



## ORGANISATIONAL PROFILE

# Organization for the Poor Community Advancement (OPCA)

A Local Initiative for Poverty Alleviation

Established 14 November 1992 · Bangladesh

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# 1. Organization at a Glance

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name Of Organization</b>          | Organization for the Poor Community Advancement (OPCA)                                                                                                                                                                                                                                                                                                                                                          |
| <b>Address</b>                       | Mostannagar, Mirsarai, Chattogram, Bangladesh                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Country</b>                       | Bangladesh                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Legal Status</b>                  | Non-Government Organisation                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Registration Details</b>          | <ul style="list-style-type: none"> <li>• Directorate of Social Welfare: Registration No. 1846, dated 27 July 1994.</li> <li>• Directorate of Youth Development: Registration No. 78, dated 18 January 1997.</li> <li>• NGO Affairs Bureau: Registration No. FDR-1850, dated 30 June 2003.</li> <li>• Microcredit Regulatory Authority (MRA): Registration No. 01620-02596-00314, dated 29 July 2008.</li> </ul> |
| <b>Total Staff</b>                   | 160                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Staff Breakdown</b>               | Male: 78; Female: 82                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Total Active Volunteers</b>       | 25                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Volunteer Breakdown</b>           | Male: 20; Female: 5                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Districts (Information Table)</b> | 4                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Total Beneficiaries</b>           | 97,636                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Website</b>                       | www.opcabd.org                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Office Email Address</b>          | opca92@yahoo.com, opca1992@gmail.com                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contact Person</b>                | Md.Alamgir, Executive Director                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Alternate Contact Person</b>      | Sayed Hasan Kanon, Coordinator - MIS, MEAL, 01897-646700                                                                                                                                                                                                                                                                                                                                                        |
| <b>Email address</b>                 | Kanon-meal@opcabd.org                                                                                                                                                                                                                                                                                                                                                                                           |

## 2. Introduction

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Established in 1992 following devastating natural disasters in Mirsarai, the Organization for the Poor Community Advancement (OPCA) is a non-profit development organisation in Bangladesh. Through a bottom-up, community-centred approach, OPCA supports vulnerable communities—including women, children, Indigenous or ethnic minority communities, and Rohingya refugees—through microfinance, healthcare, water, sanitation and hygiene (WASH), education, and livelihood opportunities. Supported by national and international development partners, OPCA strengthens leadership, strategic planning and staff capacity to promote social inclusion. Its mission is to reduce poverty, promote human rights and support disadvantaged communities to build resilient, dignified futures.

### 2.1. History Of Establishment

The Organization for the Poor Community Advancement (OPCA) is a local, voluntary, non-profit and non-political development organisation based in Mirsarai Upazila, Chattogram, Bangladesh. The region is exposed to natural hazards, including cyclones, heavy rainfall, tidal surges and flash floods. These disasters disrupt the lives of local people, causing significant damage to homes, crops and livestock and creating hardship for affected communities.

Following the devastating cyclone and tidal surge of 1991, Md. Alamgir, a native of Mirsarai Upazila, was deeply concerned about the hardships faced by disadvantaged community members and committed to finding ways to support them. He convened a meeting and invited local young people to join him in establishing an organisation to address these needs. He emphasised the younger generation's responsibility to serve humanity. Inspired by this vision, a group of enthusiastic young people joined the initiative.

Their dedication and collective efforts led to the establishment of OPCA on 14 November 1992. Since then, OPCA has remained committed to improving the lives of communities affected by poverty and natural disasters in Mirsarai Upazila through community support and development programmes.

### 2.2. Philosophy and Guiding Principles

The Organization for the Poor Community Advancement (OPCA) is founded on a firm belief in the inherent strengths, capabilities and potential of every individual. We recognise people as active agents in shaping their own lives and regard their empowerment as essential to social progress. Through education, training, community organisation and capacity building, OPCA supports individuals to develop their abilities, exercise their rights and contribute meaningfully to national development.

Marginalised and underserved communities often encounter social and economic barriers that limit their access to development opportunities. OPCA is committed to working alongside these communities to recognise their talents, strengthen their capabilities and create pathways to greater participation. By building on their existing knowledge and aspirations, we support people to lead their own development, pursue sustainable livelihoods and contribute to the well-being of their communities and the nation.

## 2.3. Mission

Our mission is to empower and strengthen the capacity of marginalised communities, including Indigenous or ethnic minority communities, Rohingya refugees, persons with disabilities, urban poor communities, coastal communities and tea garden workers. Through inclusive, sustainable, needs-based and results-oriented development programmes, we work to improve health, water, sanitation and hygiene (WASH), and livelihoods, while promoting dignity and equality and supporting people to claim their rights.

## 2.4. Vision

OPCA envisions a poverty-free Bangladesh where people live with dignity and enjoy their rights.

## 2.5. Core Values

OPCA's humanitarian work is guided by humanity, impartiality, neutrality and independence. The following eight core values guide our organisational decisions, partnerships and programme delivery:

### 2.5.1. Community-Centredness

We put communities at the heart of our work by listening to their voices, respecting their priorities and supporting their meaningful participation in decisions that affect their lives. We recognise their knowledge and abilities and support them to lead their own development.

### 2.5.2. Integrity

We uphold honesty, fairness, transparency, ethical conduct and professionalism in our decisions, actions and partnerships.

### 2.5.3. Inclusion and Equity

We respect diversity, challenge discrimination and promote equitable access to opportunities and services. We address barriers to participation, particularly for marginalised and underserved communities, and prioritise assistance according to need.

### 2.5.4. Accountability and Transparency

We remain accountable to the communities we serve, our development partners and our colleagues. We manage resources responsibly, share accessible information and provide safe, confidential ways to give feedback and raise complaints. We act on concerns and protect people from retaliation.

### 2.5.5. Innovation and Learning

We use evidence, community knowledge and practical innovation to improve our work. We learn from feedback and experience and adapt our approaches to changing needs without compromising safety or dignity.

### **2.5.6. Sustainability and Stewardship**

We manage resources responsibly, protect the environment and strengthen local ownership and community resilience. We work with communities and partners to sustain benefits beyond individual projects.

### **2.5.7. Human Rights and Dignity**

We uphold human rights, dignity and equality and work to improve equitable access to essential services. We support people to claim their rights and take measures to prevent harm, sexual exploitation, abuse and harassment in all our work.

### **2.5.8. Excellence and Results**

We strive for quality, timely delivery and responsible use of resources through needs-based, evidence-informed and results-oriented programmes. We assess both the results achieved and how safely and respectfully our work is carried out.

## **3. Organisational Objectives and Approach**

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### **3.1. Aims and Organisational Objectives**

#### **3.1.1. Promote and Protect Rights**

Promote the rights, dignity and inclusion of marginalised communities, particularly children, women, adolescent girls, Rohingya refugees, persons with disabilities and Indigenous or ethnic minority communities. Support equitable access to education, healthcare, protection and other essential services, and strengthen people's awareness of their rights and available support.

#### **3.1.2. Improve Livelihoods and Economic Opportunities**

Improve the livelihoods of people living in poverty and extreme poverty through income-generating activities, vocational training, enterprise development and access to suitable financial services and markets. Support farmers, workers and small entrepreneurs to strengthen their skills, increase income and develop sustainable livelihoods.

#### **3.1.3. Strengthen Community Leadership and Participation**

Support communities to identify their priorities, participate in development decisions and lead local initiatives. Strengthen community groups, mobilise local resources and build connections with government agencies and other service providers, with meaningful participation by women, young people and persons with disabilities.

### 3.1.4. Build Technical Knowledge and Local Capacity

Provide practical training and technical support in areas such as agriculture, livelihoods, health, water, sanitation and hygiene, environmental management and disaster preparedness. Combine community knowledge with appropriate technologies and strengthen the capacity of local groups to manage activities and sustain their benefits.

## 3.2. Strategic Priorities

Develop programmes informed by community needs, evidence and practical innovation.

Strengthen and diversify the funding base through donor engagement and partnerships.

Improve management systems, staff capacity, safeguarding and programme quality.

Increase OPCA's visibility through clear communication of its work and documented results.

## 3.3. Working Approach

OPCA follows a participatory approach that involves communities in programme planning, implementation, monitoring and review. It combines local knowledge with technical support and collaboration with service providers to deliver accessible services, support livelihood opportunities and sustain community ownership.

## 4. Communities OPCA Works With

OPCA serves people without discrimination, with particular attention to Indigenous or ethnic minority communities, fishing and coastal communities, Rohingya refugees and host communities, persons with disabilities, smallholder farmers, women, children and adolescents, tea garden workers, transport and garment workers, and people living on the street or engaged in begging.

## 5. Management Of OPCA

OPCA's governance structure comprises a 30-member General Body (GB), which serves as the organisation's highest authority, and a seven-member Executive Body (EB), elected by the General Body. The Executive Body provides strategic direction and oversees programme performance, transparency, financial accountability and safeguarding. The Executive Director leads a team of skilled and experienced staff responsible for day-to-day management and programme implementation. The Executive Body is accountable to the General Body for its oversight responsibilities and for ensuring that programme risks and concerns are addressed through appropriate procedures.

## 6. Policies and Regulations Of OPCA

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OPCA's policy framework provides guidance for responsible governance, professional conduct, financial management and programme delivery. Its policies and operational manuals define organisational responsibilities, establish internal controls and support accountability to communities, staff and development partners.

### 6.1. Human Resource Management and Staff Conduct

The Human Resource Manual and Code of Conduct establish standards for employment, staff responsibilities, professional behaviour, performance management and disciplinary procedures. These documents promote ethical conduct, respectful working relationships and accountability.

### 6.2. Financial Management and Procurement

The Accounting and Finance Manual, Procurement Policy and Shared Cost Policy guide budgeting, expenditure authorisation, financial recordkeeping, purchasing and the allocation of costs across projects. They provide a framework for transparent transactions, responsible resource management and compliance with applicable donor requirements.

### 6.3. Fraud Prevention and Ethical Accountability

The Fraud Policy and anti-bribery and corruption provisions address the prevention, reporting and examination of suspected financial misconduct. Procurement procedures also require the disclosure of conflicts of interest to support impartial decision-making.

### 6.4. Safeguarding and Protection From Sexual Exploitation, Abuse and Harassment

The Safeguarding Policy, PSEAH Policy and Code of Conduct establish standards for preventing harm and protecting people involved in OPCA's work. They set out requirements for safe recruitment, personnel training, confidential reporting, survivor-centred response and protection against retaliation. OPCA maintains a zero-tolerance commitment to sexual exploitation, abuse and harassment.

### 6.5. Gender Equality and Social Inclusion

The Gender Policy and Social Inclusion Policy guide equitable participation, respectful treatment and access to opportunities and services. They address barriers faced by women, persons with disabilities, older people and other underserved groups, including through accessible communication and reasonable accommodation.

## **6.6. Programme Management and Humanitarian Action**

The Programme Manual and Humanitarian Policy Framework guide programme assessment, planning, implementation and review. They emphasise community participation, needs-based assistance, local ownership and the humanitarian principles of humanity, impartiality, neutrality and independence.

## **6.7. Monitoring, Evaluation and Learning**

The Monitoring and Evaluation Policy and supporting framework establish responsibilities for tracking progress, assessing results, maintaining data quality and documenting lessons. Findings and community feedback inform programme decisions and improvements.

## **6.8. Complaints and Feedback**

OPCA's complaints and feedback procedures provide routes for communities, staff and other stakeholders to raise concerns about services, conduct and organisational practices. Safeguarding and PSEAH concerns are addressed through the relevant specialised procedures, with attention to safety, confidentiality and appropriate response.

## **6.9. Environmental Responsibility and Sustainability**

The Environmental Integration and Sustainability Policy guides the consideration of environmental risks and sustainable practices in organisational operations and programme design. It promotes responsible resource use, environmental awareness and the integration of sustainability into planning and review.

## **6.10. Risk Management and Leadership Continuity**

Risk management guidance and the Emergency Succession Plan support the identification and management of organisational risks and continuity during unexpected leadership changes. They define responsibilities for interim authority, communication and the secure transfer of essential records and organisational access.

# **7. Major Areas Of Focus**

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OPCA's programmes address interconnected humanitarian and development priorities to strengthen community well-being, inclusion and resilience. Its principal areas of focus include microfinance and microenterprise development; prevention of and response to gender-based violence (GBV); sexual and reproductive health and rights (SRHR); equality; water, sanitation and hygiene (WASH); livelihoods; climate change adaptation and disaster response; health and nutrition; education; human rights and good governance; agriculture; and disability inclusion.

## 8. Target Groups

OPCA works with Indigenous or ethnic minority communities, fishing and coastal communities, Rohingya refugees, persons with disabilities, marginal farmers, women, children and adolescents, people engaged in begging, tea garden workers, and transport and garment workers.

## 9. Geographical Coverage

OPCA currently works in four districts within the Chattogram Division: Chattogram, Cox's Bazar, Khagrachhari and Feni.

## 10. Working Strategy

OPCA follows a bottom-up, participatory development strategy that supports people's voluntary involvement in decisions affecting their lives. It works with community groups to raise awareness, identify shared priorities and strengthen collective action. Through practical support and access to livelihood opportunities, OPCA enables communities to initiate economic activities, improve their incomes and sustain development outcomes.

## 11. Programmes, Donors and Partners

### 11.1. Current Donors and Partners

- Palli Karma-Sahayak Foundation (PKSF)
- Anukul Foundation-MDF
- Premier Bank Ltd.
- BRAC International
- CDD/LF
- Dhaka Ahsania Mission
- Bureau of Non-Formal Education (BNFE)
- UNICEF
- BRAC
- GAC
- Southeast Bank and UCB Bank

### 11.2. Current Programmes

| No. | Programme / Project                                                                                                      |
|-----|--------------------------------------------------------------------------------------------------------------------------|
| 1.  | Microfinance Programme (MFP)                                                                                             |
| 2.  | ENRICH (Enhancing Resources and Increasing Capacities of Poor Households Towards Elimination of Their Poverty) Programme |
| 3.  | Skill Development Programme For Social Cohesion In Cox's Bazar District (PRISE)                                          |

| No. | Programme / Project                                                                                                                             |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.  | Primary Healthcare Project (PHCP)                                                                                                               |
| 5.  | Out-of-School Children Education Programme, Subcomponent 2.5 Of PEDP4                                                                           |
| 6.  | Bangladesh Rural Water Sanitation and Hygiene for Human Capital Development                                                                     |
| 7.  | Promoting Agricultural Commercialisation and Enterprises (PACE)                                                                                 |
| 8.  | Value Chain Project: Extension and Marketing Of High-Value Fruit Crops                                                                          |
| 9.  | Prevention Of and Response To Violence Against Children and Women In Rohingya Camps and Host Communities                                        |
| 10. | Cultural and Sports Programme                                                                                                                   |
| 11. | Strengthening Production and Marketing of Vegetables through Cluster Contract Farming with 2,500 Vegetable Farmers in Cox's Bazar and Bandarban |
| 12. | Child Empowerment Programme                                                                                                                     |
| 13. | Ensuring Demand-Based WASH Services In The Camp Through A Community-Led Approach                                                                |
| 14. | Mirsarai Autism Center                                                                                                                          |
| 15. | Vocational School                                                                                                                               |

### 11.3. Past Donors and Partners (1992–2023)

- CARE-Bangladesh
- Canadian International Development Agency (CIDA)
- DANIDA-RFLDC
- Winrock International (USAID/USDA/KATALYST)
- UCEP-Bangladesh
- Grameen Trust/Grameen Bank
- Village Education Resource Center (VERC)
- NGO Forum for Public Health
- Social Islami Bank Ltd.
- Janata Bank Ltd.
- Mutual Trust Bank
- Directorate of Women/Ministry of Women & Children Affairs
- ATDP-II
- Directorate of Youth and Sports (UNFPA)
- DRRRA
- German Federal Foreign Office (GFFO)

### 11.4. Past Programmes (1992–2023)

| No. | Programme / Project                                                                  |
|-----|--------------------------------------------------------------------------------------|
| 1.  | SHOUHARDO – 1(Strengthening Household Ability to Respond to Development Opportunity) |
| 2.  | Livelihood Improvement Facilities for Ethnic (LIFE)                                  |

| No. | Programme / Project                                                                                                                                                                     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.  | Let Children Speak (LCS)                                                                                                                                                                |
| 4.  | Market Development For Freshwater Prawn (Golda) and Transfer Of Prawn Culture Techniques To Existing Polyculture Systems In The Greater Chattogram Region                               |
| 5.  | Bangladesh Agricultural Research Institute (BARI): Vegetable Production Technology Transfer To Small Farmers Of Mirsarai Upazila and Development Of Domestic and Export Market Linkages |
| 6.  | Water and Sanitation Programme                                                                                                                                                          |
| 7.  | Secondary English Teaching Improvement Project                                                                                                                                          |
| 8.  | Tripura Adibashi Community Development Programme                                                                                                                                        |
| 9.  | Strengthening Local Government Project                                                                                                                                                  |
| 10. | Integrated Maize Cultivation, Diversified Utilisation and Market Linkage Development                                                                                                    |
| 11. | HIV/AIDS Prevention Project                                                                                                                                                             |
| 12. | Vulnerable Group Development (VGD)                                                                                                                                                      |
| 13. | Maternity Allowance For Mothers Living In Poverty                                                                                                                                       |
| 14. | Project Dignity for Honorable Beggars                                                                                                                                                   |
| 15. | Adolescent reproductive health (ARH)                                                                                                                                                    |
| 16. | Agro-Based Technology development Project (ATDP-II)                                                                                                                                     |
| 17. | Integrated GBV and SRHR Services For Rohingya Refugees                                                                                                                                  |
| 18. | Sanjog: Linking Demand and Services For Rohingya Persons With Disabilities                                                                                                              |
| 19. | Connect People Project                                                                                                                                                                  |
| 20. | GBV Project For Rohingya Refugee Response                                                                                                                                               |
| 21. | PRIDE Programme: Promoting Rights, Inclusion and Empowerment Of Persons With Disabilities                                                                                               |
| 22. | Ujjiban social and behavior change communication (SBCC) Project                                                                                                                         |
| 23. | AHP III SRHR & WASH activities                                                                                                                                                          |
| 24. | Homestead Gardening (Rohingya Community)                                                                                                                                                |

## 12. Members Of The Executive Body

| No. | Name                   | Designation       |
|-----|------------------------|-------------------|
| 01. | Dr. ANM Meshquat Uddin | President         |
| 02. | Bilkis Akter           | Vice- President   |
| 03. | Md. Alamgir            | Secretary General |
| 04. | Mereline Keka Adhikari | Joint- Secretary  |
| 05. | Md. Kamrul Hasan, FCA  | Treasurer         |
| 06. | Mrs. Shamsun Nahar     | Executive Member  |
| 07. | Dr. Mahfuzul Islam     | Executive Member  |

## 13. Members Of The Advisory Board

| No. | Name                        | Designation   | Professional Affiliation                                                                                                                                                              |
|-----|-----------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01. | Prof. Dr. Md. Ismail Khan   | Chief Advisor | Vice-Chancellor, Chattogram Medical University, BITID Building, Fouzderhat Chattogram, Bangladesh                                                                                     |
| 02. | Prof. Dr. ASM Lutful Ahasan | Advisor       | DVM, M.Sc. (Belgium), PhD (Italy) Vice-Chancellor, Chattogram Veterinary and Animal Sciences University (CVASU)                                                                       |
| 03. | Mohammad Mizanur Rahman     | Advisor       | Additional Secretary, Refugee Relief and Repatriation Commissioner (RRRC), Cox's Bazar                                                                                                |
| 04. | Muhammad Anwar Pasha        | Advisor       | Joint Secretary, Additional Divisional Commissioner (Development), Chattogram Division.                                                                                               |
| 05. | Md. Shamsud Douza           | Advisor       | Deputy Secretary (Addl. Refugee Repartition Commissioner) Ministry of Disaster Management & Relief RRRC's Office, Motel Road, Cox's Bazaar                                            |
| 06. | Dr. Alim Akter Bhuiyan      | Advisor       | Senior Consultant, Neurologist & Epilepsy Specialist, United Hospital. MBBS, DTM&H (UK), MD (USA)<br>American Board Certified in Neurology Post-Doctoral Fellowship in Epilepsy (USA) |

| No. | Name                       | Designation | Professional Affiliation                                                   |
|-----|----------------------------|-------------|----------------------------------------------------------------------------|
| 07. | Md. M. Mohiuddin Chowdhury | Advisor     | Director & CEO, Clifton Group, 4 Jubilee Road (2nd Floor) Chattogram-4000. |

## 14. Conclusion

Since its establishment in 1992, OPCA has worked alongside marginalised communities to improve livelihoods, expand access to essential services and promote rights and dignity. Its experience in humanitarian response and community development provides a foundation for programmes shaped by local priorities, knowledge and participation.

OPCA's future direction centres on strengthening programme quality, organisational capacity and accountable partnerships. With safeguarding, inclusion and responsible resource management integral to its work, OPCA remains committed to supporting communities to lead their own development and sustain the benefits of collective action. It welcomes collaboration with institutions and development partners that share these commitments.

## 15. Profile Approval Record

Profile Updated: Yearly

Profile Updated by: Executive Director of OPCA