

THE COMMUNITY LEGAL SERVICES (CLS) PROJECT

Final Report

Mapping Exercise and Institutional Survey for the Community Legal Services Project

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Submitted by:



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Table of Contents

List of Abbreviations and Acronyms

Executive Summary

CHAPTER 1:INTRODUCTION, BACKGROUND AND RATIONALE	11
1.0 INTRODUCTION	11
1.1 COMMUNITY LEGAL SERVICES PROJECT	11
1.2 BACKGROUND AND RATIONALE OF THE BASELINE STUDY	12
1.3 OBJECTIVES OF THE BASELINE STUDY	12
CHAPTER 2: APPROACH AND METHODOLOGY	14
2.0 APPROACH.....	14
2.1 METHODOLOGY	15
2.2 DATA COLLECTION METHODS AND TOOLS	15
CHAPTER 3: COMMUNITY LEGAL SERVICES (CLS) IN BANGLADESH: AN OVERVIEW	16
3.1 CONSTITUTIONAL AND LEGAL PROVISIONS	16
3.1.1 CONSTITUTIONAL PROVISIONS	16
3.1.2 LEGAL PROVISIONS.....	16
3.2 TYPES OF COMMUNITY LEGAL SERVICES (CLSs).....	18
3.2.1 ALTERNATIVE DISPUTE RESOLUTION (ADR).....	18
3.3 LEGAL AID.....	19
3.3.1 GOVERNMENT LEGAL AID	20
3.3.2 NGO BASED LEGAL AID.....	20
3.3.3 LEGAL AND HUMAN RIGHTS AWARENESS PROGRAMS	20
3.3.4 LOCAL JUSTICE	20
3.3.5 INVESTIGATION, MONITORING AND REPORTING OF HUMAN RIGHTS VIOLATIONS	20
CHAPTER 4:NGOS AND COMMUNITY LEGAL SERVICES	21
4.1 ORGANIZATIONAL MANDATE AND SERVICES	21
4.2 COMMUNITY LEGAL SERVICES (CLS) PROVIDED BY THE SELECTED NGOS	28
4.2.1 MEDIATION OF DISPUTES AT THE VILLAGE LEVEL	28
4.2.2MEDIATION OF DISPUTES THROUGH CBOs	28
4.2.3REFERRAL OF CASES FOR LEGAL AID TO NGOS	29
4.2.4 LEGAL AID FROM DISTRICT LEVEL TO THE SUPREME COURT.....	29
4.2.5 LEGAL AND HUMAN RIGHTS AWARENESS PROGRAMS	29
4.2.6 ACTIVATING VILLAGE COURTS, ARBITRATION COUNCIL AND POURO SHALISH BOARD (MUNICIPAL ARBITRATION BOARD)	30
4.2.7 INVESTIGATING, MONITORING AND REPORTING HUMAN RIGHTS VIOLATIONS	30
4.2.8 OTHER SERVICES	30
4.3 COVERAGE BY AREA	31
4.4 PARTNERSHIP AND NETWORKING.....	31
4.4.1 PARTNERSHIP AND COOPERATION WITH GO, CSOs AND NGOS.....	31
4.4.2 PANEL LAWYERS.....	32
4.4.3 NETWORKS AND MEMBERSHIP	32
4.5 KNOWLEDGE SHARING.....	32
4.6 MONITORING AND FOLLOW UP MECHANISM OF CLS.....	34
4.7 STRENGTHS AND WEAKNESSES OF SELECTED NGOS	34
4.7.1 STRENGTHS	34
4.7.2 WEAKNESSES.....	35
CHAPTER 5:ORGANIZATION AND MANAGEMENT OF NGOS	38
5.1 ORGANIZATION AND MANAGEMENT	38
5.2 LEGAL STATUS	38
5.3 RESOURCES/FUNDING SOURCES	39
5.4 HUMAN RESOURCES.....	40
5.5 TRANSPARENCY AND ACCOUNTABILITY	40
CHAPTER 6:CONCLUSIONS AND WAY FORWARD	42
6.0 CONCLUSIONS	42
6.1 WAY FORWARD	42
Annexes:	
Annex 1: Fact Sheets	
Annex 2: List of persons Met	
Annex 3: Terms of Reference	

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List of Abbreviations and Acronyms

ADR	: Alternative Dispute Resolution
ASK	: Ain o Salish Kendra
ASF	: Acid Survivor Foundation
AVCB	: Activating Village Courts in Bangladesh
BELA	: Bangladesh Environmental Lawyers Association
BLAST	: Bangladesh Legal Aid and Services Trust
BNWLA	: Bangladesh National Woman Lawyers' Association
BS	: Bachte Shekha
CBO	: Community Based Organization
CEO	: Chief Executive Officer
CIDA	: Canadian Development Agency
CLS	: Community Legal Service
CSOs	: Civil Society Organizations
DANIDA	: Danish International Development Agency
EC	: Executive Committee
EU	: European Union
ESDO	: Eco Social Development Organization
FSVGD	: Food Security for Vulnerable Group Development
GIS	: Geographical Information System
GO	: Government Organization
HRLS	: Human Rights and Legal Aid Services
IOM	: International Organization for Migration
IUCN	: International Union for Conservation of Nature
LH	: Light House
MIS	: Management Information System
MJF	: Manusher Jonno Foundation
MLAA	: Madaripur Legal Aid Association
NGOs	: Non-Government Organizations
NU	: Nagorik Uddyog
OCC	: One stop Crisis Center
PILs	: Public Interest Litigations
PMID	: Participatory Management Initiative for Development
RDRS	: Rangpur Dinajpur Rural Service
S&J	: Safety and Justice
SDF	: Social Development Foundation
SIDA	: Swedish International Development Cooperation Agency
STD	: Step Towards Development
SUS	: Sabalamby UnnayanSamity
UK	: United Kingdom
UNDP	: United Nations Development Programme
UP	: Union Parishad
WB	: World Bank
WF	: WAVE Foundation

Executive Summary

Introduction and Objectives

Every democratic society needs to ensure justice for all citizens. Community legal service is one of the mechanisms necessary to uphold human rights and equality to ensure justice. The Constitution of Bangladesh has in clear terms recognized the basic fundamental human rights. The government also has framed different laws and acts to provide Community Legal Service (CLS) especially for the poor and the marginalized. In Bangladesh, some Non-Government Organizations (NGOs) have pioneered the CLS movement.

The Community Legal Services Project (CLS) is a recently approved project funded by the DFID and implemented by a consortium. This project seeks to empower and support legal and human rights NGOs in Bangladesh to deliver community legal services, such as legal aid, community mediation, alternative dispute resolution, resolution of land rights issues, in as many districts as possible.

The CLS project intended to conduct a baseline study, consisting of a mapping exercise and an institutional survey with the following objectives:

- Conduct mapping exercise that will determine the current scope and extent of CLS activities being done by various legal NGOs by themselves, through their field offices or through their partner NGOs; and
- Conduct institutional survey that will provide information on the extent of the work of the legal NGOs, their governance structure, their donors and their partner NGOs.

Approach and Methodology

The study followed the following methods to collect data and information for the purpose of the study:

- Document review
- Key informants interview
- Institution visit to collect first-hand information

Constitutional Provisions

Article 7 of the Constitution vests all powers of the Republic on the people. From articles 26-44, there are 23 fundamental rights guaranteed for the citizens/ any person amongst which most important are equality before law, nondiscrimination on grounds of religion, race, caste, sex etc., equality of opportunity in public employment, right to protection of law, protection of right to life and personal liberty, safeguards as to arrest and detention, protection in respect of trial and punishment etc. These are the basis of CLS in

Bangladesh. Right to move the High Court Division under article 102 in order to enforce these fundamental rights is also guaranteed by the Constitution.

Legal Provisions

The important laws which deal with CLS specifically are the Legal Aid Service Act, 2000, the Village Courts Act, 2006, the Muslim Family Laws Ordinance, 1961, the Resolution of Dispute (Municipal Area) Board Act, 2000, the Code of Civil Procedure, 1908 and Salish Ain, 2001 (Arbitration Act, 2001). There are other laws which provide provision for arbitration or CLS in different manners.

Types of Community Legal Services (CLSs)

The CLS provided both by the Government and NGOs are of different types. Majority of these types have legal bases. These are:

- Alternative Dispute Resolution (ADR)
- Arbitration
- Mediation
- Conciliation
- NGO Administered/ Assisted Shalish and Traditional Shalish
- Government Legal Aid
- NGO Based Legal Aid
- Legal and Human Rights Awareness Programs
- Local Justice
- Investigation, Monitoring and Reporting of Human Rights Violations

Organizational Mandate and Services

As mentioned earlier 13 NGOs have been purposely selected for conducting the study. Out of 13 NGOs, Ain o Salish Kendra (ASK), Bangladesh Environmental Lawyers Association (BELA), Bangladesh National Woman Lawyers' Association (BNWLA), Bangladesh Legal Aid and Services Trust (BLAST), Madaripur Legal Aid Association (MLAA) are primarily legal services organizations and they mainly endeavour to make the legal services accessible to the poor and the marginalized. Here it should be mentioned that other than MLAA, all other above mentioned NGOs' operations cover the whole country as they cater to the legal needs of the aggrieved citizens coming from different parts of the country.

On the other hand, the rest 8 studied NGO (Bachte Shekha, ESDO, RDRS, WAVE Foundation, SUS, Light House, Nagorik Udjog and BRAC) are engaged in diversified functions and operation. However, they also provide CLSs. But in most of the cases these are project based in nature.

Community Legal Services (CLS) provided by the selected NGOs

- Mediation of disputes at the village level
- Mediation of disputes through CBOs
- Referral of cases for legal aid to NGOs

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- Legal aid from district level to the Supreme Court
- Legal and human rights awareness programs
- Activating Village Courts, Arbitration Council and Pouro Shalish Board (Municipal Arbitration Board)
- Investigating, Monitoring and Reporting Human Rights Violations
- Other Services
- Victim support Centre
- Shelter home
- OCC

Coverage by area

Organization	District	Upazila	Union
BRAC	61	43 ¹	-
ASK	32	-	-
BELA	37	60	-
BNWLA	34	12	06
BLAST	20 (unit office) 41 (non-district unit)	11	55
ESDO	06	21	86
RDRS	08	44	412
MLAA	12	43	282
BS	3	7	36
SUS	5	11	74
LH	5	42	127
NU	08	18	137
WF	12	27	146

Partnership and cooperation with GO, CSOs and NGOs

These activities of the studied organizations are complemented by engaging in collective action with other actors to bring about synergies and impacts which are beyond the capacity of a single organization in order to achieve shared goals. This includes government agencies at different levels, civil society organizations and networks, professional and research institutions, the business sector and actors outside Bangladesh (partners, alliances, institutions) etc.

Panel Lawyers

The NGOs maintain panel of lawyers outside of their organizations to assist them on legal issues including court cases. Panel lawyers across Bangladesh provide legal advice and representation service to the clients. These organizations are also supported by consultative groups, comprised of young professionals, including researchers, lawyers, and human rights advocates. These NGOs have a close relationship with the Bar

Associations at all levels, in particular through its management committees comprised of leaders of the Bar within each District.

Networks and Membership

In addition to direct bilateral links with many agencies and actors, these NGOs are members of a wide range of multilateral alliances and networks. The specific role of alliances and networks vary but include policy advocacy and, even more critical implementation advocacy, in solidarity research, knowledge gathering and information exchange, liaison and co-ordination and capacity building.

Knowledge sharing

The selected NGOs undertake a number of activities that serves the purpose of knowledge sharing. Some of these activities are:

- Seminar/workshop
- Publication of newsletters
- Reports
- Website
- Disclosure of important information through the media
- Joint event with GO and other legal aid organizations
- National and international conferences
- Training

Monitoring and follow up of CLS

The monitoring mechanism generally includes monthly report, individual case file maintained to observe subsequent developments, record keeping in MIS, interviewing the clients, interviewing the lawyers and other stakeholders. Monitoring information is recorded by using tools like Monitoring Checklist, Monitoring Format, Report Card, Documents and Questionnaire etc.

Strengths and weaknesses of selected NGOs

The key strengths includes are positive image, large outreach, specialization and skilled human resources. On the other hand, important weaknesses are complete dependence on development assistance, changing priorities of the development partners and changes in government policies.

Organization and management

All the studied organizations are guided by their organizational constitutions and policies, such as, Human Resources, Gender, and Finance policies. In most cases there is a general body/trustee boards and the general body elects the executive committee (EC). The EC provides policy guidelines. A CEO runs the day to day operations and functions of the organizations.

Legal status

All selected NGOs are registered with the NGO Affairs Bureau under Foreign Donation Regulation Ordinance, 1978. ASK, BELA, BNWLA, BLAST, Banchte Sekha, Nagorik Uddyug, and WAVE Foundation are also registered with the Registrar of Joint Stock Companies and Firms under Societies Registration Act, 1860. BNWLA is also registered with the Women Affairs Department. Department of Social Services incorporated NGOs are ESDO, MLAA, Banchte Sekha, SUS, Light House, and WAVE Foundation. Banchte Sekha and SUS are also registered with Micro Credit Regulatory Authority.

Resources/Funding sources

The funding mainly comes from external sources which include bi-lateral, multi-lateral and individual organizations coming from across the globe.

Transparency and accountability

It has been reported that all the organizations are guided by their organizational constitutions and policies, such as, Human Resource Policy, Gender Policy, and Financial Policy etc. All these organizations have governing bodies that oversee their functions and operations. The CLS activities of NGOs are run with the financial assistance of various development partners. As such, for operational purpose of those programs and projects these NGOs are also accountable to them. However, it is also observed that all the selected NGOs are only accountable to their governing and general body members. The common people have little information especially about their financial management.

Conclusions and Way Forward

The selected NGOs, over the years, have made significant contribution in providing community legal services to a larger section of the country's population. The services are wide ranging from indigenous to formal legal means. It also encompasses both rural and urban areas. These organizations work individually in their respective areas of operations and at the same time build alliances and establish networks to carry forward these services. The selected NGOs also assist the government agencies in establishing rights and justices in the country.

Based on the findings and observations, the following suggestions and recommendations are made as way forward.

Extend Coverage by area and population

Area coverage of CLS should be increased which will provide more access to increasing number of the population. For this purpose three prong approaches may be adopted:

- Those NGOs (ASK, BLAST, BELA, BLWLA etc.) which also deals with public interest litigation, their organizational presence in different districts should be extended. This will help common people to seek their services more easily.

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- Other NGOs which are regional and local in nature, their CLS services should be extended to other areas. This will take CLS services closer to the people and more people could be covered.
- Village Court should be activated in more Unions in the country. This will also help in taking CLS services to the doorsteps of the rural masses and thereby increasing the area and population coverage of CLS.

Build partnership/alliances/networks

To forge partnership and build alliance, a National CLS Service Providers Forum may be formed with the membership of the CLS service provider organizations. This will strengthen the process of CLS, develop common ground and working relationship with concerned agencies. Partnership and alliance should also further strengthened with the lawyers' community and associations throughout the country for their increased support and active participation in the CLS process.

Partnership and networks should be developed with the CLS providing NGOs and the media for promoting the legal cause of the people.

Establish Knowledge sharing mechanisms

For knowledge sharing, there should be increased publications of good practices and learning by different CLS providing NGOs. Besides, study tours to different NGOs' project areas should be organized to help the learning process. Seminars, workshops etc. should be organized both at the local, regional and national level.

Build Capacity

A comprehensive capacity need assessment should be conducted in the area of CLS of selected organizations. This will help in identifying capacity gaps in specific areas and specific organizations. Based on the findings, capacity building initiatives should be taken to further develop human resources, system, technology related to CLS.

Chapter 1: Introduction, Background and Rationale

1.0 Introduction

Every democratic society needs to ensure justice for all citizens. Community legal service is necessary to uphold human rights and equality to ensure justice. Scholars have identified legal service as an effective instrument for ensuring rule of law in the societies. Legal service is also an instrument to seek protection under law. It is the professional legal assistance given, either free or for a nominal sum, to indigent persons in need of such helps.

The Constitution of Bangladesh has in clear terms recognized the basic fundamental human rights. One of the basic fundamental rights guaranteed is that all citizens are equal before law and are entitled to equal protection of law. As a large number of the population live below the poverty line, they have little or no means to have access to justice to protect their legal rights. To address this problem legal aid services have been instituted under different laws and acts. These laws and acts intend to provide support to poor people to institute or defend cases in courts. In Bangladesh, some Non-Government Organizations (NGOs) have pioneered the CLS movement. Apart from court cases, these NGOs have training, mediation, legal awareness, and counseling services to help indigent people solve their legal problems.

1.1 Community Legal Services Project

Many in Bangladesh experience a high and pervasive level of insecurity. This is due to both lack of access to justice and weak crime prevention and deterrence. A Safer World survey found 31% respondents reported crime as a problem and 38% have experienced crime in the past 2 years. In particular, women, non-Muslims, non-Bengalis and those living in urban centers suffer. Recognizing these issues, **Safety and Justice (S&J) Program** have been initiated. One of the components of the program would support the expansion of the range of Community Legal Services (CLS) mechanisms. The purpose of this component is to “increase access to accountable and speedy dispute resolution, legal services, crime prevention mechanisms that protect the rights of women, children, ethnic and religious minorities and marginalized communities”. The main aim of the CLS is to help NGOs deliver more and better services for poor and marginalized people in a way that complements and stimulates government provision, will be sustainable and supports wider justice sector reforms.

The objective is to improve the quality and coverage of CLS, build sustainability into CLS programs and organizations, and improve the capacity of the formal justice sector to increase access to justice for the poor and most marginalized groups.

The project's results will be measured by enhanced delivery by NGOs to greater geographical areas (including urban areas), improved targeting of poor and excluded (specifically women, children and minorities), as well as greater quality assurance, attention to sustainability of interventions, better local level collaboration with government authorities, greater advocacy and policy dialogue with government at the national level. Impact will also be measured in terms of effect on prevalent and persistent issues such as violence against women, dowry and land disputes.

1.2 Background and Rationale of the Baseline Study

The Community Legal Services Project (CLS) is a recently approved project funded by the DFID and implemented by a consortium of Maxwell Stamp PLC, as principal contractor, and the British Council and the Center for Effective Dispute Resolution (UK) as the consortium partners. The CLS seeks to empower and support legal and human rights NGOs in Bangladesh in order to deliver community legal services, such as legal aid, community mediation, alternative dispute resolution, resolution of land rights issues, in as many districts as possible. The project has started in February 12, 2012, and the inception period will end on August 12, 2012. The main strategy of the project is providing grants to CLS's partner organizations in order to deliver CLS in the areas where they are most needed, especially in the hard to reach areas, and areas where there has been no CLS activity yet in the past.

In 2007, a mapping exercise has been conducted by the Asia Foundation, which has identified the various NGOs working in the area of CLS. This 2007 study has concluded that CLS activities are present in 35% of the country. This is a conclusion which the baseline study would like to validate. Since the study has been conducted in 2007, the state of affairs in CLS may have changed over the years. The benchmarking of the extent of CLS activities in Bangladesh is important for several important reasons: (a) this data will inform the log-frame of the project, and target for expanding CLS in the future; and (b) this data will be the basis for making geographic expansion plan for the expanding CLS in Bangladesh; (c) the baseline will also serve as the inputs for a capacity development strategy wherein the project intends to tap the more mature and experienced NGOs to provide capacity building support to the less experienced NGOs or to NGOs who would like to adopt a CLS component in their existing development work; and (d) the baseline will also provide input data to the Geographical Information System (GIS) which will be a monitoring tool for the expansion of CLS in the country.

For the above purpose, the CLS project invited qualified research organizations, NGOs, academic institutions, to provide services for the conduct the baseline study, consisting of a mapping exercise and an institutional survey. After being awarded the contract, the Participatory Management Initiative for Development (PMID) conducted baseline survey.

1.3 Objectives of the baseline study

The objectives of the baseline survey were synthesized in the following tasks:

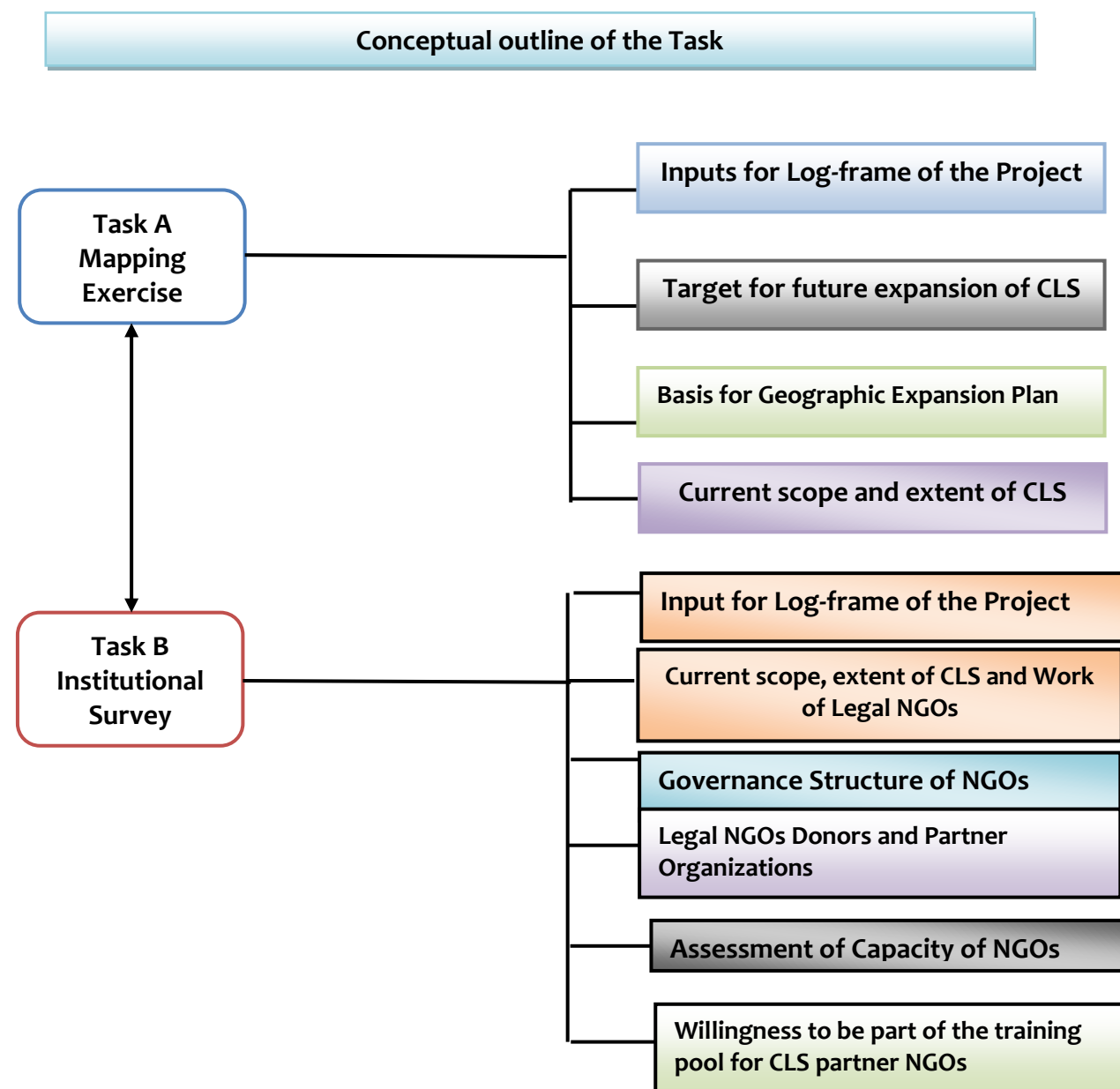
Task A: To conduct mapping exercise that will determine the current scope and extent of CLS activities being done by various legal NGOs by themselves, through their field offices or through their partner NGOs.

Task B: To conduct institutional survey that will provide information on the extent of the work of the legal NGOs, their governance structure, their donors and their partner NGOs. More importantly, to determine the training and knowledge sharing capabilities of the NGOs and their willingness to be part of the training pool for the CLS partner NGOs in the future through the institutional survey.

Chapter 2: Approach and Methodology

2.0 Approach

Based on the problem and objectives of the baseline study, a conceptual approach was developed which guided in accomplishing the objectives of study. The conceptual approach developed is provided below:



2.1 Methodology

The following methodology was developed to meet the study objectives. This methodology, however, was modified based on discussion with the client.

Study Areas

In total 13 NGOs were selected for in depth study. Of them 8 are national and the rest regional and local NGOs.

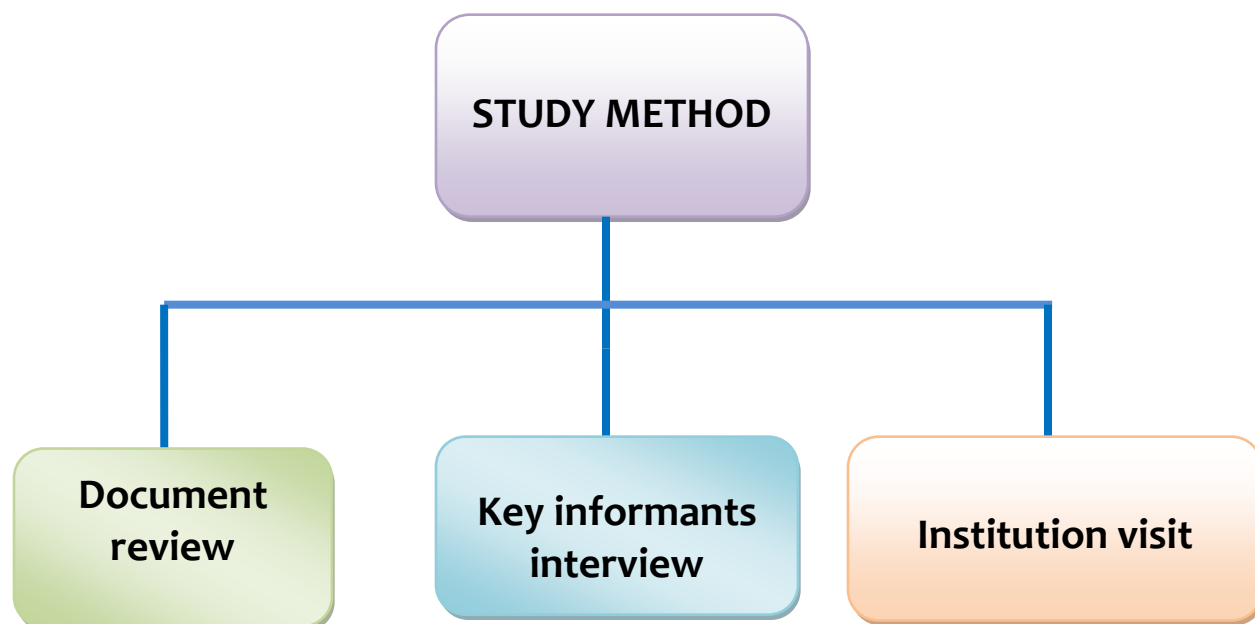
Area	Total NGOs
National	8
Regional and local	5
	13

2.2 Data Collection Methods and Tools

The methodology used for this purpose included:

- Document review
- Key informants interview
- Institution visit to collect first-hand information

The methods used are presented in the following diagram:



Here it needs to be mentioned that 13 NGOs were selected by the project authority to conduct the institutional study.

Chapter 3: Community Legal Services (CLS) in Bangladesh: An Overview

In order to assess the extent of CLS in Bangladesh it is very important to define and determine the legal ambit of CLS as well as the forms of CLS available in Bangladesh.

3.1 Constitutional and Legal Provisions

Community Legal Services are provided in Bangladesh by both government and non-government organizations the root of which is engraved in the Constitution of the People's Republic of Bangladesh as well as various enacted laws of the land. In order to assess the correct approach and extent of CLS provided by both GO and NGOs it is very necessary to get a correct legal conception on CLS on which the Report has been prepared.

3.1.1 Constitutional Provisions

Article 7 of the Constitution is the corner stone which vests all powers of the Republic on the people. This article prohibits the state to make any law inconsistent with the Constitution. This provision is the foundation of the people's empowerment of Bangladesh and the fountain of the enforcement of people's rights enshrined in the Constitution as well as other laws of the land. Article 21 declares the fundamental policy of the Republic that all citizens to observe the Constitution and the laws, to perform public duties and protect public property. It imposes duty on the servant of the Republic to serve the people. This is another important basis of ensuring legal rights and services for the people.

From articles 26-44, there are 23 fundamental rights guaranteed for the citizens/ any person amongst which most important are equality before law, nondiscrimination on grounds of religion, race, caste, sex etc., equality of opportunity in public employment, right to protection of law, protection of right to life and personal liberty, safeguards as to arrest and detention, protection in respect of trial and punishment etc. These are the basis of CLS in Bangladesh. Right to move the High Court Division under article 102 in order to enforce these fundamental rights is also guaranteed by the Constitution. Article 102 provides for 5 kinds of writs e.g. writ of prohibition, mandamus, certiorari, habeas corpus and quo warranto. The basis of public interest litigation is engraved in this article.

3.1.2 Legal Provisions

The important laws which deal with CLS specifically are the Legal Aid Service Act, 2000, the Village Courts Act, 2006, the Muslim Family Laws Ordinance, 1961, the Resolution of Dispute (Municipal Area) Board Act, 2000, the Code of Civil Procedure, 1908 and Salish

Ain, 2001 (Arbitration Act, 2001). There are other laws which provide provision for arbitration or CLS in different manners have been provided in annexes.

3.1.2.1 Legal Aid Service Act, 2000

This law has been enacted to provide legal aid to the financially insolvents, paupers and people unable to get justice for different socio-economic reasons. The Act explicitly defines the term 'legal aid' as providing legal advice and assistance to the financially insolvents, paupers and people unable to get justice for different socio-economic reasons for cases which can be instituted in court of law and pending litigations, providing honorarium to the mediator or arbitrator appointed under sections 89A and 89 B of the Code of Civil Procedure, 1908, providing all reasonable expenditure of a case including any expenditure and providing fees of Advocates.

A National Legal Aid Organization has been set up under this law the administration of which vests on a national administration board headed by the Law Minister where Attorney-General, Law Secretary, Home Secretary, Inspector General of Police, President Supreme Court Bar Association are members amongst others. The National Legal Aid Organization determines the criteria for receiving legal aid, prepares scheme for legal aid, takes measures for advocacy and communications of legal aid services and administers the District Legal Aid Committees. The Act provides constitution of a District Legal Aid Committee headed by the District Judge. The Board has its own fund as well as the District Legal Aid Committee also has its fund to carry on the functions of legal aid at the national and district levels.

3.1.2.2 The Village Courts Act, 2006

The Village Courts are established to dispose of trifling criminal and civil cases at the Union level under this Act. These courts are quasi formal courts the procedure of which is largely informal though the courts are backed by law. The court consists of the Union Parishad (UP) Chairman who acts as Chairman of the Court and each of the party is to nominate two members among which one must be a member of UP. It can only award compensation up to Taka 25,000 in criminal cases and it cannot inflict any punishment in a criminal case while it can order payment of money up to Taka 25,000 or delivery of property or possession to the actual owner thereof. The pecuniary jurisdiction of village courts is maximum Taka 25,000. The appeal lies only in case of a decision by a majority of 3:2 votes. For a criminal case, appeal lies to the Magistrate of first Class (Senior Judicial Magistrate) and for civil case appeal lies to the Assistant Judge having jurisdiction. The Village Courts cannot enforce its own decision.

3.1.2.3 The Muslim Family Laws Ordinance, 1961

This Ordinance provides for an Arbitration Council which is to be constituted by the Chairman UP/Mayor as its Chairman and two members to be nominated one member by each of the parties. This Council deals with polygamy, maintenance and divorce of Muslim man and woman. The Chairman and all the members of the Council must be

Muslim and if the Chairman/ Mayor come from different religion in that case the Union Parishad/ Municipal Corporation/ City Corporation must nominate a Muslim member/ counselor as the Chairman of the Council.

3.1.2.4 The Resolution of Dispute (Municipal Area) Board Act, 2004

This Act provides for a Dispute Resolution Board to be constituted by the Mayor of the Municipal Corporation as Chairman and four members to be nominated by the parties where each of the parties is to nominate two members. Among the said two members one must be a counselor of the Municipal Corporation. The Board has almost similar powers and functions like a Village Court while the Village Court functions within the UP and this Board functions within the Municipal area.

3.1.2.5 The Code of Civil Procedure, 1908

The section 89 A of the Code provides for mediation. After filing written statement except in suit under Artho Rin Adalat Ain, 2003 (Money Loan Court Act, 2003) in all other suits the Court may itself mediate the suit or refer it to the parties or their respective pleaders or to a mediator empanelled by the District Judge. Section 89 B Provides for arbitration. At any stage of a suit if both the parties apply to the Court for arbitration in that case the Court shall give permission to withdraw the suit to be decided under the Salish Ain, 2001 (Arbitration Act, 2001).

3.1.2.6 Salish Ain, 2001 (Arbitration Act, 2001)

Under this Act, arbitration means arbitration lead by any permanent arbitration authority or not. This Act also defines arbitration agreement as expressly provided provision for arbitration in an agreement or on mutual consent arises out of a legal relationship beyond such agreement. The parties are at liberty to choose the members of Arbitration Tribunal and the award of the Tribunal is binding upon the parties. Under specific grounds the Court of District Judge can cancel the arbitration award.

3.2 Types of Community Legal Services (CLSs)

The CLS provided both by the Government and NGOs are of different types. Majority of these types have legal bases. These are discussed below:

3.2.1 Alternative Dispute Resolution (ADR)

Alternative Dispute Resolution (ADR) is a mechanism through which two contesting parties come to an agreement short of litigation. In an ADR the conflicting parties might take the intervention of a third party or not. Over the years, the ADR is getting popular in Bangladesh like other developed countries. In 2003, the Code of Civil Procedure, 1908 was amended to incorporate the provisions of mediation and arbitration and make it

mandatory for court to mediate or refer for mediation and refer for arbitration on application of parties. There are three major forms of ADR which are stated below.

3.2.1.1 Arbitration

Arbitration according to the Code of Civil Procedure, 1908 means the arbitration caused under Shalish Act, 2001. The Arbitration Tribunal under this Act is at liberty to determine its own procedure. Therefore, procedurally the arbitration is informal. The award of the Arbitration Tribunal is binding on the parties unless and until is set aside by the Court of District Judge or by the High Court Division as the case may be on the specific grounds stated in the Act.

3.2.1.2 Mediation

In mediation, the mediator tries to guide the discussion in a way that optimizes parties' need, takes feelings into account and reframes representations.

3.2.1.3 Conciliation

Conciliation is an ADR process whereby the parties to a dispute (including future interest disputes) agree to utilize the services of a conciliator, who then meets with the parties separately in an attempt to resolve their differences. They do this by lowering tensions, improving communications, interpreting issues, providing technical assistance, exploring potential solutions and bringing about a negotiated settlement. Conciliation differs from arbitration in that the conciliation process, in and of itself, has no legal standing, and the conciliator usually has no authority to seek evidence or call witnesses, usually writes no decision, and makes no award.

3.2.1.4 NGO Administered/ Assisted Shalish and Traditional Shalish

This is the most frequently and widely used informal justice system in the rural areas of Bangladesh. NGO administered Shalish has developed some norms and standard by this time and comparatively reliable than that of the traditional *Shalish*. The standard of traditional Shalish has deteriorated substantially and sometimes such Shalish gives illegal decision or inflict illegal punishment in the name of Fatwa.

3.3 Legal Aid

Legal aid is provided by both government and non-government agencies. National Legal Aid Committee and District Legal Aid Committee are the creations of the Legal Aid Service Act, 2000 and these two organizations consist of majority of government representatives. The NGOs provide legal aid as defined in the Legal Aid Service Act 2000 to some extent.

3.3.1 Government Legal Aid

The Government provides legal aid through District Legal Aid Committee as per the policy determined by the National Legal Aid Committee to poor and needy litigants in both criminal and civil cases. The District Legal Aid Committee consists of District Judge as Chair while the Chief Judicial Magistrate, representative of the Deputy Commissioner, Superintendent of police, Government Pleader, Public Prosecutor are the members among others.

3.3.2 NGO Based Legal Aid

NGOs provide legal aid in different forms e.g., legal counseling, legal assistance, financial assistance to the poor litigants, enhancing legal awareness etc. Some of the NGOs assist the justice seekers in getting assistance from District Legal Aid Committee.

3.3.3 Legal and Human Rights Awareness Programs

National Human Rights Commission is the statutory authority which offers different human rights awareness programs. Besides, some of the NGOs as well administer legal and human rights awareness programs.

3.3.4 Local Justice

Local justice in Bangladesh is based on both legally based administration of justice like Village Courts and informal justice system like NGO based Shalish and traditional Shalish.

3.3.5 Investigation, Monitoring and Reporting of Human Rights Violations

Some of the NGOs are engaged in investigation, monitoring and reporting of human rights violations like extra judicial killing, custodial death or torture etc.

Chapter 4: NGOs and Community Legal Services

4.1 Organizational Mandate and Services

As mentioned earlier 13 NGOs have been purposively selected for conducting the study. Here it needs to be mentioned that NGOs in Bangladesh are engaged in diverse activities. The same NGO may be involved in multiple areas of operation. The majority of the NGOs in Bangladesh work in broad areas, such as, education, employment and income generation, micro-credit, health, family welfare, women and children welfare, etc.

However, there are some NGOs which primarily focus on providing legal services. Most of the Human Rights-focused NGOs provide legal services to the aggrieved. In the current study, out of 13 NGOs Ain o Salish Kendra (ASK), Bangladesh Environmental Lawyers Association (BELA), Bangladesh National Woman Lawyers' Association (BNWLA), Bangladesh Legal Aid and Services Trust (BLAST), Madaripur Legal Aid Association (MLAA) are primarily legal services organizations and they mainly endeavor to make the legal services accessible to the poor and the marginalized. Here it should be mentioned that other than MLAA, all other above mentioned NGOs operations cover the whole country as they cater to the legal needs of the aggrieved citizens coming from different parts of the country.

On the other hand, the rest 8 NGOs under study (Bachte Shekha, ESDO, RDRS, WAVE Foundation, SUS, Light House, Nagorik Udjog and BRAC) are engaged in diversified functions and operation as mentioned at the beginning of this chapter. These include education, employment and income generation, micro-credit, health, family welfare, women and children welfare, etc. In addition to the above, they also provide CLSs. But in most of cases, these are project based in nature.

Ain o Salish Kendra (ASK)

Ain o Salish Kendra (ASK) is a national legal aid and human rights organization, established in 1986. Initially focused on providing free legal services to the disenfranchised in Dhaka City, its aims and activities have developed over twenty five years to encompass investigation, advocacy, media campaigning, documentation, training and action research in addition to its core activities of legal services including legal aid, mediation and public interest litigation.

Bangladesh Environmental Lawyers Association (BELA)

Bangladesh Environmental Lawyers Association (BELA) was set up in 1992 with the objective of establishing a sound environment and ecological order for all using law as tool. The organization has adopted various means to create awareness amongst major actors to activate the great bulk of environmental legislation. The broad objective of BELA is to promote environmental justice and contribute towards the development of a sound environmental jurisprudence. The specific objectives of the organization include:

- ☐ undertake studies on and research into the local, national and international regulatory regime on environment;
- ☐ undertake legislative advocacy;
- ☐ seek judicial or administrative relief to ensure implementation of existing environmental laws;
- ☐ resolve environmental disputes through court cases, alternative dispute resolution, mediation and other means;
- ☐ create greater awareness about environmental laws and issues;
- ☐ initiate participatory processes to ensure environmental good governance; provide legal assistance and support endeavours for protection of the environment and associated human rights; and
- ☐ develop networks with local, national and international groups/bodies/agencies working on environment.

Bangladesh National Woman Lawyers' Association (BNWLA)

Bangladesh National Woman Lawyers' Association (BNWLA) was established in 1979. The specific objectives of the organization are to provide legal protection to targeted women and children; undertake advocacy on enactment, reform and amendment of laws/policies; enhance the professionalism of members /staffs and stakeholders for ensuring social justice; provide comprehensive psychosocial supports and social safety net for targeted beneficiaries; and, practice gender equality & good governance.

The programs and service provisions of BNWLA are particularly targeted at the poorest and most disadvantaged areas of the country where comprehensive legal service delivery program along with others preventive and protective supports in establishing human rights and resisting violence against woman and child is most needed. As a human rights organization BNWLA engages itself with proactive individuals and institutions for establishing rule of law and gender equality by:

- ☐ constant advocacy (i.e., lobbying for reform of law/policy, action research/sensitization programs),
- ☐ capacity building specially of women lawyers',
- ☐ catering legal services,

- ☐ delivering comprehensive psychosocial package services,
- ☐ building social safety net and ensuring good governance through democratic practices and also addressing women and children in conflicts (i.e. disasters-both political and natural & discriminatory laws etc).

Bangladesh Legal Aid and Services Trust (BLAST)

Bangladesh Legal Aid and Services Trust (BLAST) was established in 1993 as a free legal services organization with a Board of Trustees comprising eminent jurists, lawyers, and former judges of the Bangladesh Supreme Court. It provides advice and assistance in criminal, family, civil, land and constitutional law matters. The objective of BLAST is to provide free legal aid and to undertake public interest litigation and advocacy activities to ensure that opportunities for securing justice are not denied to any person for any reason. BLAST's mission is to make the legal system accessible to the poor and the marginalized. BLAST envisions a society based on the rule of law in which every individual, including the poor, marginalized and excluded, in particular women, children, people with disabilities, religious and ethnic minorities have access to justice and in which their human rights are respected and protected.

The major activities of BLAST are:

- ☐ capacity building,
- ☐ public interest litigation and advocacy,
- ☐ legal aid, mediation,
- ☐ investigation,
- ☐ Networking, etc.

BLAST provides access to legal aid across the spectrum, from the frontlines of the formal justice system to the apex court. It prioritizes support to women, men and children living in poverty or facing disadvantage or discrimination. It also provides legal aid, advice and representation across a range of areas, including civil, criminal, family, labour and land law, as well as on constitutional rights and remedies, providing access to judicial remedies alongside alternative dispute resolution wherever appropriate. Alongside individual legal aid, BLAST undertakes strategic litigation, or public interest litigation, as a key part of its advocacy for law and policy reforms to ensure effective legal protection of rights.

Madaripur Legal Aid Association (MLAA)

Madaripur Legal Aid Association (MLAA) was started in 1978 by a group of lawyers. MLAA is a team of full-time lawyers and paralegal workers providing free legal assistance on cases of land disputes, dowry, torture and abandoned women. It has the following objectives to:

- ☐ raise the awareness of citizens about their legal rights;

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

- ☐ give legal protection to women whose husbands instigate arbitrary divorce proceeding;
- ☐ assist helpless and abandoned women to obtain maintenance from their husbands through legal redress;
- ☐ provide legal assistance for the poor and underprivileged in all cases affecting person or property;
- ☐ work closely with other similar organizations; and
- ☐ work to reform the law and legal system through seminars and research and publications.

People who cannot afford legal services may avail of MLAA's assistance upon recommendation of the local chairman or member of the Union Parishad or a teacher of the local school or college. Activities of MLAA include:

- ☐ free legal aid services,
- ☐ dispute resolution through mediation,
- ☐ activating UP judicial system (village court & arbitration council),
- ☐ advocacy and networking, institutional capacity building through training programs in the Training and Resource Center (TARC) of MLAA, capacity building of different stakeholders, and
- ☐ monitoring & evaluation.

MLAA operates offices in three neighboring districts-Madaripur, Gopalganj and Shariatpur. Other than MLAA, all other above mentioned NGOs operations cover the whole country as they cater to the legal needs of the aggrieved citizens coming from different parts of the country.

Eco Social Development Organization (ESDO)

Eco Social Development Organization (ESDO) was established as a social institution in northern part of Bangladesh in April 1988. ESDO's goal and objectives include:

- ☐ reduction in income poverty and human poverty of the people in ESDO's working area through undertaking massive income generation activities,
- ☐ literacy program,
- ☐ nutrition and health program,
- ☐ human rights and good governance program giving proper importance to environmental protection and regeneration.

ESDO's functions and activities include:

- ☐ promoting human rights,
- ☐ dignity and gender equality through people's social, economic, political and human capacity building

Women in general and children are the core and central focus of its activities. Extending its services to the ultra-poor is its main manifesto. Eco Social Development Organization (ESDO) has developed some policies and guideline including IEC materials on community legal services for protecting and promoting rights and advocacy for pro-poor along with marginalized and excluded segment of the society.

Rangpur Dinajpur Rural Service (RDRS)

Rangpur Dinajpur Rural Service (RDRS) was established in 1972 to assist relief and rehabilitation operations of greater Rangpur-Dinajpur district. The organization began its work in the remote and physically isolated northwestern corner of the country. Since inception, it has worked extensively and intensively in the very poor and backward rural areas of the Rangpur and Dinajpur districts. RDRS programs put a greater emphasis on:

- ☐ improving education for children and adults,
- ☐ creating awareness on primary healthcare and decreasing infant and maternal mortality rates,
- ☐ raising awareness of social issues, introducing the idea of women's development, and
- ☐ backing up increased credit provision with relevant skills' training.

Banchte Shekha (BS)

Banchte Shekha works in the southern part of Bangladesh with base in Jessore. It was established in 1976 to improve the socio-economic condition of women in the region with a long-term objective to empower women and reduce poverty in the depressed areas for the disadvantage people particularly vulnerable women. Banchte Shekha aims to improve the socio-economic condition of its beneficiaries in the working area especially to establish the women and child rights.

It endeavors to bring about a positive change in:

- ☐ economic, cultural and women empowerment,
- ☐ human rights establishment by facing different types of challenges and risks including prolonged conflict, confrontation, natural disaster, social trend and tendencies, fundamentalism etc.

Its works to:

- ☐ empower destitute, hardcore, marginalized, disadvantaged women through various human rights and empowerment activities
- ☐ ensure social and legal rights against inhumane torture & injustice under prevailing system
- ☐ assist them with multiple ways of income generation
- ☐ encourage them with savings generation

- ☐ make them aware of food preservation & development of expertise in the related fields
- ☐ ascertain health for all and develop awareness on diseases and population control
- ☐ raise awareness on environment, ecosystem, biodiversity and climate change and thus reduce the risk of disaster management
- ☐ create access of the women to justice and human rights
- ☐ educate people through functional and non-formal education
- ☐ provide legal aid (free) to destitute, vulnerable women and children who are most suffers.
- ☐ develop community based pond-fisheries and to conduct adaptive learning/ action research on it.

Sabalamby Unnayan Samity (SUS)

Sabalamby Unnayan Samity (SUS) was established in 1986. SUS is a multifaceted development organization. It works with poor and deprived people by providing different socio-economic and cultural services with a view to eradicate poverty and injustice. This organization aims to improve the health, education, agriculture and livelihoods of the local community. The vision of SUS is to create environment where people live in a society with dignity and justice with particular focus on gender equality and access to rights and justice.

Light House (LH)

Light House is based in Northern Bangladesh that works with rural and urban asset less poor, particularly the landless, distressed, school dropouts, child workers, marginalized and high risk groups, and other disadvantaged adults and children. The NGO was founded in 1988 following the devastating floods of that year. Light House's mission is to work in partnership with other development organizations, civil society and Government to ensure equal access to basic human rights, social security and good governance for the whole community, particularly the most vulnerable and most at risk groups. Light House targeted good governance with the objective to promote and protect human rights that supports local governance and empowers communities. Light House facilitates civil society groups so that they can initiate their own development activities with intensive public participation at all levels.

Nagorik Uddyog (NU)

Since its establishment in 1995, Nagorik Uddyog (NU) has worked to strengthen local government in Bangladesh through the dual imperatives of, on the one hand, raising awareness among the general masses of people's basic human rights and, on the other, building people's capacity to pursue and realize these rights.

NU recognizes that democratic elections are by themselves insufficient in fulfilling democracy; that the poor, marginalized and disadvantaged must be given the power to participate in and contribute to all those decision-making processes that affect their lives.

NU holds special interest in democratizing the historically gender-imbalanced *Shalish*, Bangladesh's traditional rural dispute-resolution system. A fair and equitable *Shalish* especially entails unprecedented access to justice for rural women – the 'poorest of the poor' in this country – and in turn a new and exciting horizon in Bangladesh's development journey.

Wave Foundation (WF)

WAVE Foundation was established in 1990. Since inception WAVE Foundation has been working in the field of human rights, good governance, micro-finance, agriculture, water & sanitation and other development related issues. The aims of these activities are socio-economic empowerment and livelihood, security of poor and marginalized people. Though WAVE Foundation does not have any formal stated policy or guideline around community legal services, however, since inception, WAVE undertook different activities on promoting human rights, socio-economic development of the poor and marginalized.

BRAC

BRAC was established in 1972 soon after the independence of Bangladesh. BRAC has organized the isolated poor and learned to understand their needs by finding practical ways to increase their access to resources, support their entrepreneurship and empower them to become agents of change. Women and girls have been the focus of BRAC's anti-poverty approach; BRAC recognizes both their vulnerabilities and thirst for change.

BRAC has large programs and projects. At the same time, it has the largest CLS program in the country run through its more than 500 CLS clinics. BRAC's Human Rights and Legal Aid Services (HRLS) Program is dedicated to protecting and promoting human rights of the poor and marginalized through legal empowerment.

The CLS program's activities include:

- ☐ legal education,
- ☐ legal aid service provision through Legal Aid Clinics which includes also Alternative Dispute Resolution (ADR),
- ☐ rescue operational support, counseling,
- ☐ legal referrals,
- ☐ staff training and capacity building and
- ☐ networking and strengthening partnerships

Alongside providing direct service, with partner support from like-minded legal aid and human rights institutions, HRLS is able to assist in Writ Petitions and Public Interest Litigations (PILs). In addition HRLS also engages in knowledge-generating sessions to

collaboratively achieve mutual strategies that directly impact the lives of vulnerable communities.

4.2 Community Legal Services (CLS) provided by the selected NGOs

4.2.1 Mediation of disputes at the village level

As mentioned earlier that mediation is a voluntary process of resolving disputes whereby a mediator helps disputants find a settlement which is acceptable and workable. Mediation allows people to decide how they would like to settle their problem and tries to help them reconcile. Resolving disputes through mediation allows individuals and families to quickly recover land, assets, maintenance, dower and/or arrears of wages. The recovered funds are used by clients for many purposes, such as, to earn livelihoods, begin savings, or send children to school.

BRAC, ASK, BLAST, BNWLA, ESDO, RDRS, BS, SUS and NU facilitates alternative dispute resolution (ADR) through mediation for family, land, financial, petty criminal and labour matters. BLAST has settled over 15,000 disputes across the country since 2003. By providing mediation services BLAST has also contributed towards reducing the overwhelming number of cases pending before local courts.

ASK emphasizes dispute resolution through mediation in all appropriate cases, prior to litigation. On receiving a response, it arranges one or more mediation hearings at which the staff lawyer, the complainant and the opposite party discuss the dispute. If no response is received to the written notice, the ASK field worker will make a personal visit to the other party to explain the matter and request them to take part in the mediation.

Assigned staffs and trained beneficiaries of BNWLA play mediators' role at village level. Some times their partners also do this.

There were 1269 disputes under ESDO- through the Activating Village Courts in Bangladesh (AVCB) project, 36 disputes were resolved through mediation.

RDRS Bangladesh providing support for strengthening the capacity of the members of Community Policing and established linkage with different stakeholders at the village level.

A committee comprising of 11 members exists at village level in Banchte Shekha working areas. They facilitate alternative dispute resolution (ADR) through mediation. Some committees are registered as CBOs.

4.2.2 Mediation of disputes through CBOs

Formation of CBOs and mediation of disputes at village level done through them are one of the major activities of BNWLA, ESDO, RDRS, MLAA, BS, SUS, LH, NU, WF and BRAC.

BNWLA trained advanced level CBO members usually acts as mediator at village level. Under ESDO-Food Security for Vulnerable Group Development (FSVGD) project disputes mediation at village level are done through women and male group members. Union Federation of RDRS plays as mediator with the support of community key persons and Union Parishad members to resolve different family disputes (physical and mental torture for dowry, maintenance, polygamy and illegal marital affairs, etc.).

MLAA's refined and modified Salish, known as Madaripur Model of Mediation (MMM) with the assistance of CBOs, operates like traditional Salish but includes skill mediators with training on civil law and mediation procedures helped in establishing the rights of the disadvantaged people, particularly women to ensure peaceful settlement of dispute at local level.

4.2.3 Referral of cases for legal aid to NGOs

The selected NGOs often refer cases to other NGOs. Referrals depend on the nature of the legal issues. RDRS, MLAA, BS, SUS, LH and NU often refer some cases for legal aid to other concerned NGOs with relevant expertise. ESDO refers cases to BLAST for legal aid support to the trafficked victim. On the other hand, many cases were referred from CBO to ESDO for legal aid support. RDRS Bangladesh also provides legal assistance to the women and girls victims when the cases are referred to it by the other organizations and institutions, like- Federations, Professional forums, NGOs and sometimes the UP. All the studied NGOs mentioned that they also whenever necessary refer cases for legal aid to government legal aid providers.

4.2.4 Legal aid from district level to the Supreme Court

BRAC, ASK, BLAST, BNWLA, RDRS, MLAA, SUS, NU and WF provide legal aid from district level to the Supreme Court for poor litigants. RDRS provide legal assistance to vulnerable women and girls. It also rescues women and children from jail and hands over them to their legal guardian or keeps in different shelter homes. MLAA files cases in the Supreme Court through BLAST. NU has a special Legal Aid Cell, which provides the legal aid to the intended beneficiaries. NU receives application from the beneficiaries, then arranges Salish (mediation), organizes meeting with the plaintiff and the accused for more than 3 times, if no result is achieved, then it assists the plaintiff for legal aid. Besides, NU organizes Legal Aid Clinic in a specific area where a group of Panel Lawyers are engaged to provide legal services. Intended beneficiaries receive legal support free of cost from the lawyers.

4.2.5 Legal and human rights awareness programs

Since awareness about rights and responsibility is the key means to protect rights and establish justice, many NGOs organize awareness campaign on issues like human rights and constitutional laws, family laws, women rights and violence against women and children. All the studied NGOs organize awareness programs across the country on legal rights and remedies. These NGOs also conduct training workshops for local community

leaders to build legal awareness. They organize events involving participants from grassroots communities to state institutions such as youth, community leaders, cultural activists, journalists, teachers and students. It uses theatre and socio-cultural activities, such as, debate competitions, publishing wall magazines, etc., as awareness raising tools. They also try to create awareness among the policy-makers and actors working among the general masses. They also advocate to reform laws to eliminate social, legal and political discrimination on the basis of gender, class, ethnicity, race and religion. The advocacy programs are organized at different levels i.e., local, sub national and national levels through awareness building, lobbying and mass communication.

4.2.6 Activating Village Courts, Arbitration Council and Pouro Shalish Board (Municipal Arbitration Board)

BLAST, ESDO, MLAA and WAVE FOUNDATION are involved in Activating Village Courts in Bangladesh funded by UNDP. While BNWLA, BS, SUS, ASK, LIGHT HOUSE and RDRS also involved in promoting village court through providing training to the UP representatives and functionaries. The MLAA took the initial initiative and a pioneer to activate Village Courts. It provides training and developed modules for training UP representatives, Village courts assistant (Union worker) and CBOs. NU has program for Arbitration councils at Union Parishad and Pourashava levels. They work on issues that include divorce, maintenance of wife and second marriage.

4.2.7 Investigating, Monitoring and Reporting Human Rights Violations

Investigation on human rights violation is a vital element to effectively protect human rights. It entails a great deal of information-gathering in order to establish and verify the facts surrounding an alleged human rights violation. Human rights investigation also includes gathering information about incidents, observing events, visiting sites, discussions with government authorities to obtain information and to pursue remedies and other immediate follow-up. All the selected NGOs conduct regular investigations on human rights issues and abuses. These are conducted both in-groups and independently depending on the type of the abuse. Noteworthy issues are violence against women, religious and ethnic minorities, children and issues that hinder the achievement of the rights of the people.

4.2.8 Other Services

Victim support Centre

BNWLA, BS, ASK, BRAC maintain victim support centers. The role of victim support centre is to comfort and assist victims in the aftermath of the crime from which they have suffered, to advise them of the remedial processes and to guide them through the ensuing prosecution of the person accused of the crime.

Shelter home

BNWLA, ASK, RDRS and BS reported to have shelter homes. These homes provide shelter to women and children rescued from different jails, brothels and trafficking.

OCC

The OCC is developed to provide comprehensive care to survivors of domestic violence, burn and sexual assault. As a member of Acid Control & Prevention Committee and as an implementing partner of OCC project, BNWLA is playing a crucial role in this particular area.

4.3 Coverage by area

Coverage by area of the studied NGOs can be seen from the table presented below.

Organization	District	Upazila	Union
BRAC	61	431	4184
ASK	32	-	-
BELA	37	60	-
BNWLA	34	12	06
BLAST	20 (unit office) 41 (non-district unit)	11	55
ESDO	06	21	86
RDRS	08	44	412
MLAA	12	43	282
BS	3	7	36
SUS	5	11	74
LH	5	42	127
NU	08	18	137
WF	12	27	146

* Details of area coverage of each of the organizations are provided in the database

4.4 Partnership and networking

4.4.1 Partnership and cooperation with GO, CSOs and NGOs

All studied CLS providing NGOs mission is to work with the poor and their organizations to establish and claim their rights as citizens; to build their capacity and confidence to advance their empowerment; and to promote good governance and improved access to opportunities, resources and services. This primary strategy is increasingly complemented by engaging in collective action with other actors to bring about synergies and impacts which are beyond the capacity of a single organization in order to achieve shared goals. This includes government agencies at different levels, civil society organizations and networks, professional and research institutions, the business sector and actors outside Bangladesh (partners, alliances, institutions) etc.

These NGOs have intimate working relationship with the relevant ministries and departments of the government of Bangladesh. With the passage of time, they have become members of a number of Task Forces formed under different ministries.

The civil society organizations (CSOs) and groups help poor people to exercise their rights. But such organizations are not competent enough to mobilize people to establish their rights. Therefore, the selected NGOs involve local level organizations and community people to advocate the issues of concern. The partners NGOs are directly engaged with the efforts of studied NGOs to forge alliance with the community for preventing and protecting the rights of women and children and strengthen the voices against violence. The selected NGOs provide technical and financial support to the CSOs to enhance their capacity to protect the rights particularly of women and children.

4.4.2 Panel Lawyers

The CLS providing selected NGOs maintain panel of lawyers outside of their organizations to assist them on legal issues including court cases. Panel lawyers across Bangladesh provide legal advice and representation service to the clients. Staffs at the NGO unit offices coordinate the work of the panel lawyers who are paid a nominal fee to cover the costs of litigation and effectively provide their services. Selected NGOs organize coordination meetings and trainings for the panel lawyers to ensure the quality of services provided. These organizations are supported by consultative groups, comprised of young professionals, including researchers, lawyers, and human rights advocates. These NGOs have a close relationship with the Bar Associations at all levels, in particular through its management committees comprised of leaders of the Bar within each District.

4.4.3 Networks and Membership

Joint action is stronger than individual action for that purpose the studied organizations join different network. They are members of different alliances both in home and abroad. They invest resources (time and skills of lawyers and staffs) in these networking for achieving targeted results and policy changes.

In addition to direct bilateral links with many agencies and actors, these NGOs are now members of a wide range of multilateral alliances and networks. The specific role of alliances and networks vary but include policy advocacy and, even more critical implementation advocacy, in solidarity research, knowledge gathering and information exchange, liaison and co-ordination and capacity building. The selected NGOs also have partners to fund their CLS programs and projects.

4.5 Knowledge sharing

The selected NGOs undertake a number of activities that serves the purpose of knowledge sharing. Some of these activities are:

❑ Seminar/workshop

All the selected organizations organize seminar/workshop about public interest litigation and advocacy and hold issue-based meetings with NGO representatives, judges, lawyers

and the media. Seminars/workshops and information campaigns increase women and children's knowledge and capacity to solve their problems.

☐ ***Publication of newsletters***

The selected NGOs produce newsletters regularly and these are readily available.

☐ ***Reports***

The NGOs also prepare annual reports project completion reports and evaluation reports etc.

☐ ***Website***

All the selected NGOs have their own website. Different reports and publications of the NGOs could be accessed through the webpage.

☐ ***Disclosure of important information through the media***

The studied NGOs involve the media to enhance awareness of masses through publishing special pages highlighting the major activities or recommendations of different professional groups made during various workshops, consultations and roundtables etc. They also organize special events with the media to disseminate the Land Mark Judgments rendered by the court.

☐ ***Joint event with GO and other legal aid organizations***

All the selected NGOs have consultations with the Judiciary and other individuals involved with the justice system to contribute in the process of delivering justice to the victims. They also organize joint event with other legal aid organizations that include seminar, symposium, and theatre etc.

☐ ***National and international conferences***

National and international conferences are organized by many of the CLS providing NGOs. These events help in disseminating information and knowledge sharing.

☐ ***Training***

All the selected NGOs provide trainings on legal and human rights issues with the objective of creating awareness of rights, building the capacity of different stakeholders as human rights defenders and empowering citizens on issues of rights, responsibilities and duties in defense of human rights. They also conduct training workshops for local community leaders to build legal awareness.

4.6 Monitoring and follow up mechanism of CLS

Monitoring is a broad term describing the active collection, verification and immediate use of information to address human rights problems. Human rights monitoring includes gathering information about incidents, observing events, visiting sites such as places of detention and refugee camps, discussions with government authorities to obtain information and to pursue remedies and other immediate follow-up. All NGOs have a documentation team that keeps the organization updated with humanrights abuses published in the major national dailies. The work of the documentationunit is to gather and document relevant information for investigation purposes fromboth the daily papers and personal and organizational sources/contacts, includinghuman rights defenders.

It has been observed that broadly two types of monitoring systems are used by the NGOs. The five organizations that have primary focus on providing legal services of various types have specific monitoring system for CLS activities. These organizations are ASK, BELA, BNWLA, BLAST and MLAA. They monitor the human rights situation in Bangladesh through regular media scanning, and through its own direct investigations.

Here it needs to be mentioned that BRAC though have other focus areas of operations, its CLS operation is the largest in the country in terms of area and population coverage. As such, BRAC also claims to have an elaborate system of monitoring.

The rest 7 NGOs (ESDO, RDRS, Banchte Shekha, SUS, Light House, Nagorik Uddog, and Wave Foundation) have various mandates and activities. The CLS is one of them. In many cases these are project based in nature. These organizations monitoring systems are project oriented as per needs of the development partners and the project itself.

The monitoring mechanism generally includes monthly report, individual case file maintained to observe subsequent developments, record keeping in MIS, interviewing the clients, interviewing the lawyers and other stakeholders like members of the judiciary, law enforcement agencies, local elected representatives and NGO functionaries. Monitoring information is recorded by using tools like Monitoring Checklist, Monitoring Format, Report Card, Documents and Questionnaire etc.

4.7 Strengths and weaknesses of selected NGOs

Organizational strengths are those factors or characteristics of the organization that could serve as the basis for achieving mission and vision. On the other hand weaknesses are the factors that realistically may limit the extent or speed with which mission and vision may be accomplished.

4.7.1 Strengths

BRAC is the largest NGO in the world. BRAC's Human Rights and Legal Aid Services (HRLS) Programis the largest NGO-led legal aid program in the world. It has own funding

source and skilled human resources. ASK has nationwide good reputation. ASK has a well reputed Trustee Board. It has reputed panel of lawyers. BELA over the years also earned a good name in taking up issues relating to peoples' environmental rights. On the other hand, BLAST is one of the leading legal services organizations in Bangladesh and provides access to legal aid across the spectrum, from the frontlines of the formal justice system to the apex court. BNWLA promotes the rights and status of women lawyers alongside fighting for access to justice for all women and children particularly for the most disadvantaged women and children in Bangladesh. ESDO has a strong network and coordination with district legal aid committee, trained staff on legal aid. It has also a good rapport with the legal Aid providing department and law enforcement agencies. RDRS has women rights unit. The main activity of this unit is to protect women Rights and to reduce the violence against women and girls. 'Gender' is a cross cutting issue in RDRS Bangladesh. RDRS provide training and orientation. More than 85% program participants are female. Rehabilitation Center and Federation of RDRS provide vulnerable women and girls awareness raising and skill development training. The MLAA has developed the alternative mechanism for dispute resolution through reformed *shalish* popularly known Madaripur Mediation Model (MMM) which has proved to be effective to address family disputes, community disputes, land disputes and minor criminal disputes in the local level. MLAA has Long experience for striving to strengthen the UP judicial system and CLS which is an initiative to promote justice at the grass root level. Its training cell is well equipped to transfer knowledge and skills to the local community and other organizations. Banchte Sekha can arrange awareness campaign with their own initiatives using their existing physical infrastructure. Banchte Sekha has good rapport and relationship with district administration. Banchte Sekha maintain network with national level organizations. SUS has locally recruited experienced staff. The commitment of these staff is a great strength of SUS. Light House has experienced and skilled staff. Alliance and networking are their other strength. Light house has infrastructure and logistics support to carry out their operations. Good rapport with government agencies is also a noteworthy strength of Light House. Nagorik Uddoyag also has skilled workforce and it follows investigative approach for establishing the rights of the marginalized community.

WAVE Foundation has a good experience in Local justice and governance. It has been and currently also engaged with activation and operationalization of Village Courts. WAVE Foundation has a strong CBO network called *Loak Morcha*.

4.7.2 Weaknesses

The NGOs are generally established to provide services particularly to the poor and the marginalized. But resources are needed to provide these services. In Bangladesh, the overwhelming majority of the NGOs rely upon funds received from foreign sources. This dependence to a great extent determines the performances, successes and failures of these organizations. This also causes them to take up project approach instead of program approach. The key strengths and weaknesses of the studied organizations are summarized and presented in the matrix given below.

Organization	Key Strengths	Weaknesses
BRAC	Positive image, largest NGO in the world, largest outreach CLS program in the country, own funding source, skilled human resources	Too diverse organization, BRAC's all purpose approach
ASK	Nationwide good reputation, well reputed Trustee Board, reputed panel of lawyers, confidence of the judiciary	Complete dependence on development assistance, changing priorities of the development partners
BELA	Reputation earned over the years, Confidence of the common people	Lack of own resources, policy change of the government
BNWLA	Specialization in its field of operation, achievements and reputation	Donor dependence
BLAST	Nationwide good reputation, well reputed Trustee Board, reputed panel of lawyers, confidence of the judiciary, good relation with government agencies	Donor dependence
ESDO	Strong network and coordination with district legal aid committee, trained staff on Legal Aid), good rapport with the legal Aid providing department and law enforcement agencies.	Donor dependence
RDRS	Women rights unit, RehabilitationCenter, Federation	Donor dependence
MLAA	MLAA developed the alternative mechanism for dispute resolution through reformed shalish effective to address family disputes, community disputes, land disputes and minor criminal disputes in local level. Long experience and skills in CLS. Skilled human resources	Donor dependence
Banchte Sekha	Infrastructure , Experience to work in various activities, Organizational Image & credibility , Community Activism,	Donor dependence

Organization	Key Strengths	Weaknesses
	Democratization of Community leadership	
SUS	Experience & Commitment of Staff, Locally recruited Staff, Leadership	Donor dependence
Light House	Experience, skilled staff, Alliance, Networking,	Donor dependence
Nagorik Uddyag	Skilled workforce Investigative approach to the rights of marginalized community	Donor dependence
WAVE Foundation	Experience in Local justice and Governance Field , Activation and operationalization of Village Courts, CBO, Loak Morcha, Partners	Donor dependence

Chapter 5: Organization and Management of NGOs

5.1 Organization and management

It revealed that all the studied organizations are guided by their organizational constitutions and policies, such as, Human Resources, Gender, and Finance policies. In overwhelming cases there is a general body/trustee boards and the general body elects the executive committee (EC). The EC provides policy guidelines. A CEO runs the day to day operations and functions of the organizations. The CLS activities of the selected NGOs are run with the financial assistance of various development partners. As such, for operational purpose of those programs and projects these NGOs are also accountable to them. Existence of financial management system with the provision and practice of both internal and external auditing indicate that there are mechanisms to ensure financial transparency and accountability.

5.2 Legal status

All selected NGOs are registered with the NGO Affairs Bureau under Foreign Donation Regulation Ordinance, 1978. ASK, BELA, BNWLA, BLAST, Banchte Sekha, Nagorik Uddyug, and WAVE Foundation are also registered with the Registrar of Joint Stock Companies and Firms under Societies Registration Act, 1860. BNWLA is also registered with the Women Affairs Department. Department of Social Services incorporated NGOs are ESDO, MLAA, Banchte Sekha, SUS, Light House, and WAVE Foundation. Banchte Sekha & SUS are also registered with Micro Credit Regulatory Authority.

Legal Status of selected NGOs

Registration	No. of Organizations
Registration of Joint Stock Companies and Firms (ASK, BELA, BNWLA, BLAST, Banchte Sekha, Nagorik Uddyug, WAVE)	7
NGO Affairs Bureau (All NGOs)	13
Women Affairs Department (BNWLA)	01
Department of Social Services (ESDO, MLAA, Banchte Sekha, SUS, Light House, WAVE)	06
Micro Credit Regulatory Authority (Banchte Sekha & SUS)	02

5.3 Resources/Funding sources

All the studied NGOs are solely dependent on external funding for running their functions and operations. Only BRAC, as reported, now has the ability to fund about 90% of its operations. The status of funding sources of the selected NGOs can be seen from the matrix furnished below.

Funding Sources of the NGOs

Name of the NGO	Funding Source
BRAC	AusAid, UKAid, BRAC
ASK	OXFAM-NOVIB, Royal Norwegian Embassy, Danida, NETZ-Germany
BELA	NOVIB, Danida, IUCN, MJF
BNWLA	Government of Bangladesh, SIDA, Save the Children International, Plan Bangladesh, USAID, European Commission, MJF, Group Development, France, IOM, The Asia Foundation, European Commission
BLAST	OXFAM-NOVIB, UNDP, Danida, MGH Group Bangladesh
ESDO	SDF- WB, European Union, UNDP, IOM, HEKS –Switzerland, GiZ, DANIDA, The Asia Foundation, Action Aid Bangladesh, ARD Inc., Department of Women Affairs- GoB, USAID Bangladesh
RDRS	The royal nether lands Embassy, Finn Church Aid , RDRS core fund, Norwegian Church Aid, Canadian Development Agency (CIDA)
MLAA	UNDP, EU, MJF, MoLGRDC, UNDP, EU, Danish Embassy, GIZ
Banchte Sekha	Danida, Norwegian Embassy, The Asia Foundation, The British Council, AED, DANIDA PSU- HRGG, MJF, Oxfam-GB, LilianeFond's, World Fish Centre, IDEA-Italy, CARE Bangladesh, CIDA
SUS	ASK, MJF, Action Aid Bangladesh, Swedish Support group, The Swallows India Bangladesh, MJF , SUPRO National committee, Step Towards Development (STD)
Light House	Family Health International, GiZ, BLAST, MJF, ASF, UNICEF
Nagorik Uddyag	UNDP Bangladesh, DANIDA, The Asia Foundation, Action Aid Bangladesh, ARD Inc., USAID
WAVE Foundation	Action Aid Bangladesh, The Asia Foundation, ARD Inc./USAID, DANIDA, UNDP Bangladesh ,Own initiation

5.4 Human resources

Collected data and information on human resources of the studied NGOs are presented in the table furnished below.

Human Resources with specialization

Types	BRAC	ASK	BELA	BNWLA	BLAST	ESDO	RDRS	MLAA	BS	SUS	LH	NU	WF
Legal Aid	455	18	6	80	52	239	6	8	26	2	268	1	143
Local level justice (Mediation, VC, AC)	443	12	6	78	54	19	0	531	22	7	38	84	0
Public interest litigation	2	4	6	15	4	12			14				
Human rights	462	8	5	236	49			4	53		55	3	84
Gender	462	9	4	236		13		1	12	4	191	1	
Environmental justice	-		6	5					14			1	
Advocacy	462	5	9	8	5	150		2	20	2	44	3	12
Research	-		12	8		2			1	1	8	5	6
Financial Management	2	7	8	17	31	104	2	25	64	2	9	6	76
Monitoring and Evaluation	45	3	3	15	12	20	2	12	4	5	7	5	16
Capacity building	9	10		19	8	58	8	14	8	6	20	19	10

5.5 Transparency and accountability

Transparency and accountability is all about the openness of the organization's work and participation by all stakeholders in the decision making processes at all stages. These concepts have recently become prominent as a result of many internal and external factors. Internally, NGOs have realized the importance of internal accountability because it provides a learning platform for promoting responsive governance, effective and efficient management of resources as well as people participation in decision making processes. Externally, NGOs have to follow government rules and regulations and guidelines of funding partners/sources.

It has been reported that all the organizations are guided by their organizational constitutions and policies, such as, Human Resource Policy, Gender Policy, and Financial Policy etc. All these organizations have governing bodies that oversees their functions and operations.

The CLS activities of the selected NGOs are run with the financial assistance of various development partners. As such, for operational purpose of those programs and projects these NGOs are also accountable to them. There is existence of financial management system with the provision and practice of both internal and external auditing.

However, it is also observed that all the selected NGOs are only accountable to their governing and general body members. The common people have little information especially about their financial management.

Their CLS functions and operations are driven by donors' priorities. Local populations have very little or no say on them. Leadership is perpetual in nature. In overwhelming cases, these NGOs are run by the people who played the pioneering role in establishing them.

Succession planning is a critical leadership tool for ensuring organizational growth. One of the greatest challenges facing many organizations in the 21st century is how to affect a well designed change of leadership while maintaining organizational continuity and meeting or exceeding organizational goals. It is observed that there is an absence of visible leadership succession plan in the studied NGOs.

Chapter 6: Conclusions and Way Forward

6.0 Conclusions

Over the years, the NGOs selected for the purpose of the current study have made significant contribution in providing community legal services to a larger section of the country's population. The services offered are wide ranging from indigenous to formal legal means. It also encompasses both rural and urban areas. These organizations work individually in their respective areas and at the same time build alliances and establish network to carry forward these services. The selected NGOs also assist the government agencies in establishing rights and justices in the country.

Investigation revealed that all these organizations are legal entities as are registered under different authorities of the government. Most of them have elaborate administrative apparatus and run under different certain organization approved policies and guidelines. However, all of them for meeting expenses for the services offered by them are solely dependent on development partners' assistances. As mentioned earlier, these organizations are offering wide ranging services to a large section of the population. But still more geographical areas need to be covered and the access of CLS required to be ensured for the increasing number of the population of the county.

In view of the above, the following suggestions and recommendations are made as way forward. It is perceived that these will ensure wider geographical coverage, better services increased access to community legal services especially to the poor and the marginalized.

6.1 Way Forward

Extend Coverage by area and population

Area coverage of CLS should be increased. This will provide more access to increasing number of the population to CLS. For this purpose three prong approaches may be adopted:

- Those NGOs (ASK, BLAST, BELA, BLWLA etc.) which also deals with public interest litigation their organizational presence in different districts should be extended. This will help common people to seek their services more easily.
- Other NGOs which are regional and local in nature, their CLS services should be extended to other areas. This will take CLS services closer to the people and more people could be covered.

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

- Village Court should be activated in more Unions in the country. For this purpose, the NGOs that have expertise in this particular area should be used to increase the Gram Adalat activation process in increasing number of Unions. This will also help in taking CLS services to the doorsteps of the rural masses and thereby increase the area and population coverage of CLS.

Build Partnership/alliances/networks

To forge partnership and build alliance a National CLS Service Providers Forum may be formed with the membership of the CLS service provider organizations. This will strengthen the process of CLS, develop common ground and working relationship with concerned agencies. This will also help the process of knowledge sharing among the forum members. Partnership and alliance should also be further strengthened with the lawyers' community and associations through out the country for their increased support and active participation in the CLS process.

In the present day world, media of all forms and types plays an important role in protecting rights of the citizens. At the same time, it also immensely helps in building awareness of the common people regarding their legal rights. As such, partnership and networks should be developed with the CLS providing NGOs and the media for promoting the legal cause of the people.

Establish Knowledge sharing mechanisms

For knowledge sharing, there should be increased publications of good practices and learning by different CLS providing NGOs. Besides, study tours to different NGOs project areas should be organized to help the learning process. Seminars, workshops etc. should be organized both at the local, regional and national level for awareness development and knowledge sharing. Publication of newsletter on CLS will help in knowledge sharing as well. This will also help in enlisting support from the wider sections of the population on CLS.

Build Capacity

A comprehensive capacity need assessment should be conducted in the area of CLS of selected organizations. This will help in identifying capacity gaps in specific areas and specific organizations. Based on the findings, capacity building initiatives should be taken to further develop human resources, system, technology related to CLS.

Annex1: Fact Sheets

List of Organizations

1. Ain-O-Salish Kendra (ASK) - Dhaka
2. Bangladesh Environmental Lawyers Association (BELA) - Dhaka
3. Bangladesh Legal Aid and Services Trust (BLAST) -Dhaka
4. Bangladesh National Women Lawyers Association (BNWLA) -Dhaka
5. Madaripur Legal Aid Association (MLAA) - Madaripur
6. Nagorik Udyog - Dhaka
7. Banchte Sekha - Jessore
8. Bangladesh Rural Advancement Committee (BRAC) Human Rights and Legal Services Division - Dhaka
9. Rangpur Dinajpur Rural Society (RDRS) - Rangpur
10. Lighthouse - Bogra
11. Wave Foundation - Dhaka
12. Eco-Social Development Organization (ESDO)- Dhaka
13. Sabalamby Unnayan Samity (SUS) - Netrokona

THE COMMUNITY LEGAL SERVICES (CLS)

FACT SHEET

Name of the organization: Ain o Salish Kendra (ASK)

A. Basic Information

- | | | |
|----|----------------------------|--|
| 1. | Name of the Organization | : Ain o Salish Kendra (ASK) |
| 2. | Address | : 7/17 Block-B, Lalmatia, Dhaka-1207 |
| 3. | Year of Establishment | : 1986 |
| 4. | Telephone | : 8126047 |
| 5. | E-mail | : ask@citechco.net |
| 6. | Fax | : 8126045 |
| 7. | Name of Executive Director | : Sultana Kamal |
| 8. | Contact person | : Shah Newaz, Director, Administration and Programme Support |
| | Cell phone no: | 01713064104 |

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
1	Non-Profit Trust	Registrar of Joint Stock Companies and Firms under Societies Registration Act, 1860	1986	No: S-1151/11
		NGO Affairs Bureau under Foreign Donation Regulation Ordinance, 1978	1993	721

B. Program on CLS

10. Goals and objectives of the organization

Sl. No.	Mission	Vision	Goals	Objectives
1	To protect and promote human rights of the disempowered/disadvantaged people through community activism & social mobilization, capacity building, legal services, advocacy and policy intervention by using rights based approach that encompasses the principles of human rights, equality, equity, secularism, rule of law, social justice and democracy	A society established based on the principles of human rights, gender equality, equity, secularism, rule of law, social justice and democracy	Overall objective: Human Rights situation in Bangladesh significantly improved	Specific objective(s): SO1: By 2016, HR standards and mechanisms are increasingly applied by the wider civil society. SO2: By 2016, access to justice for disempowered people is enhanced. SO3: By 2016, the accountability of the state to ensure HR standards is enhanced. SO4: By 2016, the rights of working children are promoted.

C. Institutional Capacity

11. Human resources (What resources are available for your CLS and advocacy work? (E.g. number of key staff, budgets, highly skilled staff, technical expertise in specialized areas such as legal aid, public interest litigation, human rights, gender, environmental justice, research, advocacy etc.)

Number of staff

No. of staff	Male	Female	Total
	67	155	222

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	10	7	17	1	0	1
2.	Mediation	0	12	12	0	0	0
3.	Public interest litigation	2	2	4	0	0	0
4.	Human rights	4	3	7	1	0	0
5.	Gender	5	4	9	0	0	0
6.	Advocacy	2	3	5	0	0	0
7.	Financial Management	4	3	7	0	0	0
8.	Monitoring and Evaluation	1	2	3	0	0	0
9.	Capacity building	4	6	10	0	0	0
10.	Other (Mention) Child Rights	3	13	16	0	0	0
11.	Psycho-social Counseling	0	5	5	0	0	0

Number of supporting staff (Including Education cum Liaison Officer)

Sl.	No. of supporting staff	Male	Female	Total
1.		18	83	101

12. Training received by the Professional Staff: (for the period: 2007 - 2011)

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	TOT on facilitation Skill	Mid and junior level	89	ASK	ASK	6 days
2.	Orientation session on ASK Staff	Entry level	11	ASK	ASK	2 days
3.	TOT on Fact finding	Mid level	18	ASK	ASK	
4.	Training on strong Govt. national convention	Mid level	1			

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
5.	National seminar on Aborigine peoples occupational rights for AIB	Mid level	1			
6.	Training on political empowerment of women	Junior level	1			
7.	TOT on Documentation	Mid level	23	ASK	HURIDOCS	3 days
8.	Training on War crime	Junior level	2			
9.	Training on transactional Analysis	Mid level	67	ASK	ASK	10 days
10.	International Technology of participation (TOP) basic Training of Trainers	Junior level	1			
11.	Workshop on Gender responsive budget	Mid level	1			
12.	The world wide enhance of social compliance		1			

* Besides, many senior and mid management staff members have professional degree/diplomas from reputed universities/institutions from home and abroad.

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	√	
2.	Gender Strategy & Guideline	√	
3.	Financial Management Policy	√	
4.	Procurement policy	√	
5.	Administrative policy	√	
6.	Training Module & Manual and Curriculum	√	
7.	Others (specify) <i>Child Policy</i>	√	

14. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: Rented:1
2.	Branch office	Own: Rented:8 *
3.	Training Centre	Own: Rented:
4.	Accommodation capacity of Training Centre	N/A
5.	Vehicle	2
6.	IT	Server:1, Computer: 75, Laptop: 11, Printer:42, Scanner:3 Multi-media Projector: 3

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: Bangladesh Environmental Lawyers Association (BELA)

A. Basic Information

- 1. Name of the Organization : Bangladesh Environmental Lawyers Association (BELA)**
- 2. Address : House # 15A (4th Floor), Road # 03, Dhanmondi, Dhaka 1205**
- 3. Year of Establishment : 1992**
- 4. Telephone : +880 2 8614283, 8618706**
- 5. E-mail : bela@bangla.net**
- 6. Fax : +880 2 8612957**
- 7. Name of Executive Director : Syeda Rizwana Hasan**
- 8. Contact person : +8801711526066**
Cell phone no:

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non-Profit Organization	NGO Bureau	1993	713
		Joint Stock Companies of Bangladesh	1992	Act XXI of 1860 no S1457 (17)92

B. Program on CLS

10. Goals and objectives of the organization:

Sl. No.	Mission	Vision	Goals	Objectives
10.1	<ul style="list-style-type: none"> Ensuring environmental protection through due process of law. Upholding the rights of the poor and the women to their environmental entitlements Anthropocentric environmentalism that is not upholding conservation without consideration of the natural resource dependent poor Community ownership and management of natural resources in a just, equitable and gender sensitive way 	Promoting environmental justice	<ul style="list-style-type: none"> Believes in and follows a rights based approach to not only the environment but development in general; Believes in and upholds principles of equity; and Strives to attain gender rights and equity. 	The objective of BELA is to promote environmental justice and contribute towards the development of a sound environmental jurisprudence.

C. Institutional Capacity

- Human resources (What resources are available for your CLS and advocacy work? (E.g. number of key staff, budgets, highly skilled staff, technical expertise in specialized areas such as legal aid, public interest litigation, human rights, gender, environmental justice, research, advocacy etc.)

Number of staff

No. of staff	Male	Female	Total
	24	13	37

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	4	2	6			
2.	Mediation	5	1	6			
3.	Public interest litigation	2	4	6			
4.	Human rights	2	3	5			
5.	Gender	1	3	4			
6.	Environmental justice	2	4	6			
7.	Advocacy	4	5	9			
8.	Research	11	1	12			
9.	Financial Management	4	4	8			
10.	Monitoring and Evaluation	1	2	3			

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
1.		11	2	13

12. Training received by the Professional Staff:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	Environment and Environmental Law	Legal Aid, Mediation, Public Interest Litigation, Environmental Justice, Advocacy & Research	29	BELA	MJF, Inter-Peres-Canada, Oxfam Novib	6 days
2.	PIL	Public Interest Litigation, Environmental Justice	3	M.C Mehta Foundation, New Delhi, India	E-Law World wide	7 days
3.	Gender Mainstreaming	Legal Aid, Mediation, Research	12	Oxfam Novib	Oxfam Novib	3 days

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
4.	RTI (Right to Information) Training	Legal Aid, Mediation, Research	5	Information Commission, Manusher Jonno Foundation	Information Commission, Manusher Jonno Foundation	2 days
5.	Environment and Climate Change	Legal Aid, Mediation, Research	29	BELA	Manusher Jonno Foundation	2 days
6.	Training on Financial Management	Financial Management	1	Manusher Jonno Foundation	Manusher Jonno Foundation	4 days
7.	Environmental Leadership Program (ELP)	Public Interest Litigation	2			22 days
8.	Training on Monitoring & Evaluation	Monitoring & Evaluation	2	Manusher Jonno Foundation	Manusher Jonno Foundation	3 days
9.	Training on Advocacy	Advocacy	2	IDDPA	Manusher Jonno Foundation	3 days

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	Being developed	
2.	Gender Strategy & Guideline	✓	
3.	Financial Management Policy	✓	
4.	Procurement policy	✓	
5.	Administrative policy	✓	
6.	Training Module & Manual and Curriculum	✓	
7.	Others (specify)	Being developed of Field Inspection and Legal Service	

14. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	✓ Rented:
2.	Branch office	✓ Rented:
3.	Training Centre	N/A
4.	Accommodation capacity of Training Centre	N/A
5.	Vehicle	2
6.	IT	Desktop Computers 20 connected to broadband 7 laser printers 1 colour printer 3 photocopiers

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: Bangladesh Legal Aid and Services Trust (BLAST)

A. Basic Information

1. **Name of the Organization** : Bangladesh Legal Aid and Services Trust (BLAST)
2. **Address** : YMCA Development Center , 1/1 Pioneer Road, Kakrail, Dhaka 1000
3. **Year of Establishment** : 1993
4. **Telephone** : 9349125 – 6; 8313689
5. **E-mail** : mail@blast.org.bd
6. **Fax** : 9347107
7. **Name of Executive Director** : Currently no Executive Director/ But full time Honorary Director
Ms. Sara Hossain, Bar at Law
8. **Contact person** : Ms. Sara Hossain
Cell phone no: 1713 128

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
1.	Non profit company limited by guarantee and established under the Companies Act	Registrar of Joint Stock Companies and Firms	29 May 1993,	CTO 311 (23)/93
2.	Others (please specify)	NGO Affairs Bureau under the Prime Minister's Secretariat	19 December 1993 and renewed to date	no 786

B. Program on CLS

10. Goals and objectives of the organization

Sl. No.	Mission	Vision	Goals	Objectives
10.1	BLAST's mission is to make the legal system accessible to all, in particular the poor and the	BLAST envision s a society based on the rule of law in which every individual particularly the poor, the marginalized and	Poverty and inequality reduced and increased access to justice for socially excluded, and marginalised women, men and	In view of the vision and mission statement, the specific objectives of BLAST are ► To provide free legal aid and to undertake public interest litigation and advocacy activities to ensure that opportunities for securing

Sl. No.	Mission	Vision	Goals	Objectives
	marginalized.	excluded, in particular women, as well as children, peoples with disabilities, indigenous peoples (Adibashis) and Dalits have access to justice and their human rights are respected and protected	children. Availability of legal services for increased access to justice for women, men and children living in social exclusion or facing discrimination	<p>justice are not denied to any person for any reason;</p> <ul style="list-style-type: none"> ▶ To administer a trust fund for establishing and maintaining legal aid and services units supported by the grants from the Trust; ▶ To establish legal aid/assistance and human rights protection units in the bar associations and in different localities of the country, including rural areas; ▶ To conduct special training programmes through which relevant skills and expertise can be imparted to lawyers, activists and others; ▶ To coordinate the activities of the units with other organizations, including NGOs working in related fields; ▶ To publish original research articles and reports about matters useful to lawyers; ▶ To promote improved legal education, including awareness of responsibility for providing legal aid to disadvantaged persons, and to promote, establish and maintain national institutions for legal education; ▶ To organize seminars, symposiums and extension lectures on various law subjects for advocates, teachers, law students, and ▶ To promote participation in international conferences, workshops, and training and educational programmes.

C. Institutional Capacity

11. Human resources

No. of staff	Male	Female	Total
284	76	208	286

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	33	19	52			
2.	Mediation	39	15	54			
3.	Public interest litigation	2	2	4			
4.	Advocacy	1	4	5			
5.	Financial Management	24	4	28	1 (AVCB)	2 (AVCB)	3
6.	Monitoring and Evaluation	7	1	8	3 (AVCB)	1 (AVCB)	4(AVCB)
7.	Capacity building (AVCB Training)	4	0	4	4	0	4
8.	Other (Mention) AVCB PC, DC, Field Workers/Court Assistant	74	39	113	74	39	113
9.	Administration	2	2	4			
10.	Programme Support Staff	35	0	35	13 (AVCB)	0	13

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
1	Programme Support Staff	35	0	35

12. Training received by the Professional Staff: (information given for the period 2009 to 2011)

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	Environmental Law and Land Law	Staff Lawyer	2	BELA	BLAST	3-5 days
2.	Project Monitoring and Evaluation for NGO's and the Development Sector	Coordinator (Investigation, M&E)	1	Prothom Alo	BLAST	Day long
3.	Land Survey	Staff Lawyer	1	Association for Land Reform	BLAST	3 days
4.	"Men, Health and Gender Equity in Bangladesh"	Staff and Research Lawyer	2	James P Grant School of Public Health at BRAC University	BLAST	Day long
5.	South Asian Feminist Capacity Building Course on Gender, Sustainable Livelihoods, Human Rights and Peace	DD (Legal), Assistant Coordinator (Mediation)	2	SANGAT, a South Asian Network	SANGAT, a South Asian Network	One month
6.	Human Rights Advocacy Training and Business	Unit Coordinator	1	Diplomacy Training Programme, Human Rights Working Group, Business Watch	Diplomacy Training Programme, Human Rights Working Group, Business Watch	6 days
7.	Police Reforms	Unit Coordinator	1	Commonwealth Human Rights Initiative	Commonwealth Human Rights Initiative	5 days
8.	<i>Working with Victims</i>	Junior Staff Lawyer	1	organised by the Victim Support Centre, Dhaka	BLAST	Day long

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
9.	Right to Information (RTI)	Coordinator (Communications & Advocacy; Investigation and M&E; Admin Officer)	3	Nagorik Uddyog	BLAST	3-5 days
10.	ADR	Assistant Coordinator (Mediation) and Junior Staff Lawyer	2	Judicial Administrative Training Institute (JATI), the South Asian Institute of Advanced Legal and Human Rights Studies (SAILS) and The Loyola Law School Center For Conflict Resolution, Los Angeles	BLAST	Day long
11.	Economic, Social and Cultural Rights	Researcher, Junior Staff Lawyer	2	Asian Institute for Human Rights (AIHR) and (ASK)	BLAST	7days
12.	Sexuality, Gender and Rights Institute held at Turkey, Istanbul	Unit Coordinator	1	CREA (Creating Resources for Education and Action) of New Delhi/New York.	Diakonia	10 days
13.	Gender Training	Unit Coordinators and HO Senior Staff	25	BLAST	BLAST	3days
14.	EEE-NGO-ICT Training-Workshop	AD (Admin); Deputy Coordinator (IT); Programme Assistant	3	DNet	DNet	4days
15.	Human Rights Training for Dhaka based Human Rights Defenders	M & E Officer	2	NHRC	NHRC	2days

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	Yes, Incorporated in the Service Rules	
2.	Gender Strategy & Guideline	Gender Policy, Sexual Harassment Policy	
3.	Financial Management Policy	Yes, Financial Manual	
4.	Procurement policy	Yes, Included in the Financial Manual	
5.	Administrative policy	No, but Office Manual is to be prepared	
6.	Training Module & Manual and Curriculum	Module: Gender training, Legal Handbook for Workers; Let's Learn the Law;	
7.	Others (specify)	Child Protection Policy (approved by Board but not yet disseminated)	

14. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: Rented: 1
2.	Branch office	Own: Rented: 31
3.	Vehicle	Own: 3
4.	IT at HO and Unit level	<ul style="list-style-type: none"> ▪ Data base server (DELL 1600SG) ▪ Mail (Gateway) Server using LINUX FEDOURA Core ▪ 64 KBPS dedicated internet connection ▪ Application Server ▪ Proxy Server ▪ Domain (DHCP) server ▪ CISCO Catalyst 2950T Switch ▪ DELL Power Edge 2300 Switch ▪ SDSL Modem (KT and DASAN) ▪ Number of PCs – 175 + 20 ▪ Printers (Laser Jet) - 36 ▪ Digital e-studio (Toshiba E16) ▪ Scanner (Flat bed) - 1 ▪ Notebook Computer-3 ▪ Multimedia Projector – 2 ▪ OHP – 26 ▪ Digital Camera-4 ▪ Video Camera – 1 ▪ Digital Public Address System (4 Channels) ▪ UPS – 175 ▪ Panasonic IP based Hybrid PABX ▪ PABX call register software ▪ Cannon laser Fax Machine
5.	Furniture & Fixture	Table, Chairs, Fan, ACs,
6.	Office Equipment	Phone, Fax etc.

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of organization: Bangladesh National Woman Lawyers' Association (BNWLA)

A. Basic Information about the Organization

- 1. Name of the Organization :** Bangladesh National Woman Lawyers' Association (BNWLA)
- 2. Address :** Monico Mina Tower (2nd to 9th floor) , 48/3 West Agargoan, Dhaka, Bangladesh
- 3. Year of Establishment :** 1979
- 4. Telephone :** 880-2-8112858, 8125866, 9143293
- 5. E-mail :** bnwla@hrcmail.net
- 6. Fax :** 880-2-8125866
- 7. Name of Executive Director :** Advocate Salma Ali
- 8. Contact person Cell phone no:** Advocate Salma Ali, 01711595203, 01819226212✓

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non profit organization	Registered under the authority of Joint Stock Company & Firms (Under Societies Registration Act XXI of 1860); Registered under the authority of NGO Affairs Bureau (Under Foreign Donation Regulation Ordinance # 46 of 1978) Registered under the authority of Women Affairs Department	1982 1991 1990	S-828 506 MBP/Dhaka/21 st /90

B. Program on CLS

10. Goals and objectives of the organization

Sl. No.	Mission	Vision	Goals	Objectives
10.1	<p>Bangladesh National Woman Lawyers Association [BNWLA] is a human rights organization engaging themselves with proactive individuals and institutions for establishing rule of law and gender equality by constant advocacy [i.e. lobbying for reform of law /policy, action research/sensitization programs], capacity building specially women lawyers', catering legal services, delivering comprehensive psychosocial package services, building social safety net & ensuring good governance through democratic practices & also addressing women & children in conflicts (i.e. disasters-both political and natural & discriminatory laws etc).</p>	<p>To ensure rule of law and gender equality by accountable, transparent democratic practice of state to respect Human Rights and Fundamental rights.</p>	<p>Ensure women and children rights & social justice.</p>	<ul style="list-style-type: none"> Organize women to develop their status in the community. Adopt measures to remove all forms of discrimination and harassment against women & children Improve domestic, social, legal and economic status of women & children. Create equal opportunities and establish equal rights for every women and children in Bangladesh. Ensure justice for all and advocate combating violence against women & children.

C. Institutional Capacity

11. Human resources

Number of staff

No. of staff	Male	Female	Total
236	28	208	236

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	2	78	80	0	0	0
2.	Mediation	0	78	78	0	0	0
3.	Public interest litigation	0	15	15	0	0	0
4.	Human rights	28	208	236	0	0	0
5.	Gender	28	208	236	0	0	0
6.	Environmental justice	0	5	5	0	0	0
7.	Advocacy	3	5	8	0	0	0
8.	Research	3	5	8	0	0	0
9.	Financial Management	12	5	17	0	0	0
10.	Monitoring and Evaluation	3	12	15	0	0	0
11.	Capacity building	5	14	19	0	0	0
12.	Other (Mention)	10	23	33	0	0	0

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
2.	12	4	8	12

12. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	√	
2.	Gender Strategy & Guideline	√	
3.	Financial Management Policy	√	
4.	Procurement policy	√	
5.	Administrative policy	√	
6.	Training Module & Manual and Curriculum	√	
7.	Others (specify) Sexual Harassments Prevention and Protection Policy Program Operation Guideline	√	

13. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: 2 Rented: 40
2.	Branch office	Own: Rented: 38
3.	Training Centre	Own: Rented: 1
4.	Accommodation capacity of Training Centre	None
5.	Vehicle	Own : 5, Rented :0
6.	IT	Own : 275 computers

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of Organization: Madaripur Legal Aid Association (MLAA).

A. Basic Information

- 1. Name of the Organization** : Madaripur Legal Aid Association (MLAA).
- 2. Address** : Hamid Akhond Sarak
New Town, Post Box-09
Madaripur-7900
- 3. Year of Establishment** : 1978
- 4. Telephone** : 0661-61518, 62424
- 5. E-mail** : mlaa@bangla.net
- 6. Fax** : 0661-61186
- 7. Name of Executive Director** : Fazlul Huq
- 8. Contact person** : Khan Md. Shahid
Cell phone no: 01715202919

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non-Profit Trust	a) Dept. of Social Welfare b) NGO Affairs Bureau	1989 1981	Mada-99 55

B. Program on CLS

10. Goals and objectives of the organization:

Sl. No.	Mission	Vision	Goals	Objectives
10.1	MLAA will strive to ensure access to justice and legal rights for all people irrespective of sex, cast, creed, religion, sexual orientation, race and those affected by	A just society where rule of law and human rights is upheld.	Improved quality of life of the disadvantaged people through establishing their human, legal and women rights, for peaceful coexistence	<ul style="list-style-type: none"> ▪ Accessing justice through effective functioning of informal justice processes of the Village Court, Arbitration Council and MLAA's Mediation Model for poor, marginalised and vulnerable people. ▪ Legal rights of majority of

	HIV/AIDs through the informal justice processes and formal justice system.			<p>justice seekers are established in the formal justice system through MLAA's legal aid services.</p> <ul style="list-style-type: none"> ▪ A significant number of women are empowered to uphold their rights and effectively participate in the informal justice mechanisms. ▪ MLAA maximises its resources and contributes to its budget to continue its services for the poor, marginalised and deprived people. ▪ MLAA has an expert task-force of managers and field staff supported by updated organisational policies, systems and logistics ensuring delivery of quality services.
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C. Institutional Capacity

11. Human resources

Number of staff

Name of Project	Male	Female	Total
Access to Justice & Human Rights Phase-III	137	187	224
Enhancing opportunities to justice at rural level	22	58	80
Activating Village Courts in Bangladesh	175	143	318
Improvement of the real situation of overcrowding in prisons in Bangladesh	4	1	5
Total :	338	389	627

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	04	04	08	-	-	-
2.	Local level justice (Mediation, VC, AC)	261	270	531	-	-	-
3.	Human rights	02	02	04	-	-	-
4.	Gender	01	-	01	-	-	-

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
5.	Advocacy	01	01	02	-	-	-
6.	Financial Management	20	05	25	-	-	-
7.	Monitoring and Evaluation	11	1	12	-	-	-
8.	Capacity building	10	4	14	-	-	-
9.	Other (Mention) Para Legal	04	01	05			

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
1.	25	17	8	25

12. Training received by the Professional Staff:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	Training workshop on Documentation for NGOs	Senior Management	01	Openspace, Benson Town, Bangalore, India		5 days
2.	Women's property and Inheritance Rights.	Senior Management	01	NGO Small Grants program-USAID, Washington, NY, USA.		June 18-21, 2002
3.	Globalization Impact on the social, cultural and economical rights of the Marginal Groups	Senior Management	01	FORUM-ASIA Asian forum for human rights and development Bangkok, Thailand		September 28 to 2 nd October, 2001
4.	Participatory Planning Monitoring & Evaluation	Senior Management	01	Jointly organized by CCDB-HOPE Dhaka and SEARCH, Bangalore, India		May 7-12, 2001 6 days
5.	Program on Development Management for NGO Executives	Senior Management	01	Socio Legal Aid Research and Training Center, Calcutta, India.		3 rd Feb' 96 to 11 th Feb' 96 9 Days
6.	Program for Development Managers (PDM)	Senior Management	02	Asian Institute of Management, Lopex Foundation, Manila, Philippines.		2 nd to 27 th May' 94 25 Days

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
7.	Project Planning, Monitoring & Evaluation	Senior Management	03	Technical Assistance for Rural Development (TARD), Dhaka		14 th to 24 th Nov' 93 11 Days
8.	Objectives oriented Project Planning (Advance Course)	Senior Management	06	ZOOP, Coordinating Unit, GTZ, PAS, Gulshan, Dhaka, Bangladesh.		14 th to 18 th March' 93 5 Days.
9.	Objectives Oriented Project Planning (Basic Course)	Senior Management	06	ZOOP, Coordinating Unit, GTZ, PAS, Gulshan, Dhaka, Bangladesh.		23 rd to 27 th May '92 5 Days.
10.	Institutional self-sufficiency for Non-Governmental (NGO)	Senior Management	02	Micro Industries Development Assistance Society (MIDAS), Dhaka, Sponsored by The Asia Foundation.		23 rd Nov to 28 th Dec '91 36 Days
11.	Accounting Information for Management Planning & Control	Senior Management & Med. level	05	Bangladesh Management Development Centre (BMDC), Dhaka, Bangladesh.		11 th Feb to 30 th March '89 40 days
12.	Workshop on Participatory and Sustainable Society	Senior Management	01	ACFOD THAILAND		11 th June to 25 June 1991
13.	International Training Program on Human Rights & Legal Aid.	Senior Management	01	FLAG Human Rights Foundation, Manila, Philippines		23 rd Sept. to 25 th Oct 1991
14.	Training Workshop on Development, Law & Social Justice (Human Rights Related Course)	Senior Management	01	Institute of Social Studies (ISS) P.O. Box-90773, 2509 LS, The Hague The Netherlands.		16 th Sept. to 04 th Nov. 1993
15.	International Human Rights Training Program	Senior Management	03	Canadian Human Rights Foundation, Montreal, Canada		11-30 June 2000

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
16.	Workshops on Human Rights Defenders	Senior Management	02	FORUM ASIA, Bangkok, Thailand		January 18-20, 2009
17.	Asian Human Rights Training and Study Session	Senior Management	02	Faculty of Social Science, Chulalongkorn University, Bangkok, Thailand & Asian Forum on Human Rights & Development (Forum Asia) Thailand	From Asia	22 Days October 22nd to 11th November 2000
18.	International Training on Human Rights and Human Rights Protection Mechanism	Med. level Management	02	Institute of Human Rights-IHR, Bangaluru, INDIA		11 Days 13-23 July, 1998
19.	Development Journalism	Senior Management	01	Ecumenical Christian Centre, Bangaluru, INDIA		30 Days November 1989
20.	Socio-Legal Research Methodology	Senior & Med. level Management	12	Indian Social Institute-ISI, INDIA	MLAA	5 Days
21.	Fact Finding & Documentation on Human Rights Violations	Senior & Med. level Management	08	Asia Forum for Human Rights & Development-Forum Asia, Thailand		10 Days
22.	TOT	Senior & Med. level Management	24	Proshikha		10 days
23.	Gender	Med. level Management	24	BRAC		7 days

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	✓	
2.	Gender Strategy & Guideline	✓	
3.	Financial Management Policy	✓	

Sl. No.	Particular	Yes	No
4.	Procurement policy	✓	
5.	Administrative policy	✓	
6.	Training Module & Manual and Curriculum	✓	
7.	Others (specify)	✓	
8.	PIP	✓	
9.	Project Guideline	✓	
10.	Booklet on Mediation, AC/VC, HR, woman rights, children rights.	✓	
11.	Ain-o-Salish Sahayika	✓	

14. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: 3 Rented: 3
2.	Branch office	Own: Rented: 16
3.	Training Centre	Own: 2 Rented:
4.	Accommodation capacity of Training Centre	50
5.	Vehicle	1
6.	IT	40
7.	Multimedia	2
8.	Camera	7
9.	Motorcycle	50 (On loan provided by MLAA)

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: Nagorik Uddyog

A. Basic Information

- 1. Name of the Organization : NAGORIK UDDYOG (Citizen's Initiative)**
- 2. Address : House # 8/14, Block-B, Lalmatia, Dhaka-1207, Bangladesh**
- 3. Year of Establishment : 1995**
- 4. Telephone : 88-02-8115868**
- 5. E-mail : zhossain@agni.com, info@nuhr.org**
- 6. Fax : 88-02-9141511**
- 7. Name of Executive Director : Zakir Hossain, Chief Executive**
- 8. Contact person Cell phone no: Zakir Hossain, Chief Executive, Nagorik Uddyog
Cell Phone No: 02-01713081852**

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non-Profit Trust	- Joint Stock Companies Act no (Act XVIII) - NGO Affairs Bureau	March 20, 1995 February 23, 1998 (Renewal date February 23, 2008)	C 360 (17)/ 95 1240

B. Program on CLS

10 Goals and objectives of the organization:

Sl. No.	Mission	Vision	Goals	Objectives
10.1	To build and promote community	A Bangladesh without poverty where socially	Promoting human right,	- To raise consciousness of human rights, laws and gender equality at the grassroots.

Sl. No.	Mission	Vision	Goals	Objectives
	institutions, creating sustainable livelihood opportunities and institutionalizing human rights, particularly for poor and marginalized women, minorities and socially excluded	and environmentally conscious citizens achieve their full potential irrespective of gender or social status.	Improve access to justice and good governance, especially to promote women's rights based on the principles of equality and justice.	<ul style="list-style-type: none"> - To create an environment conducive to fulfilling democratic rights. - To promote rights of socially excluded people, specially Dalits - To ensure access to justice through mediation and legal aid. - To promote political participation to ensure a fair, open and accountable electoral system. - To support women at the grassroot level, ensuring their effective and broad participation in political processes. - To establish and consolidate national and international human rights networks. - To conduct research on key aspect of Bangladeshi society and on the impact of global policies on local human rights realities.

C. Institutional Capacity

11. Human resources

Number of staff

No. of staff	Male	Female	Total
	97	56	153

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid*	1	-	1	-	-	-
2.	Mediation	54	30	84	-	-	-
3.	Human rights	3	-	3	-	-	-
4.	Gender	-	1	1	-	-	-
5.	Environmental justice	1	-	1	-	-	-
6.	Advocacy	2	1	3	-	-	-
7.	Research	3	2	5	-	-	-

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
8.	Financial Management	6	-	6	-	-	-
9.	Monitoring and Evaluation	4	1	5	-	-	-
10.	Capacity building	15	4	19	-	-	-
11.	Other (Mention) HR, ES, IT	4	7	11	-	-	-
Total		93	46	139	-	-	-

* We have 16 panel lawyers in 5 districts.

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
1.		11	03	14

12. Training received by the Professional Staff:

A. Training-National Level:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration	Date
1.	South Asian Legal Empowerment Practitioners Fair Monitoring and Evaluation	Mid-Level (Programme Officer)	01	NAMATI, Open Society Foundation, BRAC & MARG	NAMATI, Open Society Foundation, BRAC & MARG	2 days	19-20 April 2012
2.	Environment and Environmental Law	Mid-Level (Programme Officer)	01	BELA	BELA	5 days	4-8 March 2012
4.	Environment of Climate Change the Legal Perspective	Mid-Level (Programme Officer)	01	BELA	BELA	5 days	25-29 September 2011
5.	Training of Trainers on Composite Heritage	Mid-Level (Programme Officer)	02	Institute for Social Democracy, Dhaka	Institute for Social Democracy, Dhaka	7 days	20-26 October 2009

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration	Date
6.	Knowledge and Resource on Disaster Management Resource	Mid-Level (Programme Officer)	02	Sociology Department, Dhaka University	Sociology Department, Dhaka University	5 days	19-23 July 2009

B. Training-International Level:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration	Date
1.	Decent Work for Women	Mid-Level (Programme Officer)	01	One World Action, UK	One World Action, UK	5 days	5-9 December, 2010
2.	International Case Visit on Right to Food	Senior Level (Project Coordinator)	01	Food First Information Action Network (FIAN)-Nepal	Food First Information Action Network (FIAN)-Nepal	11 days	15-25 January 2012
3.	19 th Session of the UN Human Rights Council	Mid-Level (Programme Officer)	01	IDSN, Denmark	World Council of Churches, Geneva	2 days	27 February , 2012 to 23 March, 2012
4.	Leadership Institute in Women's Economic Social and Cultural Rights-2012'	Mid-Level (Programme Officer)	01	Programme on Women's Economic, Social and Cultural Rights (PWESCR)-Nepal	Programme on Women's Economic, Social and Cultural Rights (PWESCR)-Nepal	8 days	21-29 January 2012
5.	Fourth Session of the United Nations Forum on Minority Issues	Junior Level (Asst. Programme Officer)	01	IZSAK Rita, UN Independent Expert on Minority Issues, Geneva	IZSAK Rita, UN Independent Expert on Minority Issues, Geneva	2 days	29-30, November, 2011
6.	Global Advocacy Program's Regional	Mid-Level (Programme Officer)	01	Minority Rights Group International (MRG	Minority Rights Group International (MRG	4 days	18-21, November, 2011

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration	Date
	Training'			International), Bangkok, Thailand	International), Bangkok, Thailand		
7.	17th UN Human Rights Council Session and the 18th Annual Meeting of the UN Special Rapporteurs	- Senior Level (Chief Executive) - Mid Level (Dalit Leader)	02	PAX ROMANA, Switzerland	PAX ROMANA, Switzerland	2 days	22 June, 2011 to 30 June, 2011
8.	Series of Fundraising and Educational Events	Senior Level (Dalit Women Leader)	01	One World Action, UK	One World Action, UK	4 days	12-15, December, 2010
9.	10th Session of the UN Human Rights Council'	Senior Level (Project Coordinator)	01	Geneva for Human Rights – Global Training (GHR)	Geneva for Human Rights – Global Training (GHR)	24 days	27 February, 2009 to 22 March, 2009
10.	Strategy Workshop of the Solidarity for Asian People's Advocacy Working Group on UN Human Rights Mechanisms (SAPA WG on UNHR)	Senior Level (Chief Executive)	01	Asian Forum for Human Rights and Development (FORUM-ASIA)	Asian Forum for Human Rights and Development (FORUM-ASIA)	2 days	29th April 2010 to 30th April 2010
11.	Inclusive Citizenship for Good Governance in Bangladesh'	Senior Level (Chief Executive)	01	Bangladesh Forum Germany	Bangladesh Forum Germany	6 days	13th April 2010 to 18th April 2010

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration	Date
12.	Regional Roundtable, 'Police Reforms in South Asia: Role of Civil Society'	Senior Level (Chief Executive)	01	Commonwealth Human Rights Initiative's (CHRI)	Commonwealth Human Rights Initiative's (CHRI)	2 days	31, October, 2009 to 1 November, 2009
13.	Training on Women Piece Democracy and Development	- Senior Level (Senior Programme Officer) - Mid Level (Programme Officer)	02	SANGAT	SANGAT	12 days	25 July to 05 August, 2009

C. Seminar/ Workshop/ Conference-International

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration	Date
1.	National Conference on Dalit Women	Senior Level (Dalit Women Leader)	01	Feminist Dalit Organization (FEDO), Nepal	Feminist Dalit Organization (FEDO), Nepal	3 days	11-13 May, 2011
2	South Asian Regional Conference on 'Legal Empowerment of the Poor'	Senior Level (Chief Executive)	01	MARG, New Delhi	MARG, New Delhi	2 days	25-26 February, 2011
3.	Meeting at the World Council of Churches (WCC)	Senior Level (Dalit Women Leader)	01	World Council of Churches (WCC), Geneva	World Council of Churches (WCC), Geneva	2 days	10-11 March, 2009
4.	12th session of the Human Rights Council	- Senior Level (Chief Executive) - Mid Level (Dalit Leader)	02	Dalit Solidarity Network (IDSN)	Dalit Solidarity Network (IDSN)	5 days	8 – 12 March 2010

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration	Date
5.	Minority Issues and Social Exclusion in South Asia: Challenges and Responses by State and Civil Society, Positive, Practices, Learning's and Future Tasks	Senior Level (Chief Executive)	01	National Campaign on Dalit Human Rights (NCDHR) and The Working Group on Human Rights (WGHR), New Delhi	National Campaign on Dalit Human Rights (NCDHR) and The Working Group on Human Rights (WGHR), New Delhi	2 days	18th to 19th December, 2010
6.	Fredskorpset Exchanges Programme Partners Meeting	Senior Level (Chief Executive)	01	Human Rights and Development Foundation	Human Rights and Development Foundation	2 days	22nd – 23rd March, 2010
7.	Fredskorpset Partner Planning Meeting	Senior Level (Chief Executive)	01	Human Rights and Development Foundation (HRDF), Thailand	Human Rights and Development Foundation (HRDF), Thailand	2 days	6th to 8th December, 2010
8.	Exposure Visit and International lobbying to understand the success of the neighboring country's Dalit Development Programme and UN Level Advocacy as well	Junior Level (Asst. Programme Officer)	05	NABASARJON INDIA	NABASARJON, INDIA	10 Days	12 th to 22 nd May, 2012

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	√ Included in the service rules	

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

2.	Gender Strategy & Guideline	√	
3.	Financial Management Policy	√	
4.	Procurement policy	√ (Included in the financial Policy)	
5.	Administrative policy	√ (Included in the service rules)	
6.	Training Module & Manual and Curriculum	√	
7.	Others (specify) - NU Staff provident Fund - Recruitment Policy	√	

14. List of major assets and logistics

Sl. No	Item	Number	
1.	Office (own/rented)	Own:	Rented: 1 (Head Office)
2.	Branch office	Own:	Rented: (12 offices)
3.	Training Centre	Own:	Rented:
4.	Accommodation capacity of Training Centre	Own:	Rented:
5.	Vehicle	Own: 1 (Motorcycle)	Rented:
6.	IT		
7.	Computer and Printer	Own:	Rented: (33 computer, 4 laptop and 9 printer)
8.	Multimedia Projector with Screen	Own: 2	Rented:
9.	Photocopy Machine	Own: 1	Rented:
10.	Video Camera	Own: 2	Rented:
11.	Digital Camera	Own: 4	Rented:
12.	Color Television	Own: 3	Rented:
13.	Generator (full office)	Own: 1	Rented:
14.	IPS Support (full office)	Own: 4	Rented:
15.	Accounting Software-TALLY	Own: 1	Rented:
16.	Library Software-MIRROR	Own: 1	Rented:

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: Banchte Shekha

A. Basic Information

1. Name of the Organization : Banchte Shekha

2. Address : Shaheed Mashiur Raman Sarak, Jessore Bangladesh
3. Year of Establishment 1976 (registered in 1981)
4. Telephone : 0421 68885
5. E-mail : angelagomes52@yahoo.com
anup_ks62@yahoo.com
6. Fax : 0421 68886
7. Name of Executive Director : Angela Gomes
8. Contact person : Angela Gomes, 01713400388
Cell phone no: Anup K. Saha, 01711814740

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non-Profit Organization	<ul style="list-style-type: none"> Department of Social Welfare NGO Affairs Bureau Joint Stock Companies & Farms Micro Credit Regulatory Authority 	<ul style="list-style-type: none"> June 09, 1981 July 06, 1983 December 02, 2007 September 07, 2008 	<ul style="list-style-type: none"> Jessore-185 FDR-146 S7281(470)07 03446-01309-00328

B. Program on CLS

10. Goals and objectives of the organization

Sl. No.	Mission	Vision	Goals	Objectives
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Sl. No.	Mission	Vision	Goals	Objectives
10.1	Banchte Shekha will bring about an improved quality for life for the poor women and children in the social and economic sphere. Especially by using awareness techniques to empower the beneficiaries with the skills to survive and assist them to access their legal and democratic rights.	A society, which fulfils all fundamental demands and rights of the poor women and children, in which social harmony, peace, justice and ecological balance prevail.	Contribution to uphold the human rights with respect and dignity for her target participants in the working area.	<ul style="list-style-type: none"> • To empower destitute, hardcore, marginalized, disadvantaged women through various human rights and empowerment activities • To ensure social and legal rights against inhumane torture & injustice under prevailing system • To assist them with multiple ways of income generation • To encourage them with savings generation • To make them aware of food preservation & development of expertise in the related fields • To ascertain health for all and aware preventional diseases and population control • To raise awareness on environment, ecosystem, biodiversity and climate change and thus reduce the risk of disaster management • To create access of the women to justice and human rights • To educate people through functional and non-formal education • To provide legal aid (free) to destitute, vulnerable women and children who are most suffers. • To develop community based or pond fisheries and to conduct adaptive learning/ action research on it. • To promote good governess, transparency & accountability of the groups as well as the organization • To ensure the empowerment of the women through establishment of gender • To aware mass people through different songs, slogans & stage dramas • To assist the disables through

Sl. No.	Mission	Vision	Goals	Objectives
				<p>rehabilitation and treatment</p> <ul style="list-style-type: none"> • To create sustainable development of renewable energy like biogas through biomass, generating electricity through solar cell establishment • To carry out research on sustainable economic development through appropriate use of local resources • To provide relief to the natural disaster affected people and locality. • To build up information technology infrastructure for developing software • To assist to increase the income of the target people by income generating activities and micro/enterprise loan for increasing standard of life. • To reduce violence against disadvantaged, destitute, hardcore poor, marginalized people particularly women and children. • To assist to bring the physically challenged, indigenous or ethnic segment to the mainstream of the society as well as state. • To arrange different need based training to sharpen women's skills • .To organize different awareness, action advocacy & lobbying activities in furthermore of the objectives of the organization. • To create employment opportunities for rural and urban population living below the poverty line and provide support services for women to engage in productive work. • To print, publish, issue, circulate papers, periodicals, books, publications and other literacy, scientific and useful works, efforts and undertakings as may be helpful to accomplish any of the objects of the Society..

C. Institutional Capacity

11. Human resources (What resources are available for your CLS and advocacy work? (E.g. number of key staff, budgets, highly skilled staff, technical expertise in specialized areas such as legal aid, public interest litigation, human rights, gender, environmental justice, research, advocacy etc.)

Number of staff

No. of staff	Male	Female	Total
232	145	87	232

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	6	12	18	4	4	08
2.	Mediation	4	10	14	4	4	8
3.	Public interest litigation	3	5	8	3	3	6
4.	Human rights	9	13	22	5	8	13
5.	Gender	3	5	8	2	2	4
6.	Environmental justice	5	2	7	3	2	7
7.	Advocacy	7	8	15	2	3	5
8.	Research				1	-	1
9.	Financial Management	25	8	33	10	3	13
10.	Monitoring and Evaluation	3	1	4	-	-	-
11.	Capacity building	5	3	8	1	1	2
12.	Other (Mention)	75	50	125	75	30	105
	Credit IT	-	-	-	3	1	4

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
1.	Agricultural farm, fishery and hatchery, poultry and livestock, training institute, guard etc	38	31	69

13. Training received by the Professional Staff

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	Mediation Technique	Higher, mid and front level staff of BS	57	Banchte Shekha and MLAA	Danida PSU-HRGG	(Basic -5 days and Follow up-3 days)
2.	Training on the Village Court and Arbitration Council	Higher, mid, front level staff	57	Banchte Shekha and MLAA	Danida PSU-HRGG	Basic-7days, follow up -3 days)
3.	ToT for the project staff	Trainers and project staff	15	Banchte Shekha and MLAA	Danida PSU-HRGG	Basic-7days
4.	Gender	Higher, mid, front level staff	57	Banchte Shekha and MLAA	Danida PSU-HRGG	Basic-3 days)
5.	Human and women rights	Higher, mid and front level staff of BS	57	Banchte Shekha and MLAA	Danida PSU-HRGG	(Basic -5 days and Follow up-3 days)
6.	Training on the Muslim Family law	Higher, mid and front level staff of BS	57	Banchte Shekha and MLAA	Danida PSU-HRGG	(Basic -5 days and Follow up-3 days)
7.	Training on Hindu Family Law and advocacy	Mid and front level staff	10	MJF	MJF	3 days

12. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	Yes	

Sl. No.	Particular	Yes	No
2.	Gender Strategy & Guideline	Yes	
3.	Financial Management Policy	Yes	
4.	Procurement policy	Yes	
5.	Administrative policy	Yes	
6.	Training Module & Manual and Curriculum	Yes	
7.	Others (specify)	Strategic policy Credit management policy	

13. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: 1 Rented: 0
2.	Branch office	Own: 4 Rented: 16
3.	Training Centre	Own: 2 Rented: 0
4.	Accommodation capacity of Training Centre	1 Centre. Banchte Shekha have well equipped residential training center where 90 people can stay day and night
5.	Vehicle	2 micro bus, 1 Jeep
6.	IT	Banchte Shekha has an IT centre where from students are receiving training on a routine basis
7.	Lands	Banchte Shekha own 150 bighas of lands
8.	Fish Hatchery	Banchte Shekha has a fish hatchery for producing quality fingerlings.
9.	Ponds	08 ponds for brood fishes
10.	Computer, multimedia , generator and laptop	Computer: 50, multimedia: 3, generator-5, laptop: 10
11.	PA system etc.	1 set

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: BRAC

A. Basic Information about the Organization

- 1. Name of the Organization : BRAC
Human Rights and Legal Aid Services (HRLS)
Programme**
- 2. Address : BRAC Centre, 75 Mohakhali, Dhaka, 1212, Bangladesh**
- 3. Year of Establishment : BRAC 1972 (HRLS 1986)**
- 4. Telephone : +8802 9881265 x 3275**
- 5. E-mail : info@brac.net**
- 6. Fax : +8802 8813544**
- 7. Name of Executive Director : (Dr. Mahabub Hossain)
Director of HRLS: Dr. Faustina Pereira**
- 8. Contact person : Ishita Islam, Senior Program Specialist, HRLS
Cell phone no: +8802 9881265 x 3277**

9. Type of organization:

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non Profit	NGO Bureau	22/1/1981	002

HRLS works under the following purview: In BRAC's Memorandum of Association under BRAC's objectives, it is listed in Article 3.ix.a as "Provide free legal advice, legal services and education to individuals, groups or disadvantaged people who suffer from human rights violations and to groups who advocate for them. Participate in activities that redress inequalities and defects in laws, policies, the legal system, and administrative and social practices that impact on disadvantaged people"

B. Program on CLS

10. Goals and objectives of the organization

Sl. No.	Mission (Organization)	Vision (Organization)	Goals (Programme)	Objectives (Programme)
10.1	Our mission is to empower people and communities in situations of poverty, illiteracy, disease and social injustice. Our interventions aim to achieve large scale, positive changes through economic and social programmes that enable men and women to realise their potential.	A world free from all forms of exploitation and discrimination where everyone has the opportunity to realise their potential.	To protect and promote human rights through legal empowerment especially for women, the poor and the disadvantaged	<ol style="list-style-type: none"> 1. Create awareness on human rights and laws to empower poor and marginalized citizens 2. Ensure equitable access to justice for marginalized citizens 3. Sensitize local community actors in the legal system in the principles of human rights and gender justice 4. Work towards institutional reform and implement best practices, in particular, the right to information and access to legal aid services.

C. Institutional Capacity

11. Human resources

Number of staff

No. of staff	Male	Female	Total
462	357	105	462

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	352	103	455	-----	-----	-----
2.	Mediation	346	97	443	-----	-----	-----
3.	Public interest litigation	-----	2	2	-----	-----	-----
4.	Human rights	357	105	462	-----	-----	-----
5.	Gender	357	105	462	-----	-----	-----
6.	Advocacy	357	105	462	-----	-----	-----
7.	Financial Management	1 Head Office + BRAC Accounts	BRAC Accounts	1 Head Office + BRAC Accounts	-----	-----	-----
8.	Monitoring and Evaluation	41	4	45	-----	-----	-----
9.	Capacity building	9	-----	9	-----	-----	-----

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
1.	Not sure what is meant by supporting staff. Office assistants, cooks, drivers, etc. are all employed by BRAC and not specifically HRLS.			

12. Training received by the Professional Staff:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	Operational Management Course (OMC)	HRLS Field Staff	As needed	HRLS	HRLS	12 Days
2.	OMC refreshers	HRLS Field Staff	As needed	HRLS	HRLS	6 Days
3.	HRLE Curriculum Training for HRLE Shebikas a) HRLE Basic Training – 01 b) HRLE Basic Training – 02 c) HRLE TT-01 d) HRLE TT-02	HRLE Shebikas	From 1986 to April 2012 - 5,943	HRLS	HRLS	24 Days
4.	HRLE Refreshers	HRLE Shebikas	From 1986 to April 2012 - 7,116	HRLS	HRLS	6 Days
5.	Confidence building & Skill Development Training for Odhikar Shebi	Odhikar Shebis	From 2003 to April 2012 - 13,805	HRLS	HRLS	12 Days
6.	Training of Trainers (TOT)	HRLS Trainers & Facilitators	8	HRLS	HRLS	6 Days

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	√	
2.	Gender Strategy & Guideline	√	
3.	Financial Management Policy	√	
4.	Procurement policy	√	
5.	Administrative policy	√	
6.	Training Module & Manual and Curriculum	√	
7.	<i>Sexual Harassment Elimination Policy</i>	√	
8.	<i>Child Protection Policy</i>	√	
9.	<i>Guideline for behavioural conduct with child domestic workers</i>	√	

14. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: ---- Rented: 1 (Rented floor space at BRAC Head Office)
2.	Branch office	Own: ---- Rented: 517 (Mostly rented from BRAC itself)
3.	Training Centre	Own: ---- Rented: 20 (BRAC Learning Centres (BLC) across the country)
4.	Accommodation capacity of Training Centre	Each BLC has its own capacity
5.	Vehicle	Rent car from BRAC as per need of programme
6.	IT	BRAC IT provides services to the head office staff as needed. There are no computers at the field level except for 6 netbooks to each of the 6 divisional staff lawyers.

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: RDRS Bangladesh

A. Basic Information

1. **Name of the Organization** :RDRS Bangladesh
2. **Address** :House-43, Road-10, Sector-6, Uttara, Dhaka.
3. **Year of Establishment** :1972
4. **Telephone** :895 4384-86
5. **E-mail** :rdrs@bangla.net
6. **Fax** :895 4391
7. **Name of Executive Director** :Dr. Salima Rahman
8. **Contact person** :Jakia Sultana.
Cell phone no: 01730328011

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non profit NGO	NGO Affairs Bureau	17 May 2010	003

B. Program on CLS

10. Goals and objectives of the organization:

Sl. No.	Mission	Vision	Goals	Objectives
10.1	To work with poor & their organization to establish and claim their rights; to build their capacity and confidence to advance their empowerment, and resilience to withstand adversity; and to promote	The rural poor and marginalized achieve meaningful political, social and economic empowerment, quality of life, justice and a sustainable environment		

	good governance among local institutions and improved access by the marginalized to opportunities, resources and services necessary to fulfill decent lives.	through their individual and collective efforts.		
10.2	Mission of Women's Rights Unit: RDRS Women's Rights Program strives to reduce the exclusion, deprivation and discrimination against women and all kinds of gender-based violence through promotion and protection of women's rights by, with and for rural women.	Vision of Women's Rights Unit: To work towards the elimination of gender-based violence and for the promotion and protection of women's rights gender equality, justice, dignity, security, freedom and empowerment in Northwest Bangladesh.		

C. Institutional Capacity

11. Human resources

Number of staff

No. of staff	Male	Female	Total
45	12	33	45

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	6		6	-	-	
2.	Gender		1	1			
3.	Financial Management	2		2			
4.	Monitoring and Evaluation	1	1	2			
5.	Capacity building		8	8			

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
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3.	36	13	23	36
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12. Training received by the Professional Staff:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	Training on Gender and development	Legal Aid, Gender, Monitoring and Evaluation, Capacity Building	25	RDRS Bangladesh	RDRS Bangladesh	5 Days
2.	Training on litigation	Legal Aid, Gender, Capacity Building	25	RDRS Bangladesh	RDRS Bangladesh	5 Days
3.	Training on Monitoring and Evaluation	Legal Aid, Gender, Monitoring and Evaluation, Capacity Building	25	RDRS Bangladesh	RDRS Bangladesh	5 Days
4.	Training on Monitoring and Evaluation System and data analysis	Legal Aid, Gender, Monitoring and Evaluation, Capacity Building	25	RDRS Bangladesh	RDRS Bangladesh	3 Days
5.	Training on Advocacy		25	RDRS Bangladesh	RDRS Bangladesh	5 Days

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
6.	Training on Gender Sensitivity	Legal Aid, Gender, Monitoring and Evaluation, Capacity Building	25	RDRS Bangladesh	RDRS Bangladesh	3 Days
7.	Training on conflict management	Legal Aid, Capacity Building	7	Acid Survivors Foundation	Acid Survivors Foundation	8 Days
8.	Refresher training on conflict management	Gender, Capacity Building, Monitoring and Evaluation	3	Acid Survivors Foundation	Acid Survivors Foundation	5 Days

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	Yes	
2.	Gender Strategy & Guideline	Yes	
3.	Financial Management Policy	Yes	
4.	Procurement policy	Yes	
5.	Administrative policy	Yes	
6.	Training Module & Manual and Curriculum	Yes	
7.	Others (specify)		

14. List of major assets and logistics

Sl. No	Item	Number	
1.	Office (own/rented)	Own: 6	Rented:2
2.	Training Centre	Own: 3	Rented:

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of organization: Light House

A. Basic Information

- 1. Name of the Organization : Light House**
- 2. Address : Jahurul nagar, Bogra-5800,
Dhaka liaison office: 9/2, 3rd floor, Ring Road,
Shyamoli Dhaka-1207**
- 3. Year of Establishment : 1988**
- 4. Telephone : 66246, 69387, 60029.**
- 5. E-mail : harun.lh@btcl.net, lighthouse.bogra@gmail.com**
- 6. Fax : 69387**
- 7. Name of Executive Director : Md. Harun-or-Rashid**
- 8. Contact person : Md. Harun-or-Rashid
Cell phone no: 01714004249
01929988400**

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non profit development organization	Light House is registered with both the Department of Social Services, Government of the People's Republic of Bangladesh and the NGO affairs Bureau of Prime Minister's office to receive and operate with foreign donations from abroad	6 th may, 1992 (dept. of social service) 5 th November 1998, (NGO affairs bureau, of prime ministers office).	Registration Number DH-02791 Department of Social Services, Government of the People's Republic of Bangladesh Registration Number FDO/R 1307 (NGO affairs Bureau of Prime Minister's office)

10. Goals and objectives of the organization

Sl. No.	Mission	Vision	Goals	Objectives
10.1	Light House is a non governmental, non political social service organization. We work in partnership with other development organizations, civil society and government to ensure equal access to basic human rights, social security and good governance for the whole community, but	To emerge as a leading national NGO with special expertise in HIV prevention, ensuring good governance and poverty alleviation and disaster management and addressing climate change with increased funding coming from our	<ul style="list-style-type: none"> Ensuring social security and justice at national & regional level Improving the socio economic conditions of poor, marginalized and vulnerable people and thereby 	<ul style="list-style-type: none"> To render quality services to all irrespective of cost, religion and/or political affiliation. To promote fraternity, rapport and brotherhood among the Citizens of

Sl. No.	Mission	Vision	Goals	Objectives
	particularly the most vulnerable and most at risk groups. Light House believes in making a difference by eliminating poverty and preventing AIDS and ensuring accountability, peace and harmony along with gender equity and participation.	own sources. Note: Ed sir is expected to bring some changes in vision.	<p>decrease the number of people living in or below the poverty line.</p> <ul style="list-style-type: none"> Reducing the risk of HIV, AIDS & STI transmission <p>To increase self sustaining activities/ self sustainability of Light House</p>	<p>the area</p> <ul style="list-style-type: none"> To promote the socio-economic development of rural and urban asset less poor, particularly the landless, marginalized, fishermen, weavers and other disadvantaged adults and children. To undertake programs to eliminate illiteracy and facilitate access to education. To eliminate negative belief systems in the society that hamper development. To ensure social and economic empowerment of women so that there will be gender equity in society

C. Institutional Capacity

11. Human resources

Number of staff

No. of staff	Male	Female	Total
565	491	74	565

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	1	4	5	239	24	263 (Volunteer)
2.	Mediation	11	5	16	14	8	22
3.	Human rights	42	13	55			
4.	Gender	12	7	19	86	86	172 (Volunteer)
5.	Advocacy	33	11	44			
6.	Research	7	1	8			
7.	Financial Management	7	2	9			
8.	Monitoring and Evaluation	5	2	7			
9.	Capacity building	12	8	20	14	9	23

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
1.	61	52	09	61

Training received by the Professional Staff:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	International Human Rights Training Program	Sr. Manager	01	Equitas, Canada	Equitas, Canada	3 weeks
2.	“understanding the art of Advocacy and policy analysis organized by Proshika at kaitta HRDC in 2009	Sr. Manager	01	Proshika	Proshika	2 weeks
3.	“Stakeholder Dialouge” Key Concepts and Competencies for Achieving Common Goal.	Sr. Manager	01	Collective Leadership Institute, Germany	Collective Leadership Institute, Germany	4 days
4.	Human right & Gender equity	District manager	01	Care Bangladesh	Care Bangladesh	08 days
5.	Training on Gender and Development	District manager	01	Care Bangladesh	Care Bangladesh	07 days
6.	Human rights and Gender equity	District manager	01	Care Bangladesh	Care Bangladesh	05 days
7.	Training on village court	District manager	01	GIZ	GIZ	03 daays
8.	Women development in Bangladesh	Manager	01	Care Bangladesh	BMDC	05 days
9.	gender development	Manager	01	Care Bangladesh	Care Bangladesh	03 days
10.	Leadership development for women	Manager	01	Care Bangladesh	Care Bangladesh	02 days
11.	Management development program	Manager	01	Care Bangladesh	Care Bangladesh	25 days
12.	Legal aspect training	Manager	01	BLAST	Light House	02 days
13.	Good governance	Manager	01	Care Bangladesh	Care Bangladesh	05 days
14.	Gender responsive mediation and arbitration	Master trainer (Mid level)	22	GIZ	communica	08

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
15.	International Human Rights Law and equal participation of man and woman	Master trainer (Mid level)	11	GIZ	Police stuff college	14
16.	Community Policing	mid level	07	The Asia Foundation	The Asia Foundation	03
17.	Community Policing	mid level	07	The Asia Foundation	Port land police	03
18.	Psycho social development	Mid level	01	ASF (Acid survivors foundation)	ASF (Acid survivors foundation)	04
19.	Capacity building	Mid level	01	ASF (Acid survivors foundation)	ASF (Acid survivors foundation)	04
20.	Facilitation and advocacy	Mid level	01	ASF (Acid survivors foundation)	Management development centre	04
21.	Right Based Approach and Advocay	Midlevel	01	ASF (Acid survivors foundation)	CODEC	03
22.	Psychosocial aspect of capacity building	Midlevel	01	ASF (Acid survivors foundation)	ASF (Acid survivors foundation)	03
23.	Case management	Midlevel	03	UNICEF	UNICEF	04
24.	Professional social service training	Midlevel and junior level	03	UNICEF	Opearejoyo Bangla	05
25.	Basic social service training	Midlevel	01	UNICEF	Social welfare department	15

12. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	yes	
2.	Gender Strategy & Guideline	yes	
3.	Financial Management Policy	yes	
4.	Procurement policy	yes	
5.	Administrative policy	yes	
6.	Training Module & Manual and Curriculum	yes	
7.	Others (specify) Information Disclosure Policy	yes	

13. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: 01 (8000 sft), Bogra Rented: 01 (1600 sft), Dhaka
2.	Branch office	Own: Rented: 41
3.	Training Centre	Own: 01 Rented: 01
4.	Accommodation capacity of Training Centre	55-60 participants
5.	Vehicle	02
6.	IT computer	64
7.	Motorcycle	06
8.	UPS	64
9.	IPS	08
10.	land (decimal)	86
11.	Apartment In Dhaka	01 (1750 sft)
12.	TV	38
13.	Photocopy machine	02
14.	Camera	38
15.	Multimedia projector	01
16.	Generator	01
17.	Printer	56

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: Wave Foundation

A. Basic Information

- 1. Name of the Organization :** WAVE Foundation
- 2. Address :** 3/11, Block- D, Lalmatia, Dhaka-1207
Website: www.wavefoundationbd.org
- 3. Year of Establishment :** WAVE Foundation has been started his journey in 1990
- 4. Telephone :** Phone: 8153320, 8113383
- 5. E-mail :** info@wavefoundationbd.org
- 6. Fax :** 8153320, 8113383 Fax: ext.-123
- 7. Name of Executive Director :** Mohsin Ali
- 8. Contact person :** Mohsin Ali
Cell phone no: 01713040083

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non profit NGO	Joint Stook Company (Under Societies Act XXI of 1860)	2003	Registration No. S-3240(29)/2003, dated 23.07.2003
		Department of Social services	1989	Registration No. Kush-87/89, dated 20.02.1991
		Registered under NGO Affairs Bureau: Registration	1993	Registration No. 719, dated 22.06.1993, renewed on 22.12.2008

B. Program on CLS

Improving Responsiveness of Public Services and Implementation of Activating Village Courts in Bangladesh Project

10. Goals and objectives of the organization:

Sl. No.	Mission	Vision	Goals	Objectives
10.1	WAVE Foundation aims to uphold human dignity, equity and accountability through people's active participation, capacity enhancement and access to resources.	A conducive condition of good governance and sustainable livelihood towards a poverty free just society.	People's empowerment by enhancing democratic decentralization, effective local governance and participatory democracy and promoting rights, food security, eco-agriculture, income opportunity, employment generation, disaster risk reduction and climate resilience for the poor and marginalized	mp

C. Institutional Capacity

11. Human resources

Number of staff

No. of staff	Male	Female	Total
	812	438	1250

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
	Legal Aid	4	21	25	57	61	118
1.	Human rights	61	23	84			
2.	Advocacy	07	05	12			
3.	Research	05	01	06			
4.	Financial Management	64	12	76			
5.	Monitoring and Evaluation	14	02	16			
6.	Capacity building	06	04	10			
7.	Other (Mention) Microfinance, Livelihood & Essential Services & Women's Empowerment Program Staff	363	255	618	231	54	285

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
4.		26	60	86

12. Training received by the Professional Staff:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	ToT on Village Court	Mangement staff	21	UNDP bangladesh	European Union	12 days
2.	Foundation Training on Local justice, Village court and Human rights	Field level staff	118	WAVE Foundation	UNDP and EC	05 Days
3.	Training on Development, Governance, Advocacy and Different Development Based Approaches	Mangement staff	50	WAVE Foundation	DANIDA	05 Days
4.	Foundation Training on Development, Governance, Advocacy and Different Development Based Approaches	Field level staff	112	WAVE Foundation	DANIDA	05 Days
5.	Training on Human Rights, Gender and Development .	Field & Management level staffs	WAVE Foundation	WAVE Foundation	Actionaid bangladesh	05 ays

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	✓	
2.	Gender Strategy & Guideline	✓	
3.	Financial Management Policy	✓	
4.	Procurement policy	✓	
5.	Administrative policy	✓	
6.	Training Module & Manual and Curriculum	✓	
7.	Others (specify) Hire Purchase Policy (for motor bike)	✓	
8.	Four Wheeler Policy	✓	

14. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: Rented: 03
2.	Branch office + (Area Office + Project Office)	Own: Rented: 85
3.	Training Centre	Own: 01 Rented: 01
4.	Accommodation capacity of Training Centre	60
5.	Vehicle	Four Wheeler: 06; Motor Bike: 84
6.	IT	Laptop: 22; Desktop with UPS: 76; Printer: 21
7.	Land and Building	Land: 12.4 acres; Building: 01; Tin Shed: 04
8.	Audio visual	Television: 39; VCR:01; CD Player:01; Audio Cassette Player: 02
9.	Photocopier:	06
10.	Electrical Equipment	IPS:06; Generator:06
11.	OHP & Multimedia:	OHP: 01; Multimedia:05

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: Eco Social Development Organization (ESDO)

A. Basic Information

- 1. Name of the Organization : Eco Social Development Organization (ESDO)**
- 2. Address : Head Office Address**
Collegepara, Thakurgaon-5100, Bangladesh
Post: Thakurgaon, Upazila: Thakurgaon Sadar
District: Thakurgaon, Bangladesh
Mobile: +88-01714-063360
Web: esdo-bangladesh.org

Dhaka Office
ESDO House, Plot # 748, Road # 08,
Baitul Aman Housing Society, Adabar
Dhaka-1207, Bangladesh
Mobile: +88-01713-149259
- 3. Year of Establishment 3rd April, 1988**
- 4. Telephone : +88-0561-52149 (Thakurgaon)**
+88-02-8154857 (Dhaka)
- 5. E-mail : esdobangladesh@hotmail.com**
- 6. Fax : +88-0561-61599**
- 7. Name of Executive Director : Dr. Md. Shahid Uz Zaman**
- 8. Contact person : Dr. Md. Shahid Uz Zaman**
Cell phone no: Mobile: +88-01713-149333/ +88-01713-210488

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
9.1	Non Profit Making	a. Department of Social Service b. NGO Affairs Bureau, registration No.	a. 15 November 1988 a. 15 March 1993	a. DSS Thakur-440/88 b. 694/93 (Renewed-2008)

B. Program on CLS

10. Goals and objectives of the organization

Sl. No.	Mission	Vision	Goals	Objectives
10.1	Reduction in income poverty and human poverty of the people in ESDO's working area through undertaking massive income generation activities, literacy program, nutrition and health program, human rights and good governance program giving proper importance to environmental protection and regeneration. ESDO firmly believes and is actively involved in promoting human rights, dignity and gender equality through people's social, economical, political and human capacity building. Women in general and children are the core and central focus of its activities. Strengthening the organizational capacity carries importance to ensure quality of its services. Extending its services to the ultra poor is its main manifesto.	We seek an equitable society free from all discriminations.	Ensuring empowerment of the rural disadvantaged people specially the poor women through generate employment opportunities.	a. Creating awareness for the improvement in the quality of life of the poor, specially the women through human development training, education, technical education and sustainable technology. b. To uplift the Socio-economic condition through credit, non-formal education, health and sanitation and skill training. c. To unite the largest people in order to undertake collective efforts for empowering the poor specially the women.

C. Institutional Capacity

11. Human resources

Number of staff

No. of staff	Male	Female	Total
4890	1814	3076	4890

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	148	91	239			
2.	Mediation	7	12	19			
3.	Public interest litigation	12	0	12			
4.	Human rights	11	8	19	16	14	30
5.	Gender	2	11	13			
6.	Advocacy	57	93	150			
7.	Research	2	-	2			
8.	Financial Management	92	12	104			
9.	Monitoring and Evaluation	18	2	20			
10.	Capacity building	22	36	58			
11.	Other (Mention):Food Security, Micro Finance, Health, Education, Disaster Management, ESDO Enterprize	1443	2811	4254			

Number of supporting staff

Sl.	No. of supporting staff	Male	Female	Total
1.	510	470	40	510

12. Training received by the Professional Staff

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	Participatory Project Management	Senior Staffs	33	Nordic Agricultural Academy, Denmark, SPAR-India, AIT, Thailand, ATI-Philippine	DANIDA,OXFAM,PKSF	10-100 days
2.	Conflict Transformation and Peace Education(CONTACT)	Senior Staff	01	World learning center, Vermont-USA	HEKS	21 days
3.	TOT on Village court	Mid level staffs	25	NILG-Dhaka	UNDP	12 days
4.	Monitoring and Evaluation	Mid level and senior management	132	Different venues in Bangladesh	CARE, WFP, HEKS,PKSF	7-15 days
5.	Financial Management	Mid level and senior management	92	Different venues in Bangladesh	CARE, WFP, HEKS,PKSF	5-7 days

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	Yes	
2.	Gender Strategy & Guideline	Yes	
3.	Financial Management Policy	Yes	
4.	Procurement policy	Yes	
5.	Administrative policy	Yes	
6.	Training Module & Manual and Curriculum	Yes	
7.	Others (specify) Child Protection Policy	Yes	

14. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: 6 Rented: 21
2.	Branch office	Own: 40 Rented: 146
3.	Training Centre	Own: 3 Rented: 2
4.	Accommodation capacity of Training Centre	255
5.	Vehicle	Jeep-7, Micro Bus-5 Mini Bus-3 Motor cycle-464
6.	IT	Computer with printer-62 Laptop-36
7.	Multimedia & overhead projector	8
8.	Video Camera	5
9.	Digital Camera	45
10.	Ambulance	1
11.	Mahindra Tractor	4

**THE COMMUNITY LEGAL SERVICES (CLS)
FACT SHEET**

Name of the organization: Sabalamby Unnayan Samity (SUS)

A. Basic Information

1. **Name of the Organization** : **Sabalamby Unnayan Samity (SUS)**

2. **Address** : **Shibgonj Road, Netrakona**

3. **Year of Establishment** : **1986**

4. **Telephone** : **0951 61 566**

5. **E-mail** : **sabalambysus@yahoo.com**

6. **Fax** : **88-0951-61766**

7. **Name of Executive Director** : **Begum Rokeya**

8. **Contact person** :
Cell phone no: **1713 730**

9. Type of organization

Sl. No.	Type of Organization	Registration Authority	Year of Registration	Registration Number
1.	Income generating NGO	Micro credit Regularity Reform Authority :	2008	00696-01519-00224
2.		Registration of Social Welfare Department	1986	0042
		Registration of NGO Affairs Bureau	1990	392

B. Program on CLS

10. Goals and objectives of the organization:

Sl. No.	Mission	Vision	Goals	Objectives
10.1	SUS works with poor and deprived people by providing different socio-economic and cultural services with	People live in a society with dignity and justice.	Deprived people enjoy a better livelihood and have involvement	*To improve the economical status of group members by promoting agriculture livestock, fisheries, handicraft, production and other micro enterprise activities

Sl. No.	Mission	Vision	Goals	Objectives
	a view to eradicate poverty and injustice.		in improving their lives	<p>*To ensure access into quality education, health and create friendly environment for the poor for better living with honor and dignity.</p> <p>*To create a gender-based social environment by reducing violence and ensuring access into justice.</p> <p>*To strengthen and ensure smooth operation of the core programs.</p> <p>*To disseminate appropriate technology in the field of agriculture by practicing organic farming as well as to protect the environment.</p> <p>*To support the personnel involved in finance, accounts and logistics management to perform their activities effectively and efficiently.</p> <p>*To attain a greater level of sustainability.</p> <p>*To assist the poor and deprived people in accessing into Govt. and other services provider institution.</p>

C. Institutional Capacity

11. Human Resources

Number of staff

No. of staff	Male	Female	Total
Full-time:	Male: 443	Female: 118	561
Part-time:	Male: 93	Female: 270	363
Total:	Male: 536	Female: 388	924

Category / types of professional staff

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
1.	Legal Aid	1	1	2	-	-	
2.	Mediation	6	1	7			
3.	Human rights	4					

Sl	Areas of specialization	Permanent			Temporary		
		Male	Female	Total	Male	Female	Total
4.	Gender	3	1	4	-	-	-
5.	Advocacy	1	1	2			
6.	Research	1		1			
7.	Financial Management	1	1	2			
8.	Monitoring and Evaluation	3	2	5			
9.	Capacity building	3	3	6			

12. Training received by the Professional Staff:

Sl	Title of course	Category of Staff	No of staff	Organizing agency	Sponsoring Agency	Duration
1.	Training on ESCR	PM	1	ASK	AIHR	7 Days
2.	Training on RBA	PM	1	AAB	AAB	5 Days
3.	Training Workshop on Acid Violence	CO	1	ASF	ASF	2 days
4.	Orientation on Climate Justice	DCF	1	VOICE	VOICE	2 Days

13. Policy

Sl. No.	Particular	Yes	No
1.	HR Policy (Grievance)	Yes	
2.	Gender Strategy & Guideline	Yes	
3.	Financial Management Policy	Yes	
4.	Procurement policy	Yes	
5.	Administrative policy	Yes	
6.	Training Module & Manual and Curriculum	Yes	
7.	Others (specify)		

14. List of major assets and logistics

Sl. No	Item	Number
1.	Office (own/rented)	Own: 1 Rented: 0
2.	Branch office	Own: 0 Rented: 31
3.	Training Centre	Own: 1 Rented: 0
4.	Accommodation capacity of Training Centre	30 persons

Annex 2: List of persons Met

Sl	Person	Designation	Organization
1.	Mr. Shah Newaz	Director, Administration and Programme Support	Ain o Salish Kendra (ASK)
2.	Angela Gomes	Executive Director	Banchte Shekha
3.	Syeda Rizwana Hasan	Executive Director	Bangladesh Environmental Lawyers Association (BELA)
4.	Ms. Sara Hossain	Honorary Director	Bangladesh Legal Aid and Services Trust (BLAST)
5.	Advocate Salma Ali	Executive Director	Bangladesh National Woman Lawyers' Association (BNWLA)
6.	Dr. Faustina Pereira	Director of HRLS	BRAC
7.	Dr. Md. Shahid Uz Zaman	Executive Director	Eco Social Development Organization (ESDO)
8.	Md. Harun-or-Rashid	Executive Director	Light House
9.	Fazlul Huq	Executive Director	Madaripur Legal Aid Association (MLAA).
10.	Zakir Hossain	Chief Executive	Nagorik Uddyog
11.	Dr. Salima Rahman	Executive Director	RDRS Bangladesh
12.	Swoapon Kumar Paul	Director	Sabalamby Unnayan Samity (SUS)
13.	Mohsin Ali	Executive Director	WAVE Foundation

Annex3: Terms of Reference

**TERMS OF REFERENCE
FOR THE CONDUCT OF THE BASELINE STUDIES
FOR THE COMMUNITY LEGAL SERVICES PROJECT**

A. TITLE OF THE STUDY

**MAPPING EXERCISE AND INSTITUTIONAL SURVEY FOR THE
COMMUNITY LEGAL SERVICES PROJECT**

B. BACKGROUND INFORMATION ON THE COMMUNITY LEGAL SERVICES PROJECT

Please see that attached Terms of Reference of the CLS project (Annex A)

C. STATEMENT ON THE NEED FOR THE BASELINE STUDIES

The Community Legal Services Project (CLS) is a recently approved project funded by the DFID and implemented by a consortium of Maxwell Stamp PLC, as principal contractor, and the British Council and the Center for Effective Dispute Resolution (UK) as the consortium partners. The CLS seeks to empower and support legal and human rights NGOs in Bangladesh in order to deliver community legal services, such as legal aid, community mediation, alternative dispute resolution, resolution of land rights issues, in as many districts as possible. The project has started only in February 12, 2012, and the inception period will end on August 12, 2012. The main strategy of the project is providing grants to our partner organizations in order to deliver CLS in the areas where they are most needed, especially in the hard to reach areas, and areas where there has been no CLS activity yet in the past.

In 2007, a mapping exercise has been conducted by the Asia Foundation, which has identified the various NGOs working in the area of CLS. A copy of the said study is attached here as Annex B. This 2007 study has concluded that CLS activities are present in 35% of the country. This is a conclusion which this current study would like to validate. Since the study has been conducted in 2007, the state of affairs in CLS may have changed over the years. The benchmarking of the extent of CLS activities in Bangladesh is important for several important reasons: (a) this data will inform the logframe of the project, and our target for expanding CLS in the future; and (b) this data will be the basis for making our geographic expansion plan for the expanding CLS in Bangladesh; (c) the baseline will also serve as the inputs for a capacity development strategy wherein the project intends to tap the more mature and experienced NGOs to provide capacity building support to the less experienced NGOs or to NGOs who would like to adopt a CLS component in their existing development work; and (d) the baseline will also provide input data to the Geographical Information System (GIS) which will be a monitoring tool for the expansion of CLS in the country.

D. THE BASELINE STUDY PROPER

The baseline study is divided into two components: a mapping exercise and an institutional survey.

The mapping exercise will determine the current scope and extent of CLS activities being done by various legal NGOs by themselves, through their field offices or through their partner NGOs. The institutional survey will provide information on the extent of the work of the legal NGOs, their governance structure, their donors and their partner NGOs. More importantly, the institutional survey will determine the training and knowledge sharing capabilities of the NGOs and their willingness to be part of the training pool for the CLS partner NGOs in the future.

E. RESEARCH DESIGN AND METHODOLOGY

The following NGOs has been predetermined to be the exhaustive list that will be the subject of this baseline study. These NGOs and their location are the following:

15. Ain-O-Salish Kendra (ASK) - Dhaka
16. Bangladesh Environmental Lawyers Association (BELA) - Dhaka
17. Bangladesh Legal Aid and Services Trust (BLAST) -Dhaka
18. Bangladesh National Women Lawyers Association (BNWLA) -Dhaka
19. Madaripur Legal Aid Association (MLAA) - Madaripur
20. Nagorik Udyog - Dhaka
21. Banchte Sekha - Jessore
22. Bangladesh Rural Advancement Committee (BRAC) Human Rights and Legal Services Division - Dhaka
23. Rangpur Dinajpur Rural Society (RDRS) - Rangpur
24. Lighthouse - Bogra
25. Wave Foundation - Dhaka
26. Eco-Social Development Organization (ESDO)- Dhaka
27. Sabalamby Unnayan Samity (SUS) - Netrokona

The research company is expected to conduct in-depth interviews with each and every NGO in this list, together with their partner NGOs that are doing legal CLS type of work. Four of these NGOs have been selected not only for their work in the area of CLS but also their participation in the Activation of Village Courts Project of the UNDP. These are BLAST, MLAA, ESDO and Wave Foundation. (Please see the list of CLS type of activities attached as Annex C). The in depth interviews will be triggered by an introductory letter from the CLS Project Team Leader requesting for the interview with a guide that will indicate the type of information that we would be needing for our baseline survey. The company is expected to make contact with the interviewees, and provide the necessary interviewers that will conduct the interviews.

Since the interviews will most probably involve the senior persons of each of these NGOs, and their key staff (Finance and Administration Officers, M&E Officers, Advocacy Officers and the like), it is important that the research company should provide fairly senior and seasoned interviewers that could understand the context of the research and also make the necessary follow through questions in the event that the respondents would provide vague or incomplete responses. These interviewers will be vetted and approved by the CLS project team.

A copy of the interview guide that will be provided to the expected respondents would be found in Annex D.

Once the interviews are completed, the company will provide the CLS team the following outputs:

- a) Completed Interview Response with detailed information for each guide question that has been included in the guide. The interview response should include other information which may not have been anticipated in the interview guide, but would help in the implementation of CLS.
- b) A Mapping Matrix on the work of the NGO and their partner NGOs which would indicate work on CLS at the level of the Union Parishads covered. (See Annex E for the reporting format)
- c) An Analytic Final Report that would summarize the information that was gathered through the baseline interviews and information provided.

F. DELIVERABLES OF THE RESEARCH COMPANY

The research company is expected to provide the following deliverables during the baseline study proper:

- Research Work plan – which will provide the details on how the research company will execute the baseline study?
- Preliminary Report – a mid-term report providing the progress of the work done

CLS Report on Mapping Exercise and Institutional Survey for the Community Legal Services Project

- Final Report – consisting of the following:
 - Completed Individual Interview Responses for each NGO interviewed
 - Mapping Matrix on CLS Scope
 - Analytic Report on the Study Conducted.

G. QUALIFICATIONS DESIRED FROM THE RESEARCH COMPANY

The research company should be able to provide a team leader who has a solid background and understanding of community legal services and related work in human rights, and governance. The company should also be able to provide sufficient number of interviewers that will be able to complete the work within the time given for the study. Team members who have extensive work in NGOs, especially those with a legal component, would be desirable.

H. EXPECTED LEVEL OF EFFORT

The basis for payment and payment scheduling will be determined during contract negotiations. The research firm will provide the CLS an estimate of the total costs involved in delivering all the outputs of this project, together with a list of the people that will be involved in the undertaking, together with their CVs and also a profile of the previous work done by the researcher/institution in this area.

Activity	No. of Person days
Preparation of the Work Plan	2
Baseline Information and Preparation for Field Work	4
Interviews with Eight Dhaka based organizations	26
Interviews with 5 NGOs based out of Dhaka	15
Follow through on information Gathering	3
Report Preparation	6
Report Finalization	6
TOTAL PERSON DAYS	62

I. BUDGET FOR THE BASELINE STUDY

The baseline study has been allocated a budget of SIX HUNDRED FORTY THOUSAND (640,000.00) BDT. The proponent research firms may submit a financial proposal which is lower but not higher than this said amount. Income tax and VAT will be deducted as source as per the rules of Government of Bangladesh.