



**Biennial Report**  
**2018-2020**

# KKF's <sup>02</sup><sup>Years</sup> Journey at a Glance

## Health Awareness Activities

- **06** Medical Camps including eyes, skin, general health checkup, gyne issues for adolescents arranged
- **03** Medical Camps with general medicine organized after flood for the Char people of Sirajgonj
- **04** Need based specialized health camps arranged for under privileged children
- **05** Vaccination Camps organized for under privileged children
- **04** Mental health awareness workshops and seminars organized for staff, less privileged, traumatized and victim children

## Publications

- **07** Newsletters
- **02** Corona Awareness Books for Children
- **09** Corona Related Publications (Guidelines & Flyers)
- **08** Training Flyers
- KKF Profile
- KKF Procurement Policy & Procedure
- কেকে ফাউন্ডেশন চাকরি বিধিমালা

## Joy Shokol Shishur (Safe Home for Distressed Children )

- Shelter Facilities for **100** Children (Girls **75** Boys **25**)
- Formal, Nonformal and Vocational Training Facilities for Less and Underprivileged Children
- **24** hours CCTV surveillance
- Children Day Care Facilities for Low Income Group
- Free Provision of about **300,000** Meals among Less Privileged Children
- **73** Children received Government Scholarship from School
- **12** Girl Children Completed PSC, JSC & HSC

## Humanitarian Response

- BDT **25,637,820** jointly spent with volunteer organizations for relief distribution during 1st phase Covid-19 pandemic
- Pandemic relief distributed in more than **230** villages in **58** districts
- Pandemic relief given to more than **100,000** people
- **300** PPE distributed among doctors, health workers, grave diggers and social workers
- Relief provided to old homes, transgender and sex workers community, ethnic minorities of Chittagong Hill Tracts, Sirajgonj Chars, Munshiganj weaver's community, bedey palli, physically challenged people and others.
- Cash donation given to 100 middle income families who lost their jobs during Covid-19 pandemic.

## Capacity Development

- **05** Capacity development trainings arranged for employees
- **28** Awareness workshops organized for under privileged children
- **03** Vocational trainings organized for distressed and underprivileged children
- **11** Less privileged children received vocational training on basic sewing and computer
- **120** participants received professional training in financial management, effective office management, ToT and leadership
- **07** Professional training modules developed
- **03** Staff received six months long certificate training on clinical mental health jointly organized by Mental Health America and LifeSpring.

- **22** health awareness activities & Camps organized
- **29** publications
- BDT **25,700,000** distributed as humanitarian response
- **8** staff capacity development program organized
- **135** participants (including staff) received training
- awareness workshops and theme based activities completed

# Biennial Report

## 2018-2020



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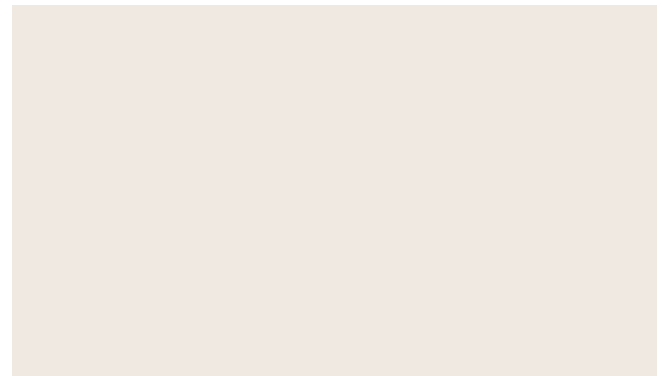
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# Remembering Syeda Kamrunessa Khatun

Syeda Kamrunessa Khatun was born in a well-educated and religious Muslim family. She was born and raised in Oshtogram, Mymensingh, Bangladesh. Kamrunessa Khatun was the daughter of Syeda Shareka Banu and Khan Bahadur Syed Moazzem Uddin Hossain. She grew up in a family with six sisters and five brothers and was adored by all. She got married to Dr. Md. Abdul Quader when she was quite young and later on became a proud and loved mother of four daughters and four sons.

Being a mother and homemaker, she handled all her work with a lot of affection, empathy, and kindness. Despite facing several struggles during her lifetime, she made sure that every challenge was faced with a strong sense of resilience and patience. She was a disciplined person and strongly believed in “simple living and high thinking” just



like her father. She made sure that all her children received good education because she knew the value of education.

This kind of high-spirited and caring nature helped nurture her big family. Syeda Kamrunessa took good care of her family and household, as well as the poor and needy people. Her sympathy and attention towards helping the poor, whenever possible, was admired by her children, close ones and neighbors. No matter what the situation was, she taught her children to never give up hope, to combat the difficulties with courage and to work hard with honesty.

Rooted in Syeda Kamrunessa Khatun's dynamic personality, perspectives and way of life, KK Foundation wishes to use her inspiration and transform into action. The KK Foundation remembers her with the utmost respect and gratitude.



## Message from Chairman

*A journey toward sustainable development for a caring and considerate society*

In the year 2018, we have started our shelter house program named Joy Shokol Shishur with three distressed street children and now this is the home of more than 70 underprivileged children. The home is equipped with good facilities and proper supervision to ensure that every child can look forward to a better future. Well trained staff and caretakers look after the children with love, warmth, security, and stability that only a home can provide.

Another noteworthy project of 2020 that KKF introduced is "Development-Unnoyon" – poverty alleviation program for two years which allows the recipients a 24-month period to develop sustainable livelihoods by delivering soft loan, technical training, business skill training, life skill training and orientation with further motivation. With the Covid-19 pandemic making the entire global economy and society plunge into a virtual standstill, the Foundation has made a significant contribution to help the pandemic victims in many ways; summary details of which are given in the report. Following the national development priorities, we concentrate on health, poverty alleviation, women empowerment, child and orphan care, water and sanitation, education and disaster management issues on a regular basis. We have also launched the 'Zakat' and 'Qard e Hasanah' campaigns through which a significant contribution has been made to promote well-being in society.

However, being the Chairman of KKF, I strongly believe that local support and cooperation should be extended by the well-off members of society and social leaders to make the poverty alleviation process successful. Good governance and local support are always necessary for successful implementation of all programs and projects. The KKF intends to expand health services and technical education on a larger scale as well as the microfinance project for the destitute within an integrated approach.

I am thankful to the NGO Affairs Bureau, Government of Bangladesh, and our development and funding partners for their continuous support. I also appreciate the hard work of our team, sponsors, volunteers and well-wishers who remain by KKF and help us make the difference.

Finally, I hope that KKF will continue to play its due role in promoting sustainable and inclusive development in the country focusing on generation of employment and income through its capacity building and training programs. I also express my deep appreciation of the efforts made by Ms. Sifat E Azam and her team for successfully leading the Foundation during difficult times.



Arch. Md. Mazharul Quader

**M**y sincere gratitude to Almighty Allah for His endless Mercy for providing us with the opportunity to serve humanity in Bangladesh through the KK Foundation. We tried to deploy our efforts and endeavours to attain the Sustainable Development Goals (SDG) in Bangladesh with a view to creating a poverty-free society

Since this is the very first official biennial report, I want to share a few words and my personal feelings with all of you. I established the KK Foundation in 2011 with the loving memory of my mother, to spread her ideals of humanity and love among the masses. The name 'KK' derives from the name of my beloved mother, late Syeda Kamrunessa Khatun. It is impossible to talk about her in a few words and already in this report we have mentioned about her, so I shall not farther discuss about her here; rather let me share my views about the last two years' activities of KK Foundation in short

Since its inception in 2011, KKF is committed to achieving long-term, sustainable changes in the lives of the most marginalized and deprived communities in Bangladesh. Though it started in a bit informal manner but no doubt KKF is genuinely humanitarian and philanthropic organization and tries to actively participate in the national development programs within its capacity.

In 2018, we formally started our journey and involved with a number of welfare and development programs covering beneficiaries including flood and pandemic victims, helpless poor and less privileged communities in Bangladesh. We worked with more partners, increased manpower and fund flows, increased number of projects and showed more professionalism and earned reputation both at global and national levels. You all will be glad to know that we are also offering interest free loan for the benefit and sustainability of the hardcore poor of the char areas under our Pholon and Kishan projects.



## Message from Executive Director

**A**ssalamualaikum. It's an immense pleasure and great opportunity for me to write a few words in the first biennial report of the KK Foundation as its first Executive Director. After Almighty Allah, I am grateful to the Chairman and all board members along with the Advisory Committee to keep their trust and faith on me and give me the responsibilities of their precious dream.

Though the Foundation has started its journey in an informal manner since 2011, it started its formal journey from July 2018. The management and the board decided to move toward a broader and more challenging territory having a new vision, mission and mandate. For the purpose, since its inception the Foundation has been undertaking continuous efforts for refining its focus and direction to maximize its relevance to the policy makers and other stakeholders.

For transiting toward the right direction, KKF management has adopted three guiding principles:

**01** Enhance the ability of the Foundation to meet the genuine demands for knowledge and social services covering its mandate;

Identify specific niche for inclusive finance and development related activities including addressing existing gaps with proper actions; and

**03** Adopt ways to prepare and place itself in a unique position to fill-in these specific needs in a sustainable manner.

Since the beginning years are always a challenging one and the year 2020, was very much crucial for the entire world as well as for the Foundation because of the Covid-19 pandemic, we have tried our level best to work with unity to face the situation. The Foundation

has also remained vigilant against any mismatch between rapid growth of its activities and its present capability which could result in too much reliance on outside skills to supplement the gaps in in-house skills and resources. We deliberately avoided unsustainable pressure on our capacity to coordinate, maintain high quality, and ensure timely delivery of outputs. From the management perspectives, emphasis has been put on two priorities during the period:

**01** Refocus, strengthen and reinforce organizational strategy and capability to deliver its mandate, extend its operations, and adopt a program of routine review of its strategies and business models; and

Adopt short-term and initiate medium-term measures so that the Foundation can undertake the best possible ways to plan and manage changes to remain relevant, effective, and credible.

**02**

In the beginning, we started our journey with a challenging program-shelter home (safe life for disadvantaged street and floating children) along with Child Day Care services under the Joy Shokol Shishur Program. Over the last two years, it has relentlessly worked to provide integrated, life-changing services to the marginalized and vulnerable pavement dwellers. With the introduction of the day care services, we took a step toward ensuring health, happiness, and dignity keeping in tune with KKF's vision and the Founder's dream. In these two years, it has provided 2,92,000 meals among the vulnerable street children and provided safe shelter along with other basic needs to 100 children.

Since the global economy is in a challenging situation because of Covid 19 pandemic, the Foundation has focused more on sustainable development and started softly. Since capacity development of the destitute population is one of the biggest agenda, the Foundation has started three programs named Khamarir Hashi, Shufola Urbanic- safe healthy food for the urban population and Talent Chef- not just a café under its Social Enterprise Program.

Khamarir Hashi is a project which thrives to ameliorate the lives of the farmers. This program focuses on able but failed farmers so that they can turn their lives around and emerge as successful entrepreneurs. It is working in 18 districts of Bangladesh. Under the Khamarir Hashi pilot program till date 83 poultry farmers have been served successfully with collateral free one day birds and feeds. Shufola Urbanic is an endeavor to promote safe food in urban living. This program delivers unadulterated, safe and natural food products to the health conscious urban population. KKF helps the marginalized farmers to grow the produce in their own/leased land through

largely organic processes. Since June 2018 till date from the marginalized entrepreneurs, the foundation facilitated a sale of BDT **1,053,183**. The significant products are ghee, mustard oil, different types of spices, local honey, sugar, gur and so on. The Foundation also helped the seasonal fruit farmers by selling their chemical free seasonal fruits like mangoes and liches. The Foundation has sold a total amount of BDT **333,492** during the summer of 2019.

The Talent Chef pilot café aims at combining business enterprise with welfare. To help the youth and adolescents emerge as successful bakers and entrepreneurs, KKF provides bakery training. From the café, the Foundation has sold a total of BDT **300,869**.

To chalk out a sustainable successful direction, KKF has appointed Mr. Mamun Monowar as the Chief Operation Officer (COO) in April 2020. The Foundation believes under his leadership the social enterprise program will flourish successfully.

The unprecedented period that we are living through now gives us a timely reason to look back to the vision of our Founder. As the entire world fights against a single common enemy that is Covid-19, we are also seeing the systemic inequalities that make people living in poverty receive the higher brunt of this crisis disproportionately. We are again reminded that we live in a world where we cannot afford to leave anyone behind in terms of literacy, healthcare or a basic standard of living. Considering this fact and face the initial disaster, the Foundation has distributed 10 to 15 days of food supply including **93,451** kg rice, **14,884** kg lentil, **209,945** kg potato, **236** kg suji, **5,976** kg salt, **20,326** pcs soap, **7,068** litre oil, **272** kg flat rice, **25,000** pcs of eggs, **1,937** kg flour, **272,853** kg onion, **1,812** kg sugar, vegetables, snacks among **15,000** families all over Bangladesh.

The Foundation also arranged three medical camps with the help of specialized doctors and provided medicines as

required in several chars of Jamalpur districts and Southern parts of the country.

To mitigate the upcoming challenges, from July 2020, the Foundation has initiated a program named Kishan and Pholon to help the seasonal livestock and crop farmers. Initially, the Foundation will work for and with the vulnerable char people of Jamalpur. We also have a plan to work with the flood victims of both southern and northern parts of the country in near future.

The Foundation has also arranged nationwide professional training programs for students and professionals. We are committed alongside our partners and supporters to build a more equitable world now, and for the future generations. Through our continuous efforts to improve and bring about a positive change not only in society that we operate in but also in our personal lives, KKF has proved its enduring commitment towards upholding its vision to ensure health, happiness, and dignity for all.

The years in review have been a reflection of our promise to make an impact in the lives of our beneficiaries, as well as what is to come next. We could not be more proud of our change makers, as well as our constant supporters who have been standing tall and strong beside us since the beginning. Special heartfelt thanks to X-INDEX group of companies for their utmost support whenever the Foundation requires.

With these thoughts and promises, we commit to make the next year even more impactful, we commence on our journey toward the future and I welcome you to join us in our mission to change the lives of the communities where we work through sustainable and effective interventions.

The year has undoubtedly been one of many changes as well as challenges, all leading to a future filled with new opportunities for growth. I look forward to another rewarding year together with the KKF family achieving the impossible with determination, hard work, and unity.

  
Sifat-E-Azam



# ■ CHAPTER 01 ■

About KK Foundation

# About KKF

The Kamrunnesa Khatun Foundation (KKF) is an independent nonprofit charity, committed to bringing about better lives for the disadvantaged people in Bangladesh. The Foundation's social welfare and humanitarian journey started in 2011, in commemoration of the noble deeds of Ms. Kamrunnesa Khatun. KKF works to improve the lives of the underprivileged and disadvantaged groups of people in society by providing them with the opportunity to live full and independent lives.

KKF engages with initiatives for the marginalized and underprivileged population to bring them into mainstream development as active participation is a pre-requisite to their sustainable development. KKF works with a vision for

change—a vision to bring qualitative changes in the lives of the underprivileged, especially through supporting the access to quality education, nutritious food, safe water, shelter and sanitation for the underprivileged children all over Bangladesh.

KKF works to bridge the gaps and empowers the educated unemployed youth, women and marginalized farmers to participate in income generating activities and establish them as independent, socially active, self-employed and successful entrepreneurs. KKF also makes pure, unadulterated and quality food available to the urban population for a healthier living.

## • Mission

- Be the catalyst to make a lasting difference in the lives of the deprived people
- Strengthen the disadvantaged, marginalized and neglected people of Bangladesh through empowerment in social, economic, financial and other aspects.
- Expand employment and livelihood opportunities for the vulnerable population through ensuring participation in education, training, health security, entrepreneurship and social activities.

## • Values

- Pledges to ensure transparency and accountability in all aspects of its operation
- Ensures inclusiveness and empowerment for all
- Works to ensure a lasting impact of everything that we do
- Maintains unity at work
- Strives to carry out its tasks in innovative and standardized ways

## Vision

KKF's vision for Bangladesh is that of a country of vibrant, inclusive communities where social enterprises thrive to ensure **sustainable** and **equitable development** through capacity building and promoting entrepreneurship and transforming the lives of the most disadvantaged people.

## Goal

The goal of KKF is addressing the needs of disadvantaged people and helping them to create a better future.

## Objectives

- Assist the underprivileged people to engage in self-development and facilitate their socioeconomic mobility.
- Reduce poverty, inequality and vulnerability and promote entrepreneurship.
- Build an enriched Bangladesh by making lives better for all people.
- Contribute to the sustainable and inclusive development process, both locally and globally.



## The Governance

KK Foundation is governed by a two-tier governance body--the Governing Body and the General Body. The core governance lies with the Governing Body of the organization. It embodies seven members, including the Executive Director of the Foundation.

## The General Body

The General Body acts as the supreme authority of the organization. It is responsible for policy direction and guidance as well as ensuring the effectiveness of the organization. It comprises of 14 members including the seven members of the Governing Body.

## The Governing Body

The Governing Body acts under the supervision of the General Body. It has the responsibility to pursue and carry out objectives of the organization. In order to focus on the organization's intended goals, it determines the direction and scope of the activities.

**Arch. Md. Mazherul Quader**, renowned architect and Chairman of X-Index Group of Industries is the Chairman of the Governing Body and the General Body of KK Foundation. He is a prominent entrepreneur and success driven figure in business community of Bangladesh with a diversified business portfolio. He is an eminent business personality who has been involved with over 330 projects at home and abroad.

**Ms. Sifat-E-Azam** is the acting Executive Director of the Foundation. She has in total 19 years' working experience in the NGOs and social development sector and teaching in a number of reputed universities both at home and abroad. She has also worked with the Palli Karma-Sahayak Foundation (PKSF) and the Institute for Inclusive Finance and Development (InM) for several years.

## Status

KK Foundation is registered with the Registrar of Joint Stock Companies and Firms under the Societies Act of 1860. It is also registered with the NGO Affairs Bureau, Prime Minister's Office of the Government of the People's Republic of Bangladesh.

## KKF Senior Management Team

The KKF Senior Management Team is led by the Executive Director and comprises of the Chief Advisor, Senior Advisor, Advisor-Development Program, Director-Finance, Administration and others, who meet monthly to review and plan the operations of the organization.

# Program Highlights 2018-2020





# ■ CHAPTER 02 ■

## Programs

- Social Development
- Social Enterprise

# Social Development Programs

## Joy for all Children (Joy Shokol Shishur)



### ■ Background

A large number of stranded and defenseless children around the world lack nourishment, medicine, protection, basic clothing and schooling. Some are forsaken by parents who are either addicted to drugs or alcoholism, while others are left on the streets because their families are extremely poor, making it impossible for them to

nurture their children. Despite the reasons, the message that these children hear is constantly the same: you are undesirable, you are separated from everyone else in the world, and you matter to nobody. The hope of a happy life remains a far off dream.

### ■ Who are we?

'Joy Shokol Shishur' blessing home is a registered foundation -- an initiative of KK Foundation which has been founded to aid in rescuing children from situations of abuse, homelessness or severe neglect. We do this by giving residential care, supporting education, medicine and opportunities for self-sufficiency

and dignity. The home started its journey in November 2018 by Arch Mazherul Qader, a philanthropic social worker, to protect and heal children victimized by neglect, exploitation and homelessness; also from the abusive and uncaring environment of the slums of Dhaka and poverty stricken villages beyond. We believe this program makes a big difference in these young lives.

The journey began with three children since November 2018 and now it is providing shelter to more than 75 distressed children. The home is equipped with good facilities and proper supervision ensuring that every child can look forward to a better future. Well trained staff and caretakers look after the children with love, warmth, security, and stability that only a home can provide.

### ■ Vision

Our vision is to provide safety, nutrition, education, medical attention and love that these abandoned children deserve, enable and empower such children to stand on their own feet, help them become responsible citizens, and lead meaningful lives contributing to the people and society around them.

### ■ Mission

Our mission is to participate and work together with local authorities and individuals to offer a chance at life and a new start to homeless and endangered children. We intend to give good education, periodic medical care, security and affection, a supportive environment that promotes self-discipline, motivation and excellence in learning. With the help of generous partners, we demonstrate the love of Almighty in tangible ways through our work. We are fully accountable to our partners, sponsors and well-wishers.

### ■ Day Care Facilities for Less Privileged

It has a day care center for the working parents who belong to lower income families. Any child raised by struggling parents can get admitted into the day care program. KKF charges only ten (10) taka per day for each child and the service includes education, four (4) times meals, non-formal education, and other relevant facilities.



## ■ Education

Education is one of the basic rights of every person in this world. In line with the National Education Policy 2010, KKF's strategic vision for the next five years ensures inclusion and equitable quality education and promotes lifelong opportunities for all (SDG 4).

In Bangladesh, there are many children who are deprived of education in both rural and urban areas.

KKF is working on providing both formal and non-formal education to underprivileged children in the country. The aim of this program is to

ensure the right to education for the deprived children.

Moreover, there are a number of schools all around Bangladesh that are receiving donation: at present, 22 students are receiving monthly financial support for their education from the Foundation.

## ■ Agriculture and Food Security



Bangladesh is highly vulnerable to the impacts of climate change, facing extreme events that continually affect crop production. KKF is committed to developing and disseminating a diverse range of climate-smart agricultural technologies to ensure food security. With the help of experts, the organization designs interventions to meet the sustainable development goals of achieving food security and improved nutrition and promote sustainable agriculture to meet SDG2 challenges.

From July 2021, the Foundation plans to provide soft loans among the livestock and seasonal crop farmers of Jamalpur Erendabari chars.

## ■ Health, Water and Sanitation

Accesses to safe water and sanitation are basic human rights. Inability to access them can lead to a wide variety of social impacts, from water-related diseases and malnutrition, to low school attendance rates and loss of productivity. KKF plans to provide these services across half of the country ensuring sustainability through community ownership, developing linkages with the local government and supporting local entrepreneurs. It also has a plan to expand reach into urban and hard-to-reach areas, contributing to the sustainable development goal of ensuring access to water and sanitation for all (SDG 6).



## ■ Targeting the Ultra Poor

Through this program, KK Foundation identifies the needs of the households that are too poor to access traditional development interventions. This is a tailor made program based on the needs and capacity of the individual households. This program partially follows the "BRAC Graduation" model and is for reducing poverty in all its forms which will fulfill SDG1.



## ■ Skill Development Programs

A third of Bangladesh's population is 10-24 years old and two million young people enter the labor market every year. Half of this population is either illiterate or semi-literate. However, most young people end up in irregular informal jobs. Bangladesh's workforce is expected to reach 76 million people by 2025. KKF aims to use skill development to ensure inclusive and sustainable economic growth and create decent employment opportunities for 100,000 young people within the next five years through its programs.

## ■ Gender Justice and Diversity

Nearly two out of three women in Bangladesh experience gender-based violence during their lifetime. Violence ranges from sexual harassment and emotional abuse, to child marriage, stalking, sex trafficking, acid attacks, rape and dowry killings. KKF works to combat violence against women and girls and eliminate all forms of gender discrimination. The aim is to ensure the sustainable

development goal of achieving gender equality and empowering all women and girls (SDGs 5 and 8). Our services include psychological counseling, leadership development training, sexual harassment redress mechanisms, engaging with peer groups, sensitizing and involving community actors and mobilizing local administration.

## ■ Human Rights and Legal Aid Services

Access to justice is taken as the ability of people to seek and obtain a remedy through formal or informal institutions of justice, in compliance with universal human rights standards. KKF upholds that in order to facilitate smooth access to justice pathways, it works to ensure the quality of justice particularly through legal aid and legal awareness, strengthen the capacity of civil society, and exercise equitable service delivery. Our efforts address the goal of promoting the rule of law at the national level and ensure equal access to justice for all (SDG 16).

## ■ Counseling

KKF provides a range of counseling services to help the staff as well as the children with psychological pressures and anxiety issues to cultivate positivity and promote sound mental health.



Both privileged and underprivileged groups are the subjects of concern. Underprivileged groups are prone to various hazards and they are victim to many traumatic situations. We offer counseling support for them to cope up with post-traumatic stress. In addition, we provide psychological help such as stress management, conflict management, proper parenting etc. for the public.



## ■ Community Empowerment



Community development is not possible unless women living in poverty are given a voice. KKF provides tools to claim their entitlements, develop leadership, prevent exploitation and plays active roles in their communities. The Foundation strengthens both rural and urban communities by building institutions to close gaps between communities and the local government. It increases access to information with a specific focus on reducing violence against women and children. KKF addresses the sustainable development goals of achieving gender equality and empowerment for all women and girls, and building effective and accountable institutions at all levels. (SDGs 5 and 16).



## ■ Health, Nutrition and Population

Mothers and children die every day from preventable causes and diseases in Bangladesh. Though the rate has been reduced, still the number is relatively large. KKF aims to change the situation by ensuring that the underserved population in rural and urban Bangladesh have access to health, nutrition and reproductive health services. The focus is on scale and impact, but without compromising quality, equity and sustainability. KKF has a plan to connect people with all healthcare facilities, keeping communicable and non-communicable diseases a priority. This intervention will also ensure healthy lives and promote wellbeing for all at all ages (SDG 3)

## KKF Shelter House (Joy Shokol Shishur)



### Children Dormitory Facilities

- Shelter facilities for 100 children (Girls 75 Boys 25)
- Separate staying arrangements for girls and boys
- Individual mattress, mosquito net, bed sheet and pillows
- A small courtyard for playing
- Individual room including all types of facilities for the residential mentor



### Support Services

- A dedicated front office with information desk
- Prayers corner
- Emergency doctor's services on call
- Indoor games facilities
- Learning resources display center
- Formal, non-formal and vocational training facilities for less and under privileged children



## Other Facilities



- 24 hours CCTV surveillance
- Strong security system
- Reading corner with internet zone
- Enjoying TV
- Reading newspapers
- Dedicated team for housekeeping and cooking



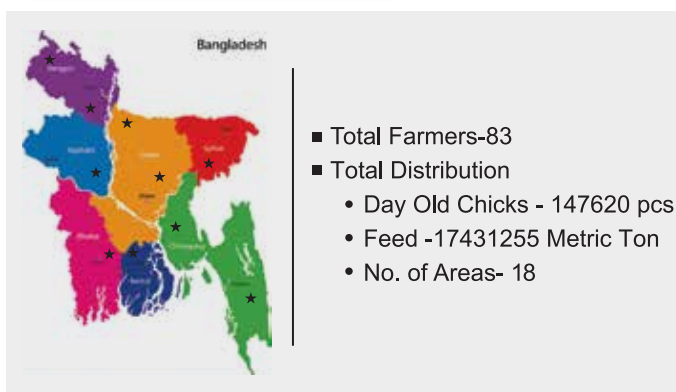
## Social Enterprise

A social enterprise lies at the intersection of business and traditional non-profit. Social enterprises are self-sustaining cause-driven business entities that create social impact by offering solutions to social challenges and reinvesting their surplus to sustain KKF Foundation's regular activities along with a number of underprivileged entrepreneurs to generate greater impact in their regular life.

### ■ Khamarir Hashi



Khamarir Hashi is a project which thrives to ameliorate the lives of the farmers. The program focuses on able but failed farmers so that they can turn their lives around and emerge as successful entrepreneurs. It is working in 18 districts of Bangladesh. KKF provides both financial and technical help to the beneficiaries. Khamarir Hashi plans to cover more areas with the objectives to alleviate unemployment, inequality and desperation and contribute to sustainable economic growth of the country by creating skilled and enthusiastic entrepreneurs.



### ■ Talent Chef

Talent Chef is a pilot café which aims at combining business enterprise with welfare. To help the youth and adolescents emerge as successful bakers and entrepreneurs, KKF provides bakery training. The trainees produce several bakery products under the supervision of a professional chef. KKF markets these products through online and offline channels. The revenue earned from Talent Chef contributes to the development efforts of the Foundation.

**During the period, total sales of Talent Chef Program was BDT 300,869.**

### ■ Shufola Urbanic

Shufola Urbanic is an endeavor to promote safe food in urban living. This program delivers unadulterated, safe and natural food products to the health conscious urban population. KKF helps the marginalized farmers to grow the produce in their own/leased land through largely organic processes. It aims to provide pure and natural foods to the market, which are free of contamination and preservatives found in processed and commercial farm produce. KKF also plays a part in ensuring market linkages and promoting fair trade helping the farmers to make a living income. This facilitates delivery of healthy food including mustard oil, honey, ghee, lentils, rice and fish to the urban markets. It's a convenient solution for city people who want to consume unadulterated and organic food products within two years.

**The total sales from the Shufola Urbanic Product rose to BDT 1,053,183 and that of chemical free seasonal fruits to BDT 333,492.**

### ■ Chief Operation Officer (COO) Exclusive to KKF Social Enterprise Program

For the expansion of existing and upcoming social enterprise programs, KKF has appointed Mr. Mamun Monowar as the Chief Operation Officer (COO) in January 2020. He has a total of 23 years of experience in different renowned organizations. Mr. Monowar held leading positions and played vital roles in various organizations like Partex Group, Finlay Tea, Golden Harvest Group, Paragon Group and BRAC. Prior to joining KKF, he was the Chief Operating Officer in BRAC. He has received professional international trainings on total quality management, production management and processed foods industries. KKF happily welcomes him as a member of the Foundation family.



An abstract painting of a flower, likely a tulip, with vibrant red and orange petals and green leaves. The brushstrokes are visible and expressive, giving the artwork a textured, painterly quality. The colors are rich and saturated, with the reds and oranges dominating the lower half and the greens and yellows in the upper half.

# ■ CHAPTER 03 ■

## Capacity Development

# Capacity Development

## ■ About KKF Capacity Development

KKF endeavors to achieve large scale and rapid changes by working with individuals, families, communities and institutions to overcome poverty and deprivation. To reach the target, we plan for a comprehensive approach – with financial services, capacity building and livelihood development as well as health, education and social justice – enabling people to realize their potential. Through continuous innovation to introduce more cost effective solutions and adapting them for greater effectiveness, we try to scale up for immediate and lasting changes.

Worldwide, it is proven that training is a key element of the development approach which focuses on human capacity and their participation. For the

reason, KKF started its Training Program since inception in the name of KKF Learning and Training Division. In the division, people continually expand their capacity to create the results they truly desire, where new and expansive patterns of thinking are nurtured, where collective aspiration is set free and where people are continually learning how to move together. This way, KKF Learning Centre is responsible for augmenting the capacity and professionalism of KKF staff and program participants through a wide range of training and learning, and also contributing to other organizations over the country and abroad who are working in the development arena.

## ■ Training for

### ► Individuals

KKF Capacity Development team aims to provide high value, low cost training and development opportunities for individuals.

### ► Communities

For the communities, evidence-based parenting education and community skills training, understanding of society and child development, support from program staff as well as peer-to-peer support among parents, linkages to services and resources to help improve overall family functioning and efforts to build community leadership and advocacy skills are organized by the Foundation.

### ► Corporates

Corporate training, also known as Corporate Education or Workplace Learning, is a system of activities designed to educate employees. While it helps the employers, it is also beneficial for employees as it helps them obtain and hone knowledge and skills to progress professionally and personally.

### ► Other Institutions

The Foundation also provides a number of capacity development trainings to make the university or college students more capable and effective resources for the workplace. These programs are tailor-made and designed/customized as per the needs of the participants and institutions.

### Families ◀

The 'Strengthening Families' framework is an evidence-based approach which identifies protective factors that, when present and robust in families, help prevent child abuse and neglect, as well as support optimal healthy growth and development in children. KKF organizes training and workshops in this arena for the families.

### Students ◀

Education and training proletarian guide and cultivate people. For students along with education process facilitating specific life skill learning, or accomplishment of values, knowledge, notion, and habits are also very important. With the help of life skill training, the Foundation enhances students' knowledge of anatomy before they pick up the scalpel.

### Development Organizations ◀

Tailor made training and workshops are arranged and organized for the development practitioners and organizations.

## ■ KKF's Capacity Development Guiding Philosophy

We are committed to create a strong and continuous improvement in human capital performance for our partner organization. We create a smart partnership with you to fully understand your unique business strategy, goals, needs, objectives and culture. Following that, your needs will be studied and a tailor-made program will be designed for your organization. The core aims of the training is to build and sustain the skills and behaviours that are essential to your business successes.

## ■ Vision

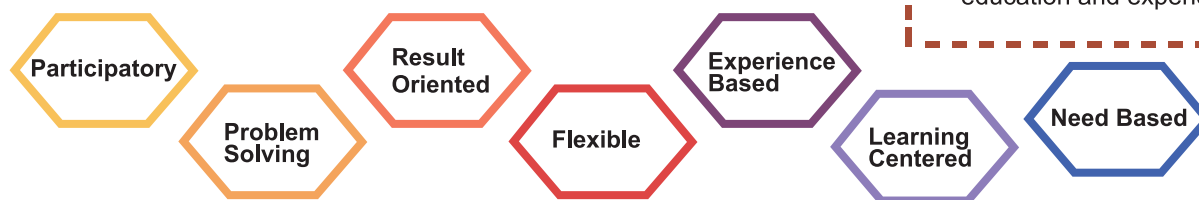
We envision in delivering sustainable human capital for the future

## ■ Objectives

The overall objective of KKF Learning Division is to improve the effectiveness of KKF through enhancement of human potential of its staff, program participants, and other stakeholders. These efforts are consistent with KKF's poverty alleviation and empowerment goals. In order to respond appropriately to diversity and organizational needs, the Learning Division's specific objectives are as follows:

- ▶ Make KKF Learning Centre as a centre of excellence for training on leadership and management skills
- ▶ Provide capacity building support to KKF and other development organizations
- ▶ Establish partnership and networks with other national, regional and international learning institutions to continuously improve learning facilities and capacities.

## ■ Learning Principles



## ■ Mission

Our mission is to design and deliver high impact development programs and a wide range of consultancy services that produce outstanding human performance for any organization.

## ■ Training Principles

In order to maximize the desired results from the training courses, the Learning Division upholds the following principles:

- Course trainers strive to create and maintain a learning environment of openness, friendliness, mutual trust, and respect.
- Trainers regard themselves not as pedagogues but facilitators in the learning process. When selecting training participants, KKF values homogeneity with respect to age, education and experience.

## Capacity Development Initiatives 2019-2020

To begin with, KKF affiliated and signed an MoU with 'Thoughts' a global standard training services and consultancy firm based in Bangladesh and, instead of training need assessment (TNA), KKF conducted a number of workshops and few trainings to understand the present scenario.

## ■ KKF Training on LEAD

### ■ Purpose

The purpose of the Student Leadership Workshop cum Training Program is to empower high school students to enhance their potential, maximize their performance, and achieve their ultimate goals in the following areas:

- ▶ Intentionally design a vision for the life they want to live
- ▶ Perform academically and develop post-secondary & preliminary professional plans
- ▶ Develop authentic leadership skills through passions and extra-curricula
- ▶ Improve communication skills, interpersonal skills and relationships
- ▶ Obtain career-readiness skills for success after graduation
- ▶ Prioritize proactive contribution to the betterment of their school and community

### ■ Exposure

The students are exposed to the following:

- ▶ Setting High Standards of Excellence
- ▶ Fundamentals of Self-Discipline
- ▶ Effective Communication Principles
- ▶ Value of Risk
- ▶ Dealing with Insecurities
- ▶ Behaviour Modification Vs. Motivation

### ■ Outcomes

The outcomes of the workshop are:

- ▶ Independent Carry Through
- ▶ Sensitivity to Peers
- ▶ Development of a Positive Attitude
- ▶ Understanding of I/Me Vs. We/Us
- ▶ Understanding Consequences of Complacency
- ▶ Increased Level of Cooperation
- ▶ Commitment to Self-Improvement

## ■ Day Long Workshop on 'Leadership Exploration and Development (LEAD)' at Khulna

The KK Foundation (KKF) in collaboration with 'Thoughts' organized a daylong workshop on Leadership Exploration and Development (LEAD) at the auditorium of Hotel Castle Salam, Khulna on 14 September 2019. This is a tailor made course by KKF and Thoughts to enhance the capacity of the high school students.



As a part of the pilot program, KKF jointly trained 48 students from four leading high schools of Khulna City--Govt. Coronation Secondary Girls School, Govt. Khulna Zilla School, Govt. Model High School, and St. Joseph's High School.



Govt. Khulna Zilla School, Khulna



Govt. Coronation Secondary Girls' High School, Khulna



Govt. Model High School, Khulna



St. Joseph's High School, Khulna

The workshop was divided into two segments. The first part was briefing on resolving a critical problem/crisis or taking an initiative. Mr. Md. Mahbubul Alom, Chairman, Thoughts conducted the session. In his presentation, he highlighted how to do brainstorming efficiently, how to assess a problem and decide what fits best and for smooth execution what sort of execution plan is required. The second part of the workshop focused on entrepreneurship development. This session was taken care by Ms. Sifat E Azam, Executive Director, KK Foundation. The main purpose of the session was to motivate the senior school students towards entrepreneurship development. Studying entrepreneurship benefits students and learners from different social and economic backgrounds because it teaches people to cultivate unique skills and think outside the box.

To make it more effective, participants were divided into groups in both sessions and individual groups received

individual topics. In a group, together they followed the steps and solved the issue. At the end of the group work, the participants presented their topics among the audience.



The students provided the participants with the skills and knowledge to come up with business ideas and develop their own ventures. And this includes helping them to learn basic information of the business areas such as finance, sales, marketing, management and accounting, not to mention, broader ranging skills such as adaptability, effective communication, and confidence.



To make the program more effective and encourage the students, the training included few steps. Seven students received special certificate award for their outstanding presentation skill and interesting ideas. From Govt. Coronation Secondary Girls' School Khulna, Nusaiba Hakim Diya, Lubaba Mahzabeen, and Muhtarima Tabassum Mehrin; Shakkhar Kundu, from Khulna Zilla School Khulna; Md. Mahfuzur Rahman, from Govt. Model High School Khulna; and Iftekhar Mahmud Labib, Arghyo Banerjee from St. Joseph's High School Khulna received the best speaker awards in the workshop.

## ■ Awarded Participants



**Lubaba Mahzabeen**  
Govt. Coronation Secondary  
Girls' High School, Khulna



**Nusaiba Hakim Diya**  
Govt. Coronation Secondary  
Girls' High School, Khulna



**Muhtarima Tabassum Mehrin**  
Govt. Coronation Secondary  
Girls' High School, Khulna



**Md. Ashik**  
St. Joseph's  
High School, Khulna



**Arghyo Banerjee**  
St. Joseph's  
High School, Khulna



**Md. Mahfuz Ur Rahman**  
Govt. Model  
High School, Khulna



**Shakkhar Kundu**  
Khulna Zilla  
School, Khulna

Selected participants from all schools shared their views and excitement about the workshop. They were very much motivated after the workshop activities and also expressed their gratitude to the organizers.

## ■ Feedback from the Experts



"Students are the future leader of a nation. We are proud to be part of this history. In future, with proper support, we will arrange similar types of programs in different corners of Bangladesh."

**Ms. Esha Mahin**, Senior Advisor,  
KK Foundation



"Outstanding initiative....more workshops like this should be conducted in other parts of Bangladesh as well as in Dhaka....."

**Ashraful Alam Ahmed**, Architect



## ■ Certificate Course on Financial Performance

"Learn the most important and applicable financial ratios and financial performance tools to help you make the most efficient management decisions"



### Course Overview

This one day certificate course introduces basic concepts and methods used in the interpretation and analysis of corporate financial statements as an important source of information for decision makers. The major objective is to understand the structure, relevance and information content of the basic financial statements from the user's perspective.

The course emphasizes analysis of cases and financial reports and concerns the applications of basic concepts and methods of financial accounting to real-world business issues.

## ■ Participants Learning Skills

- ▶ Understanding corporate financial statements & reports
- ▶ Making informed decisions based on financial data
- ▶ Analyzing a company's financial situation

## ■ Applicable for

- ▶ People who want a successful career (or get ahead) investing, finance and accounting.

- ▶ Business professionals who want to enrich their knowledge of finance and financial analysis.
- ▶ Beginning investors who want to manage their own portfolio of stocks.
- ▶ Ambitious students who want to major in finance and enter the field.
- ▶ Aspiring financial analysts, investor relation managers, private equity analysts, investment bankers, traders, hedge fund analysts and sell side equity research analysts.

This course is intended to attract fresh graduates and young professionals to introduce them to the basic concepts and methods used in the interpretation and analysis of corporate financial statements as an important source of information for decision making.

## ■ Certificate Course on Financial Performance Management

KK Foundation in collaboration with Thoughts, a leading training institute of the country, arranged a daylong certificate course on Financial Performance Management on 26 October 2019.

A total of 22 professionals from renowned organizations such as City Bank Capital Resources Limited, Marks and Spencer, Prime Asia University, Advanced Development Technologies Ltd, Premier School Dhaka participated in the certificate course.



The session was divided into three sessions and group activities. The first session was about the basic understanding of corporate financial statements and report preparation. In this session, the instructor introduced the terms along with real life practices. A detail discussion on different types of ratios like liquidity ratios, profitability ratio, market ratio, solvency and efficiency ratios were discussed.

The second session was about making informed decisions based on financial data. In this part, the participants were introduced with some real life financial data and the instructor allowed the participants to play with the information for improving the analytical skills. The



participants were divided into groups to prepare a group work for better understanding. The third session was analyzing financial situation of a business/company. This was interrelated with session two. Using the data analyzed in session two, the participants prepared a detailed presentation and shared their experiences, views and thoughts.



At the end of the session participants shared their valuable feedback and gratitude to the organizers. Mr. Mahbubul Alam, Chairman, Thoughts, facilitated the certificate course.

Mr. Mahin Mazher, Chief Advisor, KK Foundation and Managing Director, X-Index Companies Ltd. graced the occasion as the Chief Guest. He mentioned that KKF was also planning to develop a number of realistic training programs that would enhance human capacity so that they could become the resources of their employers. He also mentioned that he was happy to be the part of the program and also glad to know that the participants benefitted from the course. At the end of his speech, certificates were distributed among the participants.



## ■ Entrepreneurship 101- Be Your Own Boss

Thoughts, KK Foundation, MATTRA Architects Ltd. jointly arranged a daylong workshop titled 'Entrepreneurship 101- Be Your Own Boss' at the Auditorium of Premier School Dhaka on 5 November, 2019.

The program was specifically planned for new and upcoming entrepreneurs of Bangladesh. The workshop incorporated the knowledge of business procedures, strengths, tactics, strategies and methodical direction to be used to overcome the challenges that an entrepreneur might face when starting a venture.

The workshop was conducted by a team of professional trainers from KKF, THOUGHTS and MATTRA. More than 50 participants joined the workshop and expressed their gratitude to the organizers.



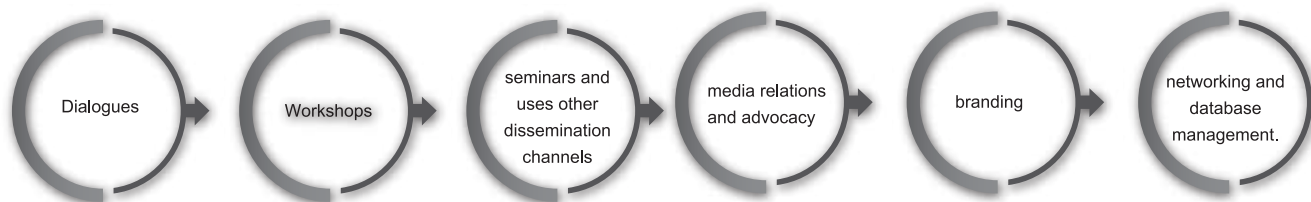


# ■ CHAPTER 04 ■

## Knowledge Management

# Knowledge Management

Knowledge management is the powerhouse of knowledge generation, dissemination and preservation. The KKF brings its knowledge to light in the form of reports, project findings, program papers, books and other publications. To disseminate new knowledge, KKF organizes dialogues, workshops, seminars and uses other dissemination channels. The knowledge management activities also focus on media relations and advocacy, branding, networking and database management.



In addition, KKF organizes and promotes television programs including talk shows, documentaries and other programs focusing on inclusive development and awareness building. Besides, it undertakes different promotional activities for establishing the organization as a hub for social development through various capacity building and social enterprise programs. KKF is working to establish itself as a financially self-sufficient organization by pairing enterprise development with welfare. KKF is also working towards launching various products and strengthen brand image.

## ■ Motivational Speech By Ms. Layla Arjuman

A seminar titled 'Sofolotar Golpo- Success Stories' was organized by KK Foundation at its Shelter House Program (Joy Shokol Shishur) on 6 April 2019. Ms. Layla Arjuman, a prominent motivational speaker of the country was the keynote speaker. She has also served as the Principal in three prominent Government High Schools of the country and has also authored few books. As a special guest, Ms. Farzana Rahman, Head, Retail Governance and Operation, Grameen Phone Limited graced the occasion.



The children of the shelter house program come from vulnerable backgrounds and in most cases they have suffered from stress, trauma, depression and other mental anxiety issues. Constant motivation and counselling is required for these children. In this regard, motivational speakers can inspire and stimulate the audience to make positive changes in their lives. Their speech not only motivates the children but also conveys the need for essential life skills and provides successful case stories. Both the guests through their positive stories inspired the children in many ways. The participants also shared their experiences and expressed their feelings about the program. Senior officials of KK Foundation were also present in the seminar.

## ■ Children Display Art Works in National Jute Fair

S helter home children participated in the five day long National Jute Fair 2020 on 6 March 2020. The program was organized by the Ministry of Textiles and Jute, Government of Bangladesh. Some selected art works made by shelter house children were displayed in a stall at the exhibition and it was praised by the experts. The Secretary of the Ministry, Mr. Lokman Hossain Mia was present in the award giving ceremony and he praised the works of the shelter house children.



## ■ Fin-B Workshop on Professional Productivity

The Financial Inclusion Network, Bangladesh (FIN-B), an initiative of the Institute for Inclusive Finance and Development (InM), organised a workshop on 'Mental Health and Professional Productivity' in collaboration with Life-spring Consultancy Ltd. and KK Foundation on 25 February 2020.

The workshop discussed the mental health issues that directly affect productivity in the work-life and on the ways of attaining a good work-life balance. InM Chairman Dr. Qazi Kholiquzzaman Ahmad and Executive Director Dr. Mustafa K. Mujeri, Sifat-E-Azam, Executive Director KKF and senior officials from Life Spring attended the workshop along with the participants including Executive Directors of FIN-B member organizations, doctors, bankers, psychologists and development practitioners.



Ms. Sifat-E-Azam, Executive Director of the KK Foundation conducted a session on different activities with street children and an innovative product designed for marginalised poultry farmers.



Dr. Qazi Kholiquzzaman Ahmad, Chairman, InM elaborated on the scope of working together for the overall well-being of the deprived people. He argued that human welfare dimensions should not be compartmentalized as these always worked together to enhance human welfare. People's mental well-being and human and other development dimensions were interconnected; and these needed integrated development to lead a dignified life. The workshop was concluded with the speech of Dr. Mustafa K. Mujeri, Executive Director, InM.



## ■ Seminar on Liberation War Stories

A seminar titled "Muktijuddher Golpo Shono- Stories of Liberation War" was organized by KK Foundation at its Shelter House Program (Joy Shokol Shishur) on 18 December 2019. Mr. Sheikh Mohammad Shajahan, freedom fighter of sector 11 Kaderia Bahini, Mr. Hasnain Sabih Nayak, Co-Founder and International Relation and Culture Editor of TOITOMBOOR (Children



and Juvenile Monthly Magazine) and Mr. Sabih UI Alam, prominent artist and senior adviser of TOITOMBOOR were present as keynote speakers. They depicted the stories of liberation war and the significance of independence to the children. On this event, children performed group dance, music and drew paintings based on the liberation war.

## ■ Corona Awareness Campaign in Shelter House

As Covid-19 has already spread all over the world, KKF organized three awareness sessions in the shelter house for the children in February, March and April 2020. Age based hands on training were arranged for the children. For the staff, separate awareness and precautionary trainings were organized by the Foundation.



## ■ Each or Equal : Ms. Esha Mahin Senior Advisor, KK Foundation Attended a Seminar on Women's Day 2020

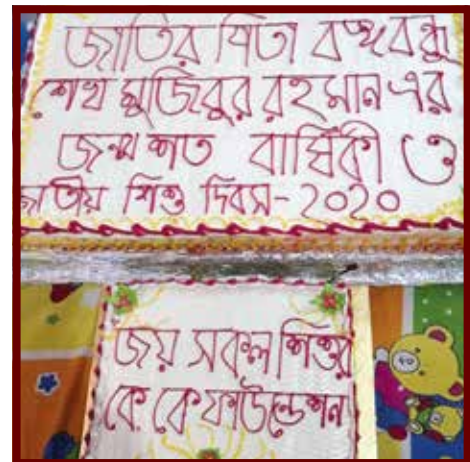
In the occasion of World Women's Day 2020, the Institute of Cost and Management Accountants of Bangladesh (ICMAB) organized a seminar in their auditorium. The theme of the occasion was "I am Generation Equality: Realizing Women's Rights". The Honorable State Minister of Women and Children Affairs, Ms. Fazilatun Nessa Indira M.P was the Chief Guest and the Deputy Managing Director, "Probashi Kalyan Bank" Ms. Mahtab Zabin was the Special Guest in the program. The Senior Advisor, KK Foundation Ms. Esha Mahin graced the occasion as the Guest of Honor. She presented her speech on equity for all women in society, the correct life mapping for women's future endeavor and the role that KK Foundation plays in this regard.



## ■ “Mujib Shoto Borsho” and National Children Day Celebration

The 100th birthday of the Father of the Nation, Bangabandhu Sheikh Mujibur Rahman was celebrated in the shelter house. On March 17, 2020, KKF organized a cultural program in its Program Office. Stories and lessons from his life were discussed with the children.

The children celebrated the grand birthday by cutting a big cake made from Talent Chef Café and presented a small cultural program for the guests.



## Special Days Celebration

### ■ Celebration of Eid-ul-Fitr 2019



On the occasion of the Eid-ul-Fitr, the children of the shelter house received new clothes and hygiene products. Improved diet was provided for three days. The children also visited different recreational places.

### ■ Celebration of Eid-ul-Adha 2019



The Eid ul-Adha was celebrated at the shelter house with immense festivity. The children were provided new clothes, shoes and cosmetics. They also received special foods for three days. They visited the National Museum as a part of their Eid celebration.

### ■ Eid Ul Fitr Celebration in Shelter House 2020

The Eid-ul-Fitr, the largest religious festival of Muslims, was celebrated in the country on 25 May 2020. This year, the Eid was celebrated with a different scenario without any outdoor program and Eid Jamaats at Eidgahs due to the coronavirus pandemic. The government urged the Muslims to avoid gatherings and the children of the Shelter House were restricted from any

outdoor activities. The children followed flexible routine and enjoyed indoor games, watched special television programs and played inside the shelter house yard. Improved meals were provided among the children and staffs for three days. The children also enjoyed cultural activities organized by them.



### ■ Our Cow (Amader Goru)

Ms. Afifa Khanam, Educational Consultant and Trainer, and former Government School Principal (Scotland), Lead Trainer of Connecting Classroom Project in Bangladesh with British Council, who resides in the UK donated a cow (her Eid sacrifice) to the Shelter House children. The children were very happy to have their own cow for Qurbani.



## Eid Ul Adha ■ Celebration 2020



The children at the KK Foundation Shelter House Program in Dhaka celebrated Eid ul Adha with gift boxes donated by Mr. Mahin Mazher, Managing Director, X-Index group of industries and Chief Advisor of KK Foundation. The gift pack included new Eid dress, cosmetics, and hygiene items. The children normally receive gifts from their parents and relatives during the Eid, but these children miss out because they are orphans with no family, and majority of them were floating children. The children were very happy to receive their gift packets and had a lot of fun opening their gifts and enjoyed the Eid celebration with KKF employees. The happiness in their smiles and in their faces is unforgettable.

Mr. Mahin Mazher mentioned that these children were like his own children and for their betterment,



many more other activities would be promoted in the Shelter House in addition to the present activities to help alleviate hardship and improve health, education and living conditions of these disadvantaged children. He also mentioned that a small gesture could brighten the lives of these children considerably. He expressed his happiness for receiving all cooperation and support of his employees, who had donated generously and supported the campaigns in every possible way.

The KKF Shelter House provides shelter, meals, education and support for orphans, floating and



distressed children of Dhaka City. Currently, more than 65 children aged 4 to 16 years are cared at this orphanage.

The KKF plans to expand the program all over Bangladesh in near future. Improved meals were provided for two days and the children enjoyed the Eid day with a number of activities and also organized a cultural program. The KK Foundation is grateful to Mr. Mahin Mazher, for his contribution that is helping the children feel happy and secured during this pandemic.



Mr. Tariq Alam, from QuadReal, Ambassador, Canada Visited Shelter House Program on 13th February.



KK Foundation rejoiced Pohela Phalgun and Pitha Utsab with the shelter house children and distinguished guest.



## ■ Celebrating International Mother Language Day 2020

For honoring the heroic struggles and sacrifices of the martyrs for our mother tongue Bangla, the children of shelter house walked barefoot, singing songs of patriotism on 21 February 2020. They offered flowers in the Shahid Minar. The Language

Movement is indeed the most important turning point in the history of Bangladesh as its spirit led to the Independence of Bangladesh in 1971. Later on, the children shared their views on the importance of the day which was followed by an art competition.



## ■ Observing Independence Day 2020 Amid Shutdown

The KKF observed Independence Day on 26 March 2020. This year the government cancelled all programs of the day as the country is fighting to contain the transmission of Covid-19. An in-house seminar was arranged for the children of the shelter house where they were enlightened about the importance of the day. A cultural program was arranged by the children on the occasion.



## ■ A Different Pohela Boishakh 2020

This year, Bangladeshis across the country celebrated Pohela Boishakh, the first day of the Bangla New Year, in a different manner due to the ongoing coronavirus pandemic. Virtual media and digital devices played a major role in the festivities, as the majority of the population was forced to stay home. Usual programs were cancelled because of the Covid-19 pandemic.

In the shelter house, Pohela Boishakh was celebrated in a limited way due to the pandemic. Children were served traditional food and prepared a colorful wall magazine with artworks and stories highlighting the significance of Pohela Boishakh.



## ■ World Labor Day 2020



The children of the Shelter House observed the World Labor Day on 1 May 2020. This year, due to the pandemic alert across the world, the theme for International Labor Day 2020 has been taken as maintaining safety and security at the workplace. The background of the day, labor's rights and rules worldwide were discussed with the children through an in-house workshop.

## ■ World Day against Child Labor 2020

The World Day against Child labor 2020 focuses on the impact of Covid-19 crisis on child labor. The Covid-19 health pandemic and the resulting economic and labor market shocks are having a huge impact on people's lives and livelihoods. Unfortunately, children are often the first to suffer. The crisis has pushed millions of vulnerable children into child labor across the world. Already, there are an estimated 152 million children working as child labor worldwide, 72 million of them in hazardous work. These children are now at greater risk of facing circumstances that are even more difficult having longer working hours. This year, the World Day has been conducted as a virtual campaign organized jointly with the Global March Against Child Labor and the International Partnership for Cooperation on Child Labor in Agriculture (IPCCLA)

The children of the KKF Shelter House observed the World Day against Child Labor on 12 June 2020. Mentors and staff of the House shared the impact of child labor on children and society. Awareness and motivational speeches were presented. There are a few resident children who were earlier involved in hazardous activities. They also shared their own experiences with other children and staff.



## ■ Celebration of Modhu Mash 2020

The Bengali month Jaisthyo is known as the 'modhu mash' which means the month of sweets or honey as most of the summer fruits of Bangladesh are available during this time. The children of the Shelter House enjoyed mango, lychee, jackfruits, berries, wax apple and other summer fruits on different days of the month.



## ■ National Mourning Day 2020

The National Mourning Day was observed on 15 August across the country, marking the 45th martyrdom anniversary of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and his family members. The killing of Bangabandhu and most of his family members on the fateful night of 15 August 1975 is the ugliest chapter of the nation's history. As part of the program, the national flag was hoisted half-mast atop the building of the KK Foundation. The life story of the Father of the Nation



Sheikh Mujibur Rahman was discussed with the children. The children recited poems and shared stories of Bangabandhu and his famous speech of 7 March to mark the occasion.

## ■ Women's Day 2019

Considering this year theme for International Women's Day (8 March), "Think Equal, Build Smart, Innovate for Change", the Foundation arranged an in-house workshop focusing on women empowerment, women rights, gender role, equal payment and gender equity.

## ■ Pahela Baishakh 2019

Pahela Baishakh was celebrated at KK Foundation. The children enjoyed traditional meals and organized a colourful cultural program.

## ■ Children Day Celebration 2019

On the occasion of Children Day, KK Foundation arranged an Art Competition for the shelter house children.



## ■ KKF solemnized International Mother Language Day 2019

## Medical Camps and Health Facilities

### ■ Four (4) Day Health Camp by IEDCR and WHO



A four day long health camp was jointly organized by KK Foundation, Institute of Epidemiology, Diseases Control and Research (IEDCR) and World Health Organization (WHO) from 20-23 May 2019. At the camp along with the regular health check-up, basic pathological tests were also arranged for the children. They also provided Vitamin 'A' capsule and deworming medicines for the shelter house children.

### KK Foundation Organized Vaccine Program Jointly with IEDCR

Measles vaccines were administered to 45 children of the shelter house on 13 June 2019. On behalf of IEDCR, Ms. Sharmin Akter along with her team conducted the vaccination program. Senior officials of KK Foundation were also present there.

### Skin Care Camp

A skin care camp was arranged at KK Foundation's shelter house on 21 September 2019. Dr. Ahmed Ashrafuzzaman, Skin Specialist, examined the children and prescribed appropriate medicines.

### Dental Camp

KK Foundation with the help of Mediplus and DAAMI Foundation jointly organized a dental camp at its Shelter House, Uttara, on 21 September 2019, for the underprivileged children. Associate Professor Dr. Aslam Al Mehedi, Dr. Ahmed Ashrafuzzaman, Dr. Shakhawat Hossain, founder of 'For the People' and Dr. Saima Akter were present as specialists. Besides, Mr. Rashed Rahim, Secretary General of SNAD Foundation, Mr. Jahangir Alam, Lecturer of Akij Foundation School & College were also



present at the dental camp. Ms. Sifat-E-Azam, Executive Director, KK Foundation, Chaired the camp. In addition to awareness building and routine checkups, basic dental care kits were distributed by Mediplus among the children.

### Tetanus toxoid Vaccine for Girls of Shelter House

Tetanus toxoid, also known as Tetanus vaccine, is needed to prevent tetanus. Tetanus is a serious illness that causes convulsions (seizures) and severe muscle spasms that can be strong enough to cause bone fractures of the spine. The KKF Shelter House arranged this vaccine under the Expanded Program on Immunization (EPI) of the Government of Bangladesh for ten girls having age 14 and above on 12 August 2020.

## Eye Camp

On 26 September 2019, a day long eye camp was jointly organized by KK Foundation and Dhaka Eye Care Hospital at the KKF Shelter House. KKF arranged the eye camp to ensure proper eye care for the underprivileged children and adults.

During the eye camp along with KK Foundation Shelter House children, 170 children and adults from the Center for Zakat Foundation, Ajampur Darul Ulum Madrasa, Ajampur Govt. Primary School and Jamia Muhammad Ali Madrasa were examined and received eye care facilities. The critical cases were identified and necessary actions were taken for 32 children and adults.



On 9 October 2019, for the occasion of World Mental Health Day, KKF arranged a daylong workshop titled 'Mental and Personal Health Awareness' at its Shelter House. This year the key theme was suicide prevention. Worldwide suicide rates have been increasing at an alarming rate over the last few years and the situation in Bangladesh is also worsening. A study shows that every year more than 11,000 people commit suicide and many cases still go unreported. Children of the shelter house are especially vulnerable because of the trauma and distress that most of them had suffered.

Saima Akter, Associate Professor and Head, Department of Pediatric Dentistry at Kumudini Women's Medical College and Sifat-E-Azam, Executive Director, KK Foundation conducted the session for children and mentors on various mental health and other relevant health issues.

## Mental Health and Personal Health Awareness

With the help of LifeSpring two group counselling sessions were arranged for the children on 6 September 2019 and 30 September 2019. Dr. Yahia Amin, Chairman, Life Spring and Dr. Shusama Reza, Early Childhood Expert & Senior Consultant were present during the counselling sessions. As a follow up of the sessions, the Foundation organized a daylong workshop to enlighten children and staff about personal hygiene and on how to overcome stress and conflicting situations. Dr.



## Media Coverages



- ▶ TodayNews24.net ▶ দৈনিক জন্মভূমি ▶ দৈনিক প্রবর্তন ▶ দৈনিক প্রবাহ ▶ দৈনিক অধিকার ▶ দৈনিক পূর্বাঞ্চল
- ▶ সময়ের খবর ▶ কে এনএন ▶ ATN Bangla Television ▶ দৈনিক সময় ▶ দৈনিক আজকের কাগজ



## Development Partners



KKF

Biennial Report ■ 2018-2020

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# Shelter House Inauguration and Falgun Mela



**F**algun Mela and Shelter House official Inauguration ceremony was held on 29 February 2020. Honorable Chairman, KK Foundation Mr. Mazherul Quader and Vice-Chairman Ms. Khursid Mazher inaugurated the ceremony. On this occasion, the Foundation arranged “Falgun Mela” in the front yard of the shelter house premises (KKF Program Office) at Uttara.

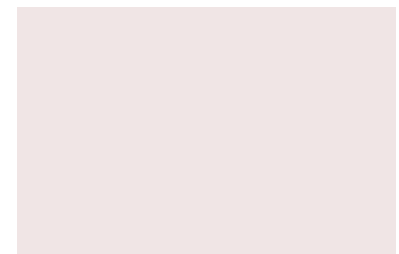
There were six stalls of small art and crafts made by the shelter house children, snacks from Talent Chef, Shufola’s products, books and pitha. Chief Advisor Mr. Mahin Bin Mazher, Senior Advisor Ms. Esha Mahin, Ms. Afroza Moazzem and other respected board members and senior officials of KKF were present in the ceremony.

In the ceremony, Chief Advisor Mr. Mahin Mazher gave an encouraging speech to the children. He observed that the most terrible poverty in this world was loneliness and the feeling of being unloved. The children, who were living in the shelter house should not think themselves alone under any circumstances because he considered all of them as a part of his family and they all were just like their children. He and his organization were always with the children for any kind of support.

The Honorable Chairman, in his speech mentioned that all children who were staying in the shelter house were assets of the country. The Foundation would provide them with all necessary facilities

like need based vocational training along with fulfilling their basic needs so that, in future they could face the real world more confidently.

An art exhibition was also held where art work of the children were displayed. The children also presented a cultural show after the official inauguration and enjoyed the time with the senior management and also shared their views and thoughts with them.





## ■ Talent Chef Cafe at Premier School Dhaka, Uttara Branch

In the premises of Premier School Dhaka, Uttara Branch, Talent Chef Café has started operation from 5 January 2020. Children, parents, teachers and other staff of the school were satisfied with the food quality and services. Two children (by rotation) from the shelter house program were present with the Talent Chef Representative to serve food as a part of their training for entrepreneurship development.

## ■ Perform Qurbani with KKF Program

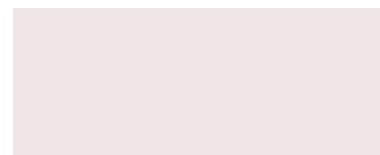
This year, because of the Covid-19 pandemic people were anxious about performing the Qurbani. The Qurbani is one of the Wajibs for Muslims which means in Islamic jurisprudence, an obligatory act, with failure to perform it being sinful. This year safety measures got the highest priority because of the pandemic.

To make the process safer and easier for the people, KK

Foundation took an initiative named "Perform Qurbani with KKF". Under the program, one was able to perform Qurbani with the Foundation maintaining several criteria.

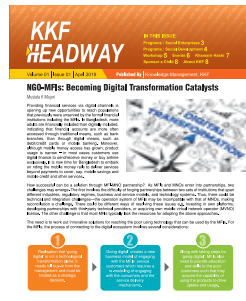
The sacrificial animals (cows and goats) were brought directly from the marginal famers ensuring fair prices. All who performed their Qurbani with KKF distributed/ donated one third or the entire

portion of their sacrificial meat to KKF. The Foundation distributed the donated meat to residents of old homes, shelter houses, lower income families and slum dwellers.



# Publications

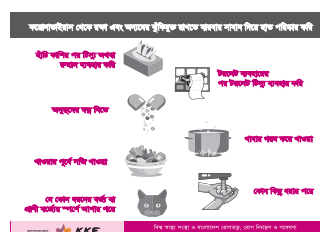
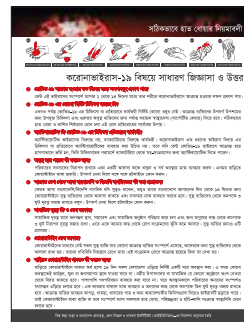
## Newsletter



## Special Newsletter

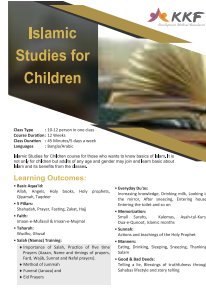
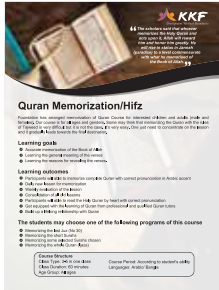


## Covid-19 Flyers



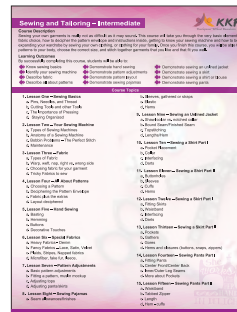
# Training Flyers

## Basic Computer Courses

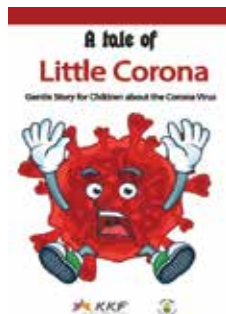


## Arabic Lesson

## Sewing & Tailoring



## Corona Special Books for Children



## Corona Guidelines



## Other Publications



## KKF Brochure

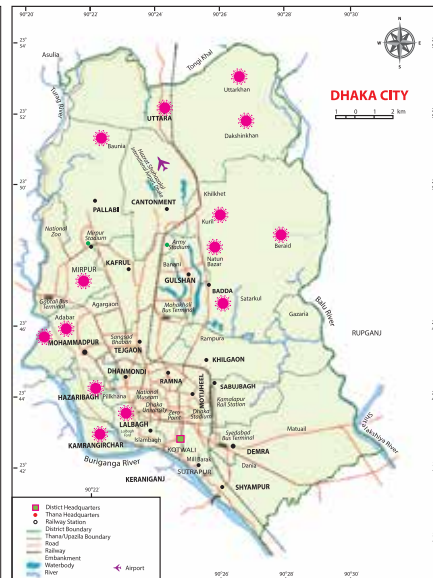
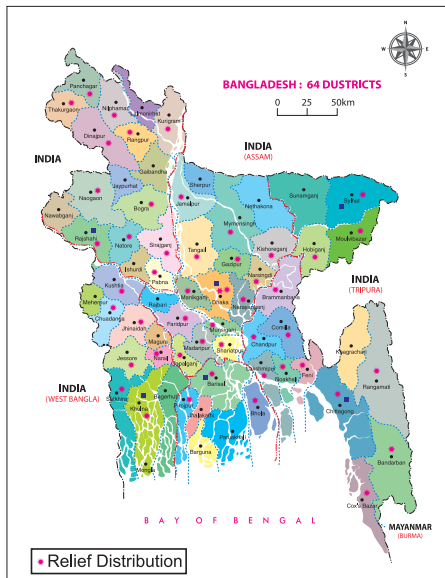


KKF

Biennial Report ■ 2018-2020

31

# KK Foundation's Relief Distribution at a Glance



## Reliefs Given to

- ☐ Sweeper Colony
- ☐ Third Gender
- ☐ Sexworkers
- ☐ Bedey Palli
- ☐ Weavers
- ☐ Ethnic Minority (Santal, Mro, Khyang Khumee)
- ☐ Physically Challenged Person
- ☐ Old Homes

About **2,56,000,00 BDT** jointly with the help of donors and voluntary organization were spend for

**58**  
Districts

**226**  
Villages/Unions

**15,000**  
Families Covered

**80,000**  
People received relief

**100**  
Families received cash donation for a month

**03**  
Shop made for Thanchi fire victims

**200<sup>PCS</sup> PPE**  
health workers professionals

**500<sup>PCS</sup> PPE**  
Grave diggers & social worker

## Working Parnters



An abstract painting of a flower, likely a tulip, rendered in a painterly style with visible brushstrokes. The colors are vibrant, featuring a mix of reds, oranges, yellows, and greens. The composition is centered, with the flower's petals and leaves filling most of the frame. The background is a mix of these colors, creating a sense of depth and texture.

# ■ CHAPTER 05 ■

## Humanitarian Response

## Humanitarian Response

Responding to natural and manmade disasters across the country and providing comprehensive services to Covid-19 pandemic victims are integral components of KKF activities.

### ■ Dealing with Natural Disasters

Bangladesh is particularly vulnerable to natural disasters as people suffer the adverse impact of global warming and climate change. Cyclones and floods ravage the country with increasing regularity and the poor are always the

worst affected. Every year, people die because of extreme climate-related events. KKF focuses its efforts on helping the char inhabitants in areas prone to natural disasters.

### ■ Actions When Disaster Strikes

Whilst cyclones, landslides and floods cannot be prevented, measures can be taken to reduce the impact of such natural disasters. In near future, KKF plans to work closely with community members to ensure they know what course of action to take when disaster strikes.

KKF plans to help the communities to adopt protective measures and provide them with the tools to face challenges, including the housing of displaced people, ensuring that children can continue schooling, helping the injured, providing clean water and food.

### ■ Our proposed approach to prepare for natural disasters

Plan	Communicate	Act
Together with the community, KKF would develop emergency plans to advise coastal and char dwellers as how best to proceed before, during and after a natural disaster. The goal is to ensure that the people are as prepared as they can to minimize the impact of disasters as well as deal with the consequences.	Once the emergency plan is developed, the Foundation will ensure that the community is aware of the security measures necessary to mitigate the effects of a disaster and can help save lives and livelihoods. The plan is also to educate children at a young age about the causes and consequences of natural disasters, when and where they occur, their impact and what safety measures to take. Teachers and parents will also be trained so that they too are aware of safety measures and can ensure that the children can continue their schooling when disaster strikes.	KKF also plans to build infrastructures in remote areas to enable vulnerable communities to prepare for natural disasters. Some of the projects will be safe places to live during disaster time, plinths and water treatment plants will be available to ensure people's safety.

### ■ Immediate Emergency Relief

In times of crisis, KKF delivers immediate emergency relief services to remote communities and ensures that their basic needs are met. KKF teams act quickly and work together with other organizations to provide immediate relief when disasters strike. The priorities are

to provide food, shelter, access to clean water and immediate healthcare. We survey how many people are injured and how many people need relief to ensure adequate distribution of emergency food packs and basic essentials.



## ■ What We Do ?

### ► Provision of Shelter

Char dwellers frequently lose their homes due to natural disasters. KKF provides immediate and short-term shelter, shelter kits and rebuilding assistance to facilitate the reconstruction of their home.

### ► Distribution of Food Packs and Essentials

Foundation distributes food, weekly rations and other essential supplies to communities stricken by disaster.

### ► Paramedics

KKF provides immediate medical support to the disaster-affected communities as well as char communities. KKF coordinates teams of paramedics and doctors both from Bangladesh and abroad with the help of likeminded voluntary organizations. Emergency health camps are arranged for the injured and medical camps for the community people on a regular basis.

### ► Distribution of Safe Drinking Water

Water sources and distribution systems are often polluted or damaged in disaster situations bringing the risk of diseases. As a priority, the Foundation plans to provide safe drinking water to communities during emergency situations until an operational infrastructure is restored. Already a program named Sadaqah and Qard e Hasanah has been designed which has started on a pilot basis for the purpose.

### ► Latrines

The rapid replacement of basic sanitation is essential to avoid the spread of disease in the aftermath of a disaster. KKF helps supply and install large quantities of improved hygienic latrines as part of newly constructed infrastructure.



## Foundation's Humanitarian Activities 2019-2020

### Relief Distribution for Covid-19 Victims



■ The world is now infected with the Covid-19 virus. Bangladesh is also not an exception. Mankind today faces the greatest challenge of the twenty-first century. Scientists around the world are busy searching for the causes of this coronavirus and discovering its antidote. The exact cause may be diagnosed in future. However, the extreme injustice of human beings on the environment, the gradual rise of consumerism is upsetting the balance of the environment whose victims are humankind today. The 2019–20 coronavirus pandemic was confirmed to have spread to Bangladesh on 7 March 2020.

■ Bangladesh faces significant challenges in combating Covid-19 as it is a densely populated country that is conducive to the spread of epidemic. In this crucial situation of Covid-19 pandemic in Bangladesh, KK Foundation, as a humanitarian organization, has come forward to respond to this crisis and safeguard people from the sufferings all over Bangladesh. Over the period, the Foundation has taken a wide range of interventions like relief distribution, awareness campaign, published special series for the people of different ages, PPE and safety kits distribution in relevant places, training and orientation for its staff, awareness video messages from media personnel, academics, doctors, nutritionists, professors and different scholars, health and psychological support, food and cash support and other relevant activities.

## ■ Safety Measures

Covid-19 being an extremely contagious virus, KK Foundation has taken proper precaution in every phase for the safety of the volunteers as well as the people of the target areas. A muster roll has been prepared that contains details such as names and phone numbers of all families in the targeted areas.

Five hubs were created, each having three volunteers to run the distribution process smoothly. The volunteers disinfected these hubs prior to distribution by covering themselves with PPE (Personal Protective Equipment) for their personal safety. All the grocery boxes had the name and cell phone numbers of the members who received on behalf of the family.

To avoid mass crowding, KKF volunteers called three families at a time to receive their boxes; and it took about 15 minutes to distribute boxes to three families (three representatives). The grocery boxes were placed in front of the hubs for the representatives to pick up the one with their names on it. During the process, the volunteers waited inside the hub for monitoring as well as avoiding any human contact. Only a selective group of volunteers were taken to the field to carry out the distributions. Later on, the entire distribution team was sent to quarantine for the greater good.

## Plan of Action

### ► Step 1

Shortlisted beneficiaries were provided with hygiene and health care products including disinfectant spray and soaps along with awareness campaigns on the importance of taking precautions against this virus by maintaining social distance.

### ► Step 2

Following the awareness campaign, the beneficiaries received 10 days of grocery items. However, in Daulatdia, 15 days' worth of supplies was distributed among the sex workers and 30 days of supplies were handed in the Old Home of Kushtia.

## 01 Sweeper Colony, Hajaribag

On 3 April 2020, KK Foundation distributed relief among the cleaners and sweepers' families in the Hajaribag sweeper colony. The relief was given to 436 people of 100 families. The 7 to 10 days relief bag contained rice, lentil, potato, oil, salt, suji, flat rice and soaps. The total volume distributed was 835 kg rice, 330 kg lentil, 822 kg potato, 50 litre oil, 50 kg of salt, suji and flat rice, 201 pieces of soap and 1,206 pieces of eggs.



## 02 Moddhya Badda, Dhaka

Fazlu Mia (not his real name) had a small tea stall near his house, adjacent to the Moddhya Badda main road. He lives in a rented tin shed room with his wife, three children and parents. His wife used to work in a garment factory as a part time worker. Before corona pandemic, the family was able to run their family hand to mouth. At least they did not have to beg. This pandemic made them really vulnerable- the wife lost her job and he could not open his shop. His earnings disappeared and he could not stand in the relief lines.

KKF along with its team identified 100 such distressed families with 407 family members and provided gift bags, each containing 5 to 7 days food for the family. On 4 April 2020, the Foundation distributed 656 kg rice, 233 kg lentil, 351 kg potato, 52.5 litre oil, 52.5 kg of salt, suji and flat rice, 185 pieces of soap and 600 pieces eggs.

### 03 Bedey Pally, Munshigonj

On 7 April 2020, the volunteer team of KK Foundation went to Old Bikrampur, Munshigonj for relief purposes. A Bedey community is living there for the last few decades. They basically live in boat and for livelihoods they come to the land. Corona pandemic made this community extremely vulnerable. Since they live in boats, they are mostly overlooked. Many live in remote areas as well, and it needs boat to reach them. KK Foundation with the help of Give Bangladesh distributed 10 to 15 days relief among the 152 Bedey families. We distributed 1,237 kg rice, 608 kg lentil, 760 kg potato, 165 litre oil, 117 kg salt, 104 kg suji and 152 kg flat rice, 446 pieces of soap and 912 pieces eggs.



### 04 Sex Workers Village

Daulatdia, the biggest brothel of the country, being under complete lock down, a total of 2,000 people including 1,600 regular sex workers were going through hardships. Therefore, KKF aimed to support 250 sex workers who were more vulnerable because of their age and other difficulties. Since they are one of the most vulnerable and untouched community of society, the Foundation provided 12 to 15 days food for these people. On 16 April 2020, KK Foundation along with Give Bangladesh and several other organizations jointly distributed 2,500 kg rice, 750 kg lentil, 1,750 kg potato, 250 liter oil, 125 kg salt, and 500 kg flat rice, 500 pieces of soap among 250 sex workers family.



### 05 Uttara, Lalbag and Kamrangir Char

A total of 35 lower middle class families from the above mentioned areas (mostly owner of small flower shops, tea stalls, vegetable vendors, fish vendors, and jewellery and toy shops) were selected by KKF volunteers who were passing very bad time because of the lockdown situation. Neither they could beg nor could they ask for reliefs standing in the line. On behalf of the Foundation these 35 families received 210 kg rice, 70 kg lentil, 105 kg potato, 17.5 litre oil, 17.5 kg salt, and 70 pieces of soap.



## 06 Physically Challenged Person's Families

Pandemic and lockdown is creating numbers of challenges in human lives. Have we ever thought : if we are suffering so much, how the physically challenged people are coping during this pandemic? KK Foundation along with Give Bangladesh and a few other organizations identified several such families in Middle Badda, Mirpur who had physically and mentally challenged member/members. A total of 119 families (having special members) from both the areas were selected. We provided 833 kg rice, 357 kg lentil, 833 kg potato, 119 litre oil, 60 kg salt, and 238 pieces of soap among these families in Dhaka City.



## 07 Weavers Community (Tati Palli) Sirajgonj

In early April 2020, news got the headline of almost all the leading dailies. Sumi a young girl of Sirajgonj weaver village committed suicide because of hunger. The weavers and craftsmen of Bangladesh are extremely talented and fine-skilled artisans.

These craftsmen help define the heritage and preserve the culture of Bangladesh. Sadly, the continuing global pandemic is devastating their livelihood.

The Business Standards reported on 9th June 2020 (<https://tbsnews.net/economy/trade/weavers-big-trouble-72295>) that 7 lakh weavers of Sirajgonj and Tangail were left with no income owing to the countrywide shutdown and the same situation was reported for the

Batique and Jamdani weavers.

Around 4.5 lakh weavers work in both power looms and handlooms in Enayetpur, Belkuchi, Shahjadpur, Ullapara, Kamarkhand, kazipur and Sadar Upazilas of Sirajganj district. Till date these communities are deprived from any kind of government support.

KK Foundation had arranged food gift packages in April 2020 containing 1,039 kg rice, 555 kg potatoes, 278 kg lentil, 57 kg salt, 146 litre oil, 306 pcs soap, 66 kg flat rice, 80 kg onion, 160 kg flour, among 113 weavers families. Among these 113 families, 33 families had mentally and physically challenged member/members in the family.

## 08 Personal Protective Equipment (PPE) Distribution for the Frontline Fighters

As coronavirus cases mount in Bangladesh, struggles to keep the front-line healthcare workers free from getting infected also become more challenging, and failure to do so would further strain the country's medical facilities. According to the Bangladesh Doctors Foundation (BDF), by April 2020 about 251 doctors had tested coronavirus positive, and more than 90 health workers had to place themselves in home quarantine.

On the other hand, the gravediggers are also facing precarious situation of their own. The pandemic is giving sleepless nights as they fear the risk of contracting Covid-19 since where the doctors and health officers are facing lack of PPE, for the gravediggers PPE is a luxury. However, they are not less important than others. Since the death toll is rising, pressure on them is increasing as well. In many cases, relatives abandoned the dead bodies and the gravediggers had to take necessary actions instead of the family.

Since, risks of getting infected by novel coronavirus are increasing day by day, their security and safety should be taken care in more effective manners. Considering this KK Foundation, on 20th April 2020 distributed 200 good quality PPE for the health workers, doctors and nurses of BIRDEM General Hospital. Dr. Jafar Ahmed Latif, Director General, BIRDEM received the PPE and on behalf of KK Foundation, Mr. Rifat Rahman and Mr. Habibullah were present in the distribution ceremony.

As the fatality rate grows with the spread of the novel corona virus across the country, grave diggers and volunteers from different religious background are under threat as well. In April 2020, KK Foundation distributed PPE among the gravediggers and volunteers involved in the burial process.





# ■ CHAPTER 06 ■

**Administration & Human  
Resources**

**Finance & Accounts**



## Admin & Human Resources

KKF's Human Resources Policies are approved by the management; and all staff members have been provided with an orientation through a series of meetings. Under the performance appraisal system, evaluations are carried out every four months. This is expected to result in more frequent interactions between the staff and the supervisors along with timely feedback and support for the staff to perform better.



The organization's Procurement Policy has been developed in accordance with the Government's Public Procurement Rules (PPR) 2008. It also has prepared its Employee

Service Rules and Regulations.

The KK Foundation has a competitive pay scale. It also provides a provision of festival bonus, incentive bonus, gratuity, provident fund, cleanliness allowance and other benefits. It also has a plan to start other benefits like insurance, leave encashment, medical benefits and employee compensation.

Regular meetings and workshops are held where the Executive Director heading the organization meets staff from each grade individually. During the Covid- 19 pandemic the administration organized online meetings and workshops on a regular basis.

## Staff's Capacity Development

KKF's capacity building is currently under the Administration Division. KKF adopts training as a process of systematic development of knowledge, skills and behavior, required for an individual to perform adequately at any given job. Trainings will have to be need based, learner centered, experiential and flexible to yield the best outcomes.

As a part of the strategies, two types of comprehensive training courses are offered: an organizational orientation and a basic course, for all categories of staff irrespective of programs. The organizational orientation course gives a wider understanding on organizational mission, vision,

programs and their relevance, work environment, organizational culture and values as well as human resource policies. The basic courses give comprehensive views about job performance, program operational strategies, and necessary hands-on skills, ensuring accountability. Furthermore need based customized trainings are also arranged for the staff.

During 2019 and 2020, a number of training programs were organized for the KKF staff.

The Administration and HR Division arranged the following trainings for the staff apart from the in-house training:

- **Certificate Course on Financial Performance:** KK Foundation jointly organized the "Certificate Course on Financial Performance" with Thoughts, one of the



reputed training organizations. The program focused on financial planning and reporting for the beginners of finance professionals. The day long program was held on 26 October 2019. From KK Foundation Mr. Md. Habibullah (Senior Officer, Finance and Accounts) and Ms. Nilufer Akter (Teacher, Shelter House Program) actively participated in the program.

- **Positive Parenting and Nurturing:** As a part of capacity development of the staff of the shelter house



program, KK Foundation arranged training on “Positive Parenting and Nurturing”, organized by “Thoughts”. Five staff from the shelter house program, Mr. Rifat Rahman Tanvir (In-Charge), Ms. Eamannesa (Counselor), Ms. Moni Sutra Dhar (Teacher), Ms. Aklima Akter (Residential Social Worker) and Ms. Nilufer Akter (Teacher) participated in the training.

- **Certificate Course on Clinical Mental Health:** KK Foundation believes in the importance of healthy and productive mental health of its employees. Counselling is the most significant part of the shelter house program where individual and group counselling for the children is a regular activity. On the other hand, to make the work environment progressive for all employees, administrative professionals should have the needed knowledge on mental health. If the staff gets training from the professionals, they can implement it through their daily counseling activity. “Life Spring” is one of the



most reputed organizations for mental health in the country which arranges certificate course for six months on Clinical Mental Health. From the KK Foundation, three employees participated in the training course— Ms. Rafia Sultana (Assistant Director, Administration), Mr. Rifat Rahman Tanvir (In-Charge, Shelter House Program), and Ms. Aklima Akter (Residential Social Worker, Shelter House Program).

## Annual Retreat

The Administration also organizes the annual picnic where respective units bring their entire family to enjoy and take part in the events. As a new organization, KK Foundation does not as yet have a separate HR Division and the Administration is responsible for ensuring the Foundation’s operational excellence. The Division continuously works towards building staff motivation and commitment to achieve KKF’s vision.

The first retreat of the Foundation was organized on 18 October 2019 at “ArannyaBilash”, Rajendrapur, Gazipur. The occasion was graced by the presence of Mr. Md. Mazherul Quader, Chairman, Ms. Khurshid Mazher,

Vice-Chairman and Ms. Esha Mahin, Senior Advisor, who attended the retreat to the great joy of the KKF staff members. This was an especially joyous occasion for the children of the Shelter House Program who were delighted with the games, swimming, snake charming show, and special tasty treats.

The Honorable Chairman, Vice-Chairman and Senior Advisor spent the day interacting with the children, appreciating the work that had been done by the staff members and reflecting on the goals that needed to be achieved in future.



## Finance & Accounts



The Finance and Accounts Division of KKF maintains the overall financial accounts and manages related budgetary activities, ensures financial transparency of the Foundation, and aids in effective management decision making. The Department ensures compliance and accountability. It records and stores financial data for management use, enabling a dynamic supervisory framework and the comprehensive monitoring of KKF's diverse programs. The Foundation has significant internal control policies and conducts annual Audits by independent external auditors.



KK Foundation has developed a detailed financial and procurement policy with comprehensively documented rules and regulations on account management. Specific budget is mentioned and maintained with full transparency. KKF's Finance and Account division has four specific functions, which are often interrelated.

These functions are:

- ▶ **Recording Financial Transactions:** Ensuring that the organization has an accurate record of its revenue, expenses, assets, liabilities and capital.
- ▶ **Strategic Management Accounting:** Providing information to assist managers and other internal users in their decision making, performance measurement, planning and control activities and pricing.
- ▶ **Financial Reporting:** Providing information about the organization to external users that are useful to them in making economic decisions and for assessing stewardship of the organization's management.
- ▶ **Treasury Management:** Managing the funds of the organization, namely cash and working capital items, plus short and long term investments, short term and long term debt and managing financial risks.

# KKF's <sup>Years</sup>02 Journey at a Glance

## Health Awareness Activities

- **06** Medical Camps including eyes, skin, general health checkup, gyne issues for adolescents arranged
- **03** Medical Camps with general medicine organized after flood for the Char people of Sirajgonj
- **04** Need based specialized health camps arranged for under privileged children
- **05** Vaccination Camps organized for under privileged children
- **04** Mental health awareness workshops and seminars organized for staff, less privileged, traumatized and victim children

## Publications

- **07** Newsletters
- **02** Corona Awareness Books for Children
- **09** Corona Related Publications (Guidelines & Flyers)
- **08** Training Flyers
- KKF Profile
- KKF Procurement Policy & Procedure
- কেকে ফাউন্ডেশন চাকরি বিধিমালা

## Joy Shokol Shishur (Safe Home for Distressed Children )

- Shelter Facilities for **100** Children (Girls **75** Boys **25**)
- Formal, Nonformal and Vocational Training Facilities for Less and Underprivileged Children
- **24** hours CCTV surveillance
- Children Day Care Facilities for Low Income Group
- Free Provision of about **300,000** Meals among Less Privileged Children
- **73** Children received Government Scholarship from School
- **12** Girl Children Completed PSC, JSC & HSC

## Humanitarian Response

- BDT **25,637,820** jointly spent with volunteer organizations for relief distribution during 1st phase Covid-19 pandemic
- Pandemic relief distributed in more than **230** villages in **58** districts
- Pandemic relief given to more than **100,000** people
- **300** PPE distributed among doctors, health workers, grave diggers and social workers
- Relief provided to old homes, transgender and sex workers community, ethnic minorities of Chittagong Hill Tracts, Sirajgonj Chars, Munshiganj weaver's community, bedey palli, physically challenged people and others.
- Cash donation given to 100 middle income families who lost their jobs during Covid-19 pandemic.

## Capacity Development

- **05** Capacity development trainings arranged for employees
- **28** Awareness workshops organized for under privileged children
- **03** Vocational trainings organized for distressed and underprivileged children
- **11** Less privileged children received vocational training on basic sewing and computer
- **120** participants received professional training in financial management, effective office management, ToT and leadership
- **07** Professional training modules developed
- **03** Staff received six months long certificate training on clinical mental health jointly organized by Mental Health America and LifeSpring.

- **22** health awareness activities & Camps organized
- **29** publications
- BDT **25,700,000** distributed as humanitarian response
- **8** staff capacity development program organized
- **135** participants (including staff) received training
- awareness workshops and theme based activities completed



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