



Uttaran

Value for Money Policy

Community Mobilization

Poverty Eradication

Environmental Justice

Contact Information:

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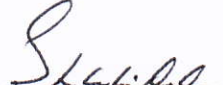
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01	Date: 30 September 2014	
	Approved by on behalf of executive board	Shahidul Islam Dr Nazrul Islam Director Chairman
	Recommended by	Haridas Malakar, Coordinator (Accounts and Finance)
02	Date: 02 November 2020	
	Approved by on behalf of executive board	Shahidul Islam Sarder Md. Rezaul Karim Director Chairman
	Recommended by	Haridas Malakar, Coordinator (Accounts and Finance)


Chairman
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FORWARDING

Uttaran is a non profit organization registered with the social Welfare Department, NGO Affairs Bureau, Bangladesh Bank, Micro Credit Regulatory Authority and Joint Stock Company under Society Act. Government of Bangladesh. The organization has been started from Jatpur under in Tala Thana of the Satkhira district in the year 1985. The Organization operates through a network of centre offices spread across the districts of Satkhira, Jessore, Khulna, Bagerhat, Barguna, Barishal, Bhola, Patuakhali, Nowakhali, Jamalpr and Rajshahi.

The organization is implementing of different program like Rights and social justice program, Climate justice, Adaptation and food securities program, Human Development, Integrated Rural Empowerment and Development and Disaster emergency response and risk reduction funded by the different Donors under different projects. Now the number of employees of the organization is around 1000.

The Organization is largely depended on the financial support of donors of the UN Body, European Union, DFID, Manusher Jonno Foundation, WFP, UNDP, SCI, IRW, CARE, MISEREOR, IRB, Start Fund, SIMAVI, AF, Solideridad, TAF, WASTE, HKI, Oxfam-GB, ROSC, SFP, PKSf-SEIP, EDUCO, BSRM, IRRI and other National and International Donors. Over the years the organization has also build up some finances of its own sources.

Uttaran is a people centered organization and believes on structured management of both programme and finance. Uttaran did concentrated much on Value for money policy for managing the day to day affairs of the organization align with long term strategy. The policy has been revised keeping the existing practices in mind and recommending some other procedures and policies which would give the organization the guidance for managing activities in a most structured way.

The revision process of this value for money policy has been done with participations of the Senior Staff and Executive Committee .The final draft has been passed duly approved by the Executive Committee held on 02 November 2020. In this Connection I hereby offered and obliged all of you to follow and implement this policy consistently with sincere commitment.

Shahidul Islam

Director

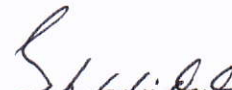
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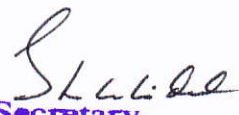
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1.00 Scope of Policy

- staff from all backgrounds and all abilities are to be appointed
- each staff has the opportunity to flourish and achieve their potential
- we value the individuality of each staff within the context of membership of our community
- we provide an environment in which all staff will be self aware, self disciplined and confident
- all staff will understand that how to make a positive contribution to our community

2.00 Introduction

Value for money has always been a key consideration organization. Achieving value for money can be described in terms of three 'E's-economy, efficiency and effectiveness:

- Economy-minimizing the cost of resources for an activity (doing things at the right way)
- Efficiency-performing tasks with reasonable effort (doing things in the right way)
- Effectiveness-the extent to which objects are met (doing the right things).

Securing the best staff is also an important aspect of value for money. Obtaining the best out comes for beneficiaries, staff and other stakeholders with in available resources, is the primary objective of our value for money policy.

3.00 Policy Objectives

Organization is committed to embedding a value for money culture throughout Uttaran to ensure that value for money is achieved from all our activities. The following policy objectives are for Uttaran have therefore been approved:

- (a) to have a high level of awareness and ownership of Value for money in all function and activities throughout organization in order to maximize the benefits to staff and all stakeholder whilst minimizing cost;
- (b) To ensure that all staff have responsibility for promoting value for money principles;
- (c) to have active consideration of value for money in the planning and delivery of Uttaran development and financial plans; service delivery methods, including partnership working and budget and resource allocation;
- (d) to include value for money awareness within the performance management framework;

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4.00 Roles and Responsibilities

The responsibilities for ensuring value for lies with all members of staff within organization and are not restricted to senior leadership or those with financial responsibilities.

The organization is responsible for implementing arrangements that will ensure value for money is being sought. Managers are responsible for ensuring that these good practice arrangements are utilized effectively within their area of operation. All staff should endeavor to seek and achieve value for money in all activities and to highlight any opportunities for improvement or financial savings.

5.00 Our approach to value for Money

Uttaran recognizes its responsibility to achieve value for money from all its activities however they may be funded.

Uttaran is committed to the pursuit of economy, efficiency and effectiveness and seeks to adopt good practice and incorporate value for money principles in all its activities.

In order to achieve good value for money policy will:

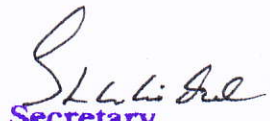
- ensure that Uttaran has an efficient and effective staffing structure to facilitate the achievement of its strategic aims and objectives;
- ensure Uttaran plans for the most effective development of its resources;
- ensure that it proactively recruits its allocation of staff;
- ensure Uttaran meets its financial objective each year;
- ensure value for money principles are taken fully into account within existing management, planning and review process;
- adapt recognized good practice where appropriate to do so
- benchmark of Uttaran activities against other similar institutions where this is considered useful;
- response to opportunities to enhance the economy, efficiency and effectiveness of activities;
- have a robust competitive tendering process which complies with the academies financial handbook recommendation and which ensure that best value is achieved when goods and services are procured;
- observe the need for price quotations and for tender invitations according to the limits prescribed in organization scheme of delegation;

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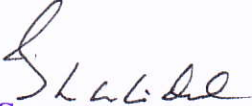
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- ensure that all administrative systems and processes are designed to maximize integration and eliminate duplication and delay;
- through organization self-assessment framework, develop appropriate internal and external service standards and monitor delivery against them;
- promote a culture of continuous improvement;
- ensure that all staff recognize their continuing obligation to seek value for money for organization as part for their day to day activities;
- Undertake periodic value for money reviews of key areas or activities.

6.00 Review/Amendment of this policy:

The full executive body delegates the reviewing of this policy to its finance working group. They will review this policy every three years. It may however review this policy earlier than this if the organization produces new regulation, or if it receives recommendations on how this policy might be improved.


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