 months	1500	9000		
	Office Supplies						15,500		
	Subtotal 1,25,500								127700
Grand Total								850,500	

**Source Of Fund**

Sl.	Particular	Amount in USD	Amount in BDT	Comment
1	Donation from Mr. Souman Rudra, European Climate Pact Ambassador & Associate Professor, PhD, Fladefjell1, 4878 Grimstad, Norway.	\$7,000.00	850,500.00	1 USD=121.50; 7000*121.50=850,500.00 TK.
	Grand Total	\$7,000.00	850,500.00	

10. Conclusion: It was mentioned here earlier that such a project is very essential in current situation. It will keep a reasonable and helpful contribution to the beneficiaries. It is expected that we will be able to draw the kind attention of the concern Government, non-Government, and other local and foreign donor agencies, generous individuals for technical and financial support in order to take and run more activities like this project. We would wait for the all kind of technical and financial help from all benevolent individuals or organizations. Our attempts will be considered successful only when at least any poor or ultra-poor individual have been solvent, well to do or get financially empowered..

Thank you

