

Organization Profile



Section – A

Organizational Information

Brief History

Late Sri Uma Shanker Tripathi was a teacher and was associated with teachers' association. He was a follower of Baba Amte- a renowned social worker. He used to travel with Baba Amte and have taken active role in various movements that were organized for welfare of the poorest section of society. His friend Mr. D.P. Shukla was a railway employee and leading labor's union. Mr. Shukla took advantage of his relationship with top Government officials to ensure the welfare of the laborers. In the year 1983 both of them joint hands with few friends and decided to work for the welfare of the poorest communities in the North-eastern region of Uttar Pradesh. As the Movement caught up, a need was felt for establishing a non-profit organization involving the local communities. In 1988, Sri Tripathi and his friends founded **Manav Seva Sansthan "Society for Eco- Development Voluntary Action"**.

After his death, the governing body members of the organization urged Mr. Jata Shanker, the eldest son of Sri Tripathi to join the organization as its leader. Since then, Mr. Jata Shanker has been leading the organization as the Chairman.

Vision

SEVA visualizes a society where the sustainable opportunities are ensured for the poor and disadvantaged within their capacities, attitudes and practices.

Mission

To ensure the socio-economic development of vulnerable women and children devoid from their basic rights through various activities including traditional agricultural system, health and income generation programs

Organizational Purpose and Objectives

- To promote gender equality and equity and women's human rights
- To promote sustainable livelihoods for vulnerable communities
- To facilitate sustainable agricultural practices for economic enhancement of small and marginal farmers
- To ensure application of legal rights and constitutional guarantees
- To facilitate the flow of services, products and resources from the Government to the disadvantaged communities
- To improve health and the nutritional status for the client communities
- To stop trade in humans across India-Nepal borders
- To build the institutional capacity of for NGOs & farmers collectives
- To prevent the spread of AIDS through counseling and awareness creation

Governing Board Members

S. No.	Designation	Name of the person	Gender	Educational Qualification	No. of years experience of working in social sector
1	Chairperson	Mrs. Asha Tripathi	Female	M. A.	18
2	Vice Chairperson	Mr. Suresh Shahi	Male	B. A.	20
3	General Secretary	Mr. Ashwini Shukla	Male	M. Com	8
4	Member	Dr. Gladis Diana	Female	PhD	10
5	Member	Mr. Lallan Ram	Male	M. A., B. Ed	20
6	Member	Dr. Zohra Fatima	Female	B. A. M. S.	10
7	Member	Dr. Ashok Pandey	Male	PhD	12
8	Member	Dr. Promila Sharma	Female	PhD	15
9	Member	Mrs. Meena Raman Bari	Female	B. A.	20
10	Member	Mr. Ram Samhare	Male	Inter	20
11	Member	Mrs. Snehanjali Das	Female	M. A.	10
12	Member	Mrs. Anita Mishra	Female	M. A.	15
13	Member	Ms. Priyanka Thakur	Female	M. Sc	5
14	Member	Mr. Anand Mohan Tiwari	Male	M. Tech	5
15	Member	Mr. Shivanand	Male	B. A.	13

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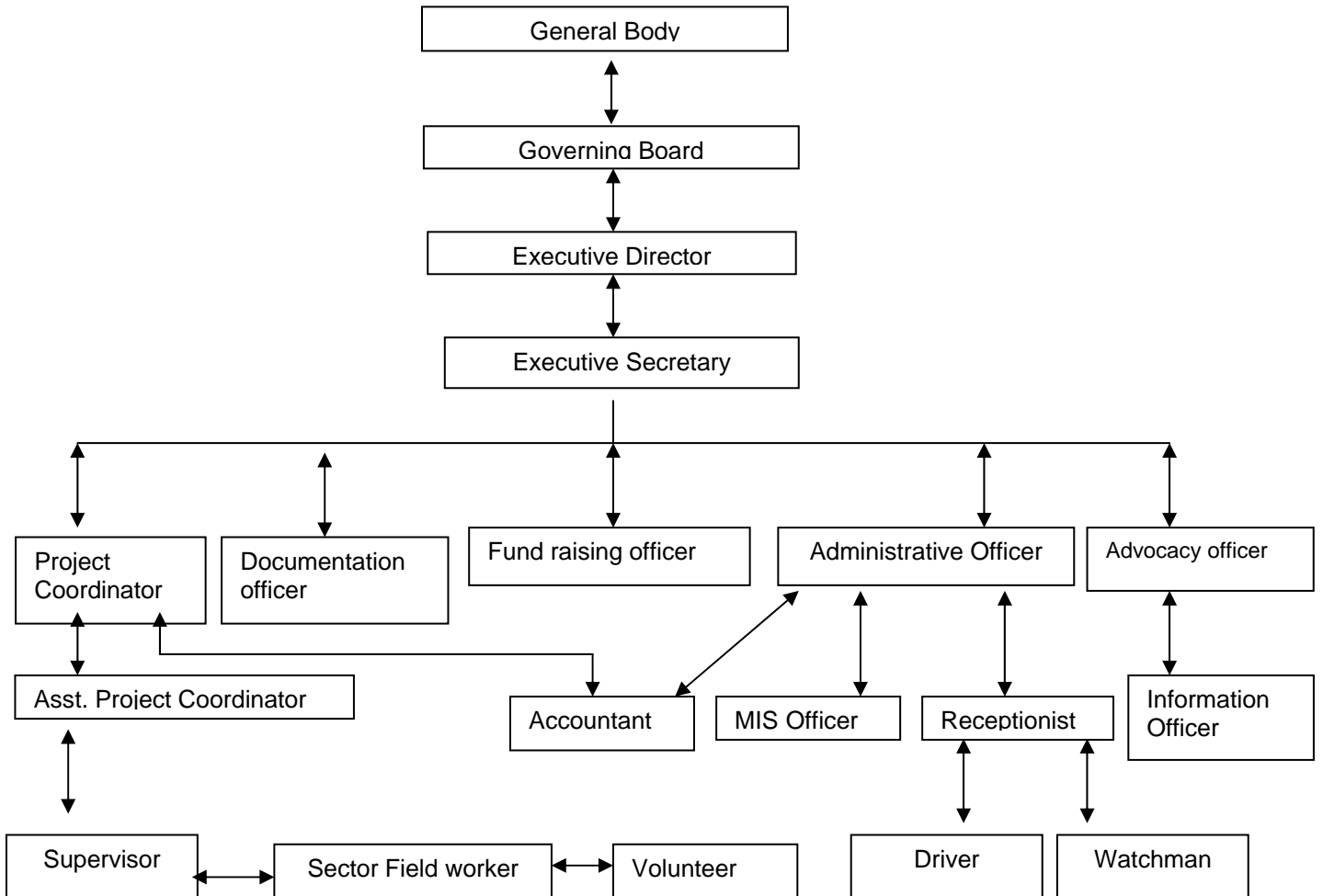
Governing Board Structure

Seva has a 200-strong General Body (GB), which has members from all walks of life including those from client communities. GB meets once a year to discuss and approve programmes, budget and audited accounts. The Governing Body of 15 members (8 are women) who are elected by the General Body through a raise of hands. The Governing Body has a 5-year term.

Role of governing body in programme management

As per the organization rules the working committee/executive committee would be responsible for program implementation and management. The governing body is a mixture of executive & non-executive members. The working committee/executive committee is answerable to the governing board and the governing board monitors their work and has a right to terminate the working committee if its work is found unsatisfactory and re constitute a ideal committee for program management and implementation. The governing body sits twice a year, but an urgent meeting can be called when necessary. During the meeting the head of the working committee/executive committee would brief them about the progress of current project. The executive committee does the selection of the staffs, but the selection comes into effect when the advisory board approves it.

Organization Structure



Section – B

Resources

Organization's Physical Assets

SL	Name of the asset	Year of purchase	Nature of asset	Total number	Estimated value	Project asset	Organization asset
1	Office space (main)	2004	Immoveable	1	1420450	0	1420450
2	Office space (field)	1996	Immoveable	1	381921	0	381921
3	Agriculture Training Equipment	1996	Moveable	--	215785	0	215785
6	Four wheeler	1996-2009	Moveable	2	1239064	1236414	2650
7	Two wheeler	1996-2009	Moveable	6	204514	7140	197374
8	Furniture and Fixtures	2006-2009	Moveable		241644	226799	14845
11	Health post	2005	Moveable	13	129652	129652	0
12	Computer and printer	2007-2009	Moveable	17	36529	30016	6513
13	Generator Set	2007-2008	Moveable	2	29776	0	29776
14	Xe - rox	2007-2009	Moveable	2	84301	79448	4853
15	Fax	1996	Moveable	1	370	0	370
16	Phone (+EPBAX)	2007-2009	Moveable	21	13130	0	12130

Human Resources

Staff structure

Seva employs 138 staff and 80 volunteers across its various programmes. The male female ratio is 52:48. Most of the staff are recruited from local areas and are academically qualified professionals. Seva has never employed expatriate staff but had two VSO volunteers engaged in documentation and fund raising in 2000 and a SKI development worker in 2006 on a short-term contract. The volunteers were evacuated after 6 months due to the Kargil war between India and Pakistan.

Staff Development and Diversity:

The organization pays close attention to human resource development and management. Moreover, the organization ensures staff participation in various capacity building programs, seminars, conferences, and workshops. Also, the staff is provided with trainings under external consultants. The organization provides insurance covers, personality development funds, etc., for complete safety and self development.

The organization has a provision for the female gender in the organization's HR Policy. This provision facilitates them with maternity leaves, miscarriage leaves, and protection against sexual harassment. Also, the female staffs are given due opportunity to bring them into leadership roles within the organization.

Key Staff Members:

S. No.	Designation	Name of the person	Gender	Years of working with MSS	Educational Qualification
1	Executive Secretary	Mr. Rajesh Mani	Male	19	M. A., B. Ed
2	Dy. Executive Secretary	Mr. Rakesh Nair	Male	9	M. Sc
3	Director- Education	Ms. Niharika Chaturvedi	Female	2	M. A., M. Ed
4	HR Manager	Ms. Sriya Tripathi	Female	2	B. A.
5	Finance Manager	Mr. Satish Rai	Male	10	M. Com
6	Manager – Fundraising	Mr. Ashish Srivastava	Male	7	M. A.
7	Program Officer – Agriculture	Mr. G. P. Tripathi	Male	17	M. Sc
8	Program Officer – Health & HIV	Mr. Shatrujeet Shahi	Male	13	M. A.
9	Program Officer – Migrant Rights	Mr. Dharmendra Singh	Male	16	B. A.
10	Program Officer – Anti Trafficking	Ms. Amita Singh	Female	5	M. S.W
11	Project Officer – Child Rights & Education	Mrs. Minakshi Tripathi	Female	4	M. A.
12	MIS Officer	Ms. Kiran Pandey	Female	12	B. A.
13	Marketing Officer	Mr. Kayyum Ansari	Male	2	M. Sc
14	Block Coordinator	Mr. Manoj Kumar	Male	2	B. Sc
15	Block Coordinator	Mr. Saroj Kumar	Male	2	B. Sc
16	Block Coordinator	Mr. Vinod Kumar	Male	2	B. Sc

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Section – C
Geographical Coverage and
Clientele

Geographical Coverage



No. of districts covered in
Uttarakhand 3

No. of districts covered in Uttar
Pradesh state 10

No. of districts covered in Bihar 10

No. of districts covered in West
Bengal (through CBATN NGO
partners) 1

Area of Operation:

The organization started its intervention in one block of Gorakhpur district in 1988, and now has extended its reach in 10 districts of Eastern Uttar Pradesh. Moreover the organization has also spread its geographic focus in Uttarakhand (3 districts), Bihar (10 districts). The organization is also reinforcing its presence at the regional level (south Asia) through its initiative Cross Border Anti Trafficking Network (CBATN), a network of NGOs from India, Pakistan, Nepal, Bangladesh, and Srilanka dedicated to curb trafficking through the border.

Target Population

Our target population mainly comes from the underprivileged communities such as SC/ST, minorities, vulnerable / disadvantaged community (women and children), indigenous community.

Category	Numbers
Men	105900
Women	193370
Adolescent Girls	1800
Handicapped	100
HIV Positive Population	12
Senior Citizen	50
Youth (in school)	950
Youth (out of school)	1000
HIV Vulnerable Population	125300

Section – D

Systems and Policies

Systems in place for Administration:

There is an eleven-member Core Committee with representatives from the Governing Body, staff and client community. This Committee meets quarterly, reviews program, recruits staff and decides on new programs. Day to day management decisions are made jointly by the Executive Secretary and the Executive Director. Individual projects are managed by Project coordinators who make monthly work plan which is presented to the ED and ES for approval at monthly review meetings. Annual auditing is done, besides getting individual project accounts audited and a Utilization Certificate is produced for submission to the donors. In addition, accounts and progress reports are submitted to donors as per the latter's requirements.

Systems in place for Program Management:

Planning and Design: Program identification and formulation is done with close coordination of community through PLA. Each MSS programs starts with building an enabling environment in the project area and strengthening the existing supportive structures to enable comprehensive implantation and ensure close coordination of stakeholders. Local government, CBOs and targeted community participation is emphasized in project implementation and monitoring to ensure ownership and sustainability of the project after its phase out. Networking and linkages with existing Govt. programs and systems is also ensured. Most of the programs include components like data generation and dissemination, behavioral change, Intuitional & knowledge development, advocacy, networks & linkages, Empowerment and Convergence. Community based monitoring mechanisms are put into place to enhance transparency and accountability. Involvement of women is given due priority in development and implementation of the programs.

Implementation: As per the time line produced in the project the project coordinator in coordination with the project staffs develops proposal a monthly work plan. Each worker is assigned a specific activity to be carried out for the month. Each worker would submit a weekly

and monthly progress report at the end of the month. This reports are reviewed when the team sits to chalk out the next months work plan. The project coordinator as well as our internal monitoring team would make random visits to the field to monitor the progress and cross check the reports produced by the field workers. We have also introduced inter sector evaluating system for example the staffs of Gorakhpur would evaluate the progress of the project of the Maharajganj sector. This would strengthen learning and replication and experience sharing.

Reporting: We developed a monthly reporting system for each project through which each worker submits his activity progress as per the monthly plan. These monthly reports are then compiled. These complied monthly reports are used to produce quarterly and annual report. We also document case studies of successful interventions, process documentation of innovative activities. At the end of each project an impact documentation is done and a comparative analysis is done the base line survey to unfold the impact of the project intervention.

Systems in place for Knowledge management

Date Collection: we use a mixture of PRA and base line data collection techniques in collection of data. We follow a set routine in the field namely

- Collection of relevant secondary data through visits to local government departments.
- Participatory mapping of groupings in the village, the assets and resources, people's perception of development, their credit needs, incomes and seasonal variations etc. The community is involved in collecting and correcting data in a manner in which all can participate using instruments to which they are accustomed such as sticks, stones, seeds, colored powders, etc.
- Base line survey through questioner for interviewing representatives form each households
- Application of other PRA methods

Compilation & Analysis: We use computer packages like M. Excess & M. Excel for facilitating analysis of data's. The mean and standard toll is used for analysis of data's. The matrix tool analyzes the information gathered through PRA.

Storage: We use web based graphical information system to store data of the project area and program implementation.

Monitoring and Evaluation System

MSS has as in place a well-designed project management system which includes movement register; meeting register, monthly action plan format, weekly reporting format and monthly reporting format enabling transparency and accountability on the part of all project staffs. These are user-friendly formats to record project progress in each area of activity and of each level. Monitoring and reporting is done on both programme progress and financial expenditure. The progress of the project is monitored with respect to the implementation of the work plan and the respective proposed outputs being achieved. Interactive meetings are also organized with the beneficiaries to understand their viewpoint and undertake corrective measures.

MSS envisages monthly meeting of staffs and quarterly group monitoring workshop to gauge the progress of the project, the gaps that needed to be bridged, and come out with useful strategies that can communities to understand their viewpoint and undertake corrective measures. Executive Director and Program Director of MSS gives 15% of time in streamlining and monitoring the project progress every month. These visits enable on-site problem solving and mid-course correctional decision-making.

Systems in place for financial management

We have a separate bank account for each project and all payments are made through checks. The project coordinators would prepare a financial demand in accordance with the monthly work plan. This demand would be submitted to the accounts department at least one week before implementing the activity in the field. The demand would have to be approved by the Executive Secretary. When the workers submit their monthly progress reports they would also submit the voucher to the project coordinator. The project coordinator would submit the complied voucher of the month to the accountant. A quarterly financial expenditure report is prepared for each project. The salaries of the project staffs are paid through checks on receipt of their monthly progress report. At the end of the project a final audited financial statement is produced.

Section – E

Achievements & Accreditations

Key Achievements

- Ensured access to affordable and qualitative education to over 950 children from Urban and Rural locations of Gorakhpur. Perusing the innovative concept of Bag-less education for primary level children to ensure their holistic development and growth.
- 100 Girls from underprivileged communities like SC, ST and minorities are being provided with free education and vocational training through its exclusive boarding school in Gorakhpur
- 127 sustained Community based Organization established in 5 border districts of Uttar Pradesh that spearhead community actions on issues related to livelihood, rights and entitlements, health and education and caste based violence
- Rescued 9,176 apparent victims being trafficked under the shadow of migration, successfully repatriated and reunified 8,900 victims within their family, and rehabilitated 276 survivors in NGO run homes
- More than two Lakh cross border migrants empowered resulting in safe and informed mobility and enhanced access to services at destination points
- Over 2000 small and marginal farmers in mid gangetic plains of UP trained in Low External Input Sustainable Agriculture and co-operative farming societies formed resulting in an enhanced socio-economic indicator among the targeted groups
- 13 sustained community-driven Swasthya Suchana Avam Seva Kendra established that caters the health needs of women and children in 53 underserved and flood prone villages of Jungle Kaudia block of Gorakhpur district.
- 2190 children under age group 6-14 in Maharajganj district provided with immunization to prevent death and disability from Japanese Encephalitis
- 215 farming families in flood prone areas of Gorakhpur are adopting multi-layer and diversified cropping patterns resulting in enhanced food and livelihood security and also enhancing their coping mechanisms against climate change and natural disaster

- 10 18,000 women empowered to negotiate condom use with their sexual partners & provided them a tangible choice by promoting female condom that enhances dual protection
- 40 street children provided with foundation education and vocational skills and reunified within their families in various parts of India
- 960 out of school children provided with foundation education and later mainstreamed into formal schooling in Nichloul block
- HIV+s were ensured access to treatment by linking them with local VCTC in Gorakhpur
- A strong coalition of mass media (652 media personnel's) has been established to mould public and government opinion on issues that influences social and economic development of underprivileged community.
- A strong South Asian level network of 1,410 NGOs working on human trafficking and safe migration established to promote collaboration and coordination within SAARC to combat cross border human trafficking.

Apart from this, the organization's path breaking strategies in area of sustainable agriculture, resilience mechanisms of farming communities to climate threats and combating cross border human trafficking of women and children, facilitating safe and informed migration has boosted its visibility and recognition at State, National and International level. MSS also came into the limelight in the area of health for promoting female condom among the general population in Eastern Uttar Pradesh through SHG based social marketing channel. MSS was recently awarded with crystal award and seed grant by World Bank at Washington DC for the innovative early-stage development project "Collective Land Ownership Model for Women-To improve Economic Outcomes for Socially Excluded Women". The project was one of the 22 most innovative projects selected from Worldwide by a jury composed of 36 worldwide senior level development experts at the end of Development Marketplace, a global competitive grant program organized by the World Bank to fund innovation in development.

Recognitions

Manav Seva Sansthan “SEVA” was conferred with Bronze Medal (RED & WHITE BRAVERY AWARD) for its valiant effort in rescuing trafficked victims.

SEVA has been nominated as member of

- Expert Committee in women and trafficking, formed by National Commission Of Women, New Delhi
- Central Advisory Committee on Combating Child Prostitution formed by Dept. of Women and Child Development, Govt. of India, New Delhi
- Joint cross border coordination committee to combat trafficking formed by the Ministry of Women, Child & Social Welfare, Govt. of Nepal
- District Mahila Bal kalian Samiti , Gorakhpur

Networks

- International HIV/AIDS Alliance, UK
- Peer Education Program of Los Angeles
- White Ribbon Alliance For Safe Mother Hood
- Q Web - A Women's Empowerment Base, Sweden
- GAATW, Thailand
- One World International
- Vital Voices, Washington
- IFOAM
- Sadhan
- South Asia Forum Against Human Trafficking

Self Initiated Networks

- Cross border anti trafficking Network (CBATN) <http://www.cbatn.net>
- NFFOROAM
- Developing Health Attitude and Action Towards Life (DHAAL) <http://www.dhaal.net>

Section – F

Current Programs

Major Programs

SL	Name of the project	Donor	Geographic area	Amount of fund	Duration	Population covered
1	Group land ownership and collective farming	The World Bank	8 Indo-Nepal border districts of Uttar Pradesh	Rs 89,10,310	24 months	480 socially excluded women and their families
2	Addressing social exclusion of Musahar Community	Awo International	22 villages in Nichlaul Block of Maharajganj district	Rs 81,72,475	15 Months	704 Musahar Families
3	HIV/AIDS program among migrants, their spouse and potential migrants	PACT World	Jungle kaudia Block of Gorakhpur district and Urban Gorakhpur	Rs 26,54,750	12 Months	8000 migrants in rural and urban Gorakhpur
4	Anti Human Trafficking program	Geneva Global INC	4 Cross border points in Indo-Nepal border and 2 transport zones in Uttar Pradesh, Bihar & West Bengal	Rs 1,60,00,000	36 Months	34,020 cross border migrants and 1080 apparent victims
5	Safe Migration and migrant rights program	Dan Church Aid	2 cross border point in Uttar Pradesh and Bihar	Rs 32,00,000	24 months	Cross Border Migrants from Nepal
6	Reducing death and disability among children from Japanese Encephalitis	Manos Unidas	Chaheri Gram Panchayat in Maharajganj	Rs 16,85,750	12 Months	2,190 children in age group of 6-14 years
7	Enhancing the health of women, children and adolescents through RCH life cycle approach	Population Foundation of India	53 villages in Jungle Kaudia block of Gorakhpur district	Rs 70,13,256	36 months	51,180 population
8	Promoting female condom through women self help groups	DFID	5 Indo-Nepal border districts in Uttar Pradesh	Rs 57,00,000	12 Months	18,000 women and 400 SHGs
9	RACHA project	CARE	Ranchi city	Rs 6,92,333	24 Months	Floating population in the city

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10	Community nutrition and Polio eradication program	CARE	Sitapur district	Rs 25,07,866	60 months	women and children
11	RACHNA project	CARE	Barabanki	Rs 25,16,722	12 months	women and children
12	Running and managing selected hospitals in UP	UPHSDP	Gorakhpur city	Rs 4,50,000	24 months	women and children
13	Empowering women SHGs in Gorakhpur Industrial Area	CFLI	Gorakhpur city	Rs 28,32,650	24 months	Urban Women from poor locality
14	Community nutrition, health and food security program	UNICEF	16 ICDS block of Gorakhpur	Rs 75,00,000	24 Months	women and children
15	Primary school for children from socially excluded community	Japan Embassy	Campierganj Block of Gorakhpur district	Rs 18,00,000	24 months	Children in the age group 4-12 yrs
16	Stop Trafficking Project	ADRA India	2 cross border point in Uttar Pradesh and Bihar	Rs 45,00,000	12 Months	women and children
17	IUD Insertion	Population Service International	73 wards of Gorakhpur	Rs 2,00,000	3 months	9520 underprivileged women in Gorakhpur city
18	Cross Border partnership to combat trafficking	Oak Foundation	Uttarakhand and Uttar Pradesh	Rs 50,00,000	24 Months	Cross Border Migrants from Nepal
19	Child rights program	SKN Netherlands	Nichloul block of Maharajanj district	Rs 12,00,000	12 Months	Drop out children and child victims
20	Community program to address gender violence	CARITAS India	Lakimpur, Shravasti and Lucknow	Rs 33,33,450	12 Months	Women and men
21	South Asia conference on Human Trafficking	Japan Foundation	South Asian Countries	Rs 8,00,000	3 Months	NGOs from South Asia
22	Taking Care of Elderly	Help Age India	Campierganj Block of Gorakhpur district	Rs 30,00,000	84 Months	50 old age citizens

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23	School for girl children	Ministry of HRD	Gorakhpur	Rs 18,00,000	36 Months	100 drop out girls
24	Empowering women through micro credit	RMK	Gorakhpur	Rs 25,00,000	36 Months	women from underprivileged community
25	Women Literacy program	National Literacy Mission	Gorakhpur	Rs 10,00,000	12 Months	illiterate women
26	Bio-Block program	CAPART	Campierganj Block of Gorakhpur district	Rs 79,75,600	24 Months	200 small and marginal farmers

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