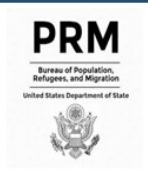


A Report on Staff Orientation Program



Delivering Health, Nutrition and Livelihood and Protection services for Rohingya Refugees and vulnerable Host Communities in Cox's Bazar, Bangladesh

Staff Orientation Programme

Place: SARPV Conference Room

Ukhiya, Cox's Bazar.

Date: 9th February 2021





Program Schedule

Time	Activity	Name	Designation
8.45-9.30 a.m.	Registration	All	
9.30- 10.00 a.m.	Introduction	All	
10.00-10.30 a.m.	Program overview	Md. Alamgir Hossain	PM
10.30-10.50 a.m.	Overview on Disability	Md. Eunus Hossain	Disability Officer
10.50-11.10 a.m.	Tea Break		
11.10-11.30 a.m.	Overview of HR policies	Julakha Akter Meem	HR Officer
11.30-11.45 a.m.	Speech	Md. Mohsin Hossain	Head of Department_Nutrition
11.45-12.00 p.m.	Speech	Kazi Maksudul Alam	Regional Director
12.00-12.15 p.m.	Speech	Md. Nazmul Haque Nehal	Director Program
12.15-12.30 p.m.	Speech	Md. Kamruzzaman	Director- Renewable Energy
12.30-1.00 p.m.	Speech	Md. Shahidul Haque	Chief Executive
1.00-2.00 p.m.	Lunch and Prayer Break		
2.00-3.30 p.m.	Orientation on PSEA	Abdulla Al Fariel	HR Manager
3.30-4.30 p.m.	Cultural program	Cultural committee	



Program Participants:

Total 83 participants (male 63 and female 20) attended the Orientation program from SARPV and Concern Worldwide.

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Background:

The project 'Delivering Health, Nutrition and Livelihood, and Protection services for Rohingya Refugees and vulnerable host communities in Cox's Bazar, Bangladesh' is a consortium project which is funded by the Bureau of Population, Refugee and Migration. IRC is the consortium lead. Concern Worldwide and BBC Media Action are partners of IRC. Concern Worldwide will be focusing on the nutrition and livelihood components in partnership with SARPV. In SARPV, all members of this project were recruited by January and there has been considerable advancement in the project activities since then. This Orientation Program was arranged to formally introduce the entire team to the project and with the organizational norms and policies.

Objective:

- To provide an overview on project plan and objectives with the project staff.
- To introduce organizational norms and HR policies to the project staff.
- To introduce Donor policies
- To orient the staff on Protection from Sexual Exploitation and Abuse (PSEA).
- To introduce the staff about the support of SARPV to the people with disability.

Orientation Activities:

The daylong orientation was segmented into different key areas of programmatic and organizational importance. The Program started with the registration of all attendees and guests. At the very beginning of the Program, the Program Manager and Assistant Program Manager of Concern Worldwide had joined and conveyed their valuable messages to the team.

- A brief introduction of SARPV, its vision, mission, and background were discussed, and then the team was oriented on the project activities. It was a detailed discussion encompassing a wide range of topics such as project goal, objectives, activities, coverage, and target beneficiaries' number as well as the organogram and grades of the team members as per the organization's policy.
- SARPV is a disability-focused organization. Being the pioneer in the arena of providing services to people with disability. As a member of this organization, each team member needs to be





informed and aware of this crucial topic. For this reason, there was a session on disability where the identification, prevention and treatment of rickets and other skeletal deformities were discussed.

- Next, the team were oriented on the organization's HR policies. Staff were informed about the leaves and holidays, salary breakdown, code of conduct, reasons and process of termination, and about the procedure and benefits of resignation with proper notice period. There was a Question-Answer session following this segment.
- The program was enlightened with the presence of some eminent guests. HR Manager, Head of Department-Nutrition and Regional Director joined the event at Ukhiya Office. Director-Program and the Executive Director joined the program via zoom and shared their insights with the team.
- After the lunch break, there was a session on Protection from Sexual Exploitation and Abuse (PSEA), which was conducted by HR manager.
- A lively cultural program was arranged by the spontaneous participation of all team members. The attendees enjoyed recitation of poems and songs.

Attendees and guests:

Participant list is herewith attached.

Question & Answer Session:

This session was very interactive and participants have various queries about program and organizational policy and facility. Some key questions are given below-

Questions and Replies:

Question 1: Will there be any provision of phone bill for caseworkers as they have to contact their teammates as well as the beneficiaries on a frequent basis?

Answer: Finance Officer answered that each team member will receive some allowance for phone bill. Office will provide sim cards for each staff and the mobile recharge will be payed accordingly. The amount of mobile bill will depend on the grade of the position. The minimum amount is 300 taka per month.

Question 2: Is there a way to track the number of leaves a staff is entitled to?

Answer: HR Manager replied that a software will be used where the staff information will be saved and the leave balance and the type of leave can be tracked. This will be functional within the next six months. For the time being, HR will develop a temporary means of tracking of leaves of staff.





Question 3: Will the field staff get any vehicle support?

Answer: The Program Manager answered that as the base of the staff are in field, management does not have the scope of providing any vehicle support as of this moment. However, management will consider this issue in the future.

Question 4: Will the provident fund be calculated for one-year time period or up to August, since our contract is up to August 2021?

Answer: In reply to this question, HR manager said that if a staff continues with SARPV for minimum 3 years at emergency response or, at least for the project period, then he/she will be eligible for Organizational contributed provident fund.

Question 5: If any of the team members faces an emergency and need cash support for treatment purpose, will SARPV provide any support?

Answer: Head of Department-Nutrition replied that at this moment, there is no core fund to support staff in this way. However, there is a practice in another project of SARPV where each staff deposit a fixed amount of money (nonrefundable) and this fund is used for helping such staff. Members of PRM project team can also start this practice if deemed feasible.





Some moments from the Program:



Speech of Executive Director, Md. Shahidul Haque



Speech of Regional director, Kazi Maksudul Alam



Speech of Head of Nutrition, Md. Mohsin Hossain





Orientation on PSEA by HR manager, Abdullah Al Fariel



Speech of Program Manager, Concern Worldwide, Md. Alimul Islam



Overview on Program goal and activities by Program Manager, Md. Alamgir Hossain



Overview on Disability Identification by Disability Officer, SARPV





Orientation on HR policies by HR, Julakha Akter Meem



Question and Answer session



Parts of audience



Parts of audience





Cultural Activities

HoD, Md. Mohsin Hossain reciting poem at cultural program



Cultural activities





THANK YOU

