

Annual Report 2015

Photographs

Monogram

Integrated Development Foundation
Dhaka, Bangladesh

Message from the Chair

Integrated Development Foundation (IDF) completed more than two decades of its operation of the various activities in 20 districts of Bangladesh. Its program activities cover a wide range of areas with particular focus and efforts on microfinance, micro-insurance, renewable energy, agriculture and livestock; health, sanitation & water; gender promotion; scholarship program to students, education, rural housing, environment and so on. With these programs IDF, till the end of the reporting period, have been serving more than 113,000 members within the project areas by providing them with necessary services. The construction of the training center in the campus of the ‘integrated farm’ at Matiranga is nearing completion and is expected to start functioning by early next year. The Centre is to provide training and practical demonstration to the beneficiaries.

The year 2015 demonstrated a higher progress and improvements of work in all spheres of the various programs undertaken by IDF. The year has been characterized by undertaking a research project on Red Chittagong Cattle (RCC) by establishing a demonstration farm with the motive of preserving and protecting this important and once renowned indigenous variety of cattle now being at the verge of extinct. The variety is being collected and distributed to the farmers, especially poor farmers to generate sustainable income and employment opportunities among them. The regular programs and activities of IDF are being continued with increased numbers and successes. All these were possible due to definitive policies adopted and practiced, arduous work done by all the staff members of the organization, supports provided by development partners, and well wishers.

This year, there had been four regular meetings of the Board of Governors and the Annual General Meeting held in due time. All these meetings reviewed the periodical progress of the organization, approved the plans & budgets and decided policy issues and provided guidance. I thank all members of the Board of Governors for their attendance and participation in Board meetings; as well as the members of the General Body for their cooperation, support and active participation in the meetings in contributing to frame policy decisions and guidance.

The reader will find the details of activities and the progress made during the year 2015 along with the growth trends. I sincerely thank all those who had put their hard labour in achieving the growth targets. I congratulate the relevant personnel who had put their labor in compiling and preparing the report. I do believe that the readers will get an insight of IDF activities through this report. However, any suggestions from the readers will enable us to enrich the quality of the report in future.

A. K. Fazlul Bari
Chairperson, IDF

Note from Executive Director

IDF completed 22 years in 2015. IDF maintained sustainable growth in 2015. We have brought a number of changes in solar programme in 2015 in order to make it more efficient and sustainable. We have extended solar services to our members of Rajshahi Division in 2015.

2015 is one of the remarkable years of IDF. IDF won Citi Award 2015 in the category of “Best Microfinance Institution of the year”. This was the recognition of IDF’s contribution in the poverty alleviation through integrated programmes in the hilly and difficult areas of Bangladesh. This was also recognition of good governance and the hard work of IDF team. Award has boosted up the confidence of the IDF staff by several folds.

IDF cancelled the membership of about 16,000 inactive members in 2015. This has made net growth of membership low in 2015. The increase in membership was only 2,933 in 2015. The increase of loan portfolio in 2015 was the Tk.95.96 million in 2015. The net increase in group members savings was Tk.47.65 million. The operational sustainability was 119.68% in 2015 against 117.56% in 2014. This was possible because of hard work of IDF team and professional guidance of the board of governors and wonderful cooperation from the partners.

The Governing Body Members played very important role in formulation and implementation of policies relating to various programs. We are very grateful to Governing and General Body Members for their active support and guidance in 2015.

We hope our friends, partners, well-wishers will continue to extend their supports in 2016 and ahead.

Zahirul Alam

Executive Director, IDF

1. INTRODUCTION

Integrated Development Foundation (IDF) is a non-profit, non-political and a non-government organization established in December 1992 by Mr. Zahirul Alam, a former ILO staff member and founder member-secretary of the Rural Economics Program of the Economics Department at the University of Chittagong from where Grameen Bank Microfinance Model was developed by Nobel Laureate Prof. Muhammad Yunus in the 1970s.

IDF started its journey with the experiment of Grameen model for the poor in Shoalok Mouza of Bandarban Hill District in 1993 with a seed capital of US\$7,500.00(loan) from Grameen Trust. Following the success of the above pilot project, Swedish International Development Co-operation Agency (Sida) came forward to support IDF for the expansion of Grameen model in the whole of Chittagong Hill Tracts in the framework of a long-term (8 years) sustainable plan. The success of IDF subsequently attracted other donors and partners including Government, PKSf, ILO, Helen Keller International (HKI), UNICEF, CARE Bangladesh, AusAID, IDCOL, Grameen Foundation USA, Deutsche Bank, CowBank (Australia), Basic Bank Ltd., Sonali Bank Ltd., Bangladesh Krishi Bank, BRAC Bank Ltd., Bank Asia Ltd., Prime Bank Ltd., One Bank Ltd., Mercantile Bank Ltd., Eastern Bank Ltd., EXIM Bank Ltd. and others.

2. VISION

Create poverty free Bangladesh.

3. MISSION

To combat poverty in the impassable hilly regions and other un-served areas of Bangladesh through organizing the poor and providing them with capital, inputs, various safety-nets and services for their socio-economic upliftment.

4. OBJECTIVES

The main objective of IDF is to assist the poor, the landless, the destitute women and children, small farmers and disabled persons in order to enable them to gain access to resources and undertake various income-generating and other activities for poverty alleviation and to enhance their quality of life in terms of health, nutrition, sanitation, education, safe water, housing, power and the environment through building effective institutions of their own, which they can understand and operate and can find socio-economic strength in it through mutual support.

5. GOVERNANCE

The supreme authority of IDF is General Body which is composed of 19 members from different professions such as university teachers, engineers, medical doctors, retired UN officials etc. IDF has a Governing Body of 8 members elected from the General Body. The General Body is the highest policy and decision making body of IDF. The Governing Body is responsible for the formulation of plan and budget for the programs and projects to be implemented by the organization. The Governing Body evaluates and monitors the implementation of policies, programmes and projects through various monitoring tools and visits to the project areas. A Chairman elected by the General Body heads both General and Governing Body. The Executive Director works as Member-Secretary of both the Bodies.

The Executive Director is the Chief Executive of the Foundation and responsible for the smooth implementation of all activities of the Foundation as per guidance of the Governing Body. He implements the activities through the appointed professionals and support staff.

6. THE OPERATIONAL AREA

IDF started from Bandarban Hill District in 1993 and gradually expanded to other districts. At present IDF has operations in 20 different districts. These are Rangamati, Khagrachari, Bandarban, Chittagong, Cox's Bazar, Dhaka, Noakhali, Chandpur, Comilla, Feni, Laxmipur, Rajshahi, Chapai Nawabgonj, Naoga, Natore, Bogra, Hobigonj, Brahmanbaria, Gazipur and Norshingdi.

A brief description of Chittagong Hill Tracts from where IDF started its operation is presented below.

Chittagong Hill Tracts

The Chittagong Hill Tracts (CHT) is a beautiful and strange piece of land with rocks, hills and lakes. These are very difficult and remote areas, inhabited by about thirteen very poor different tribes with different languages and cultures. The area is wedged between the Bay of Bengal and the hills of Mizoram of India.

The CHTs is a 13,295 sq. km. region of hills consisting of Bandarban, Rangamati and Khagrachari hill districts located in the south-eastern part of Bangladesh. As per Population Census 2011, the total population of CHT is 1.598 million of which 52 percent are tribal people. Historically, Chittagong Hill Tracts enjoyed the status of a self-governing territory and administered by Hill King which continued until the British East India Company annexed Bengal in 1,787. Then the Chakma Raja (King) signed an agreement with the British after a long armed conflict, under which Chakma territory became a British tributary on the payment of 20 tons of cotton. This was later extended to other parts of CHTs. In 1860, the British formally annexed CHTs and upgraded its status to a full-fledged district.

The people of Chittagong Hill Tracts are very poor and they live mainly on **Jhum cultivation (shifting cultivation)** and bamboo and wood collection from forests, which are major causes of deforestation and soil erosion in the area. Most people of this area live in absolute poverty. Despite of all the efforts of the government, the people of the Chittagong Hill Tracts still lack access to improved technology and various services such as capital,

agricultural inputs and extension services, medical facilities, sanitation and safe drinking water. This is mainly because of i) scattered population, ii) poor communication system, iii) remoteness of the area and iv) security problem.

The sentiment of the people of CHT was hurt when the construction of 666 meters long and 43 meters high hydroelectric dam at Kaptai started in 1957. The immediate impact of dam was the submergence of a vast area of natural forests and 54,000 acres of arable land (40% of total cultivable lands in CHTs). It also made about 1,800 families homeless. The displaced families were given financial compensation but not properly rehabilitated. As a result, their settlement and construction of new houses in the inaccessible regions led to rampant deforestation. It is also said that some families crossed the border.

Adverse economic impacts created by Kaptai Dam gradually resulted in armed insurgency in CHT. The counter-insurgency measures by the then Pakistan Government through military action worsened the situation. The increased military presence in CHT and search for insurgents created unsettled situation among CHT inhabitants. It was prevailing when IDF started its micro-finance program in CHT in 1993. The situation became ease after the signing of Peace Agreement between the Government and Shanti Bahini in December 1997.

7. THE ORGANIZATIONAL STRUCTURE

The General body is the supreme authority of IDF. The Governing Body helps General Body in formulating plans, budgets in addition to evaluation and monitoring of programs and projects of the organization. The programs and projects are implemented mainly by Branch Offices supported by Head office, Zonal offices and Area offices. The Branch offices work directly with the people in their respective areas; organize them to build a receiving mechanism among the grass root people and implementing various socio-economic programs for them. The branches build receiving mechanism of the target population by organizing them in to centre and groups.

The institutional structure of IDF is shown in Figure-1.

8. FROM MICROFINANCE TO FINANCIAL INCLUSIONS

IDF has been working towards achieving the goal of financial inclusions since its inception. The primary objective of IDF was to deliver the financial services to disadvantaged and low-income segments of the society of affordable costs.

IDF started its operation through providing financial services to the poor people of Bandarban Hill District and gradually integrated other services such as health, sanitation & water, eye care, health insurance, life insurance and project insurance education, scholarships, agriculture, livestock, financial literacy, skill development, improve cook, solar home system, mini-grid, mobile banking and disaster management supports based on the needs of the people during the last 23 years. At present IDF implements the above activities in partnership with various government, non-government institutions, banks and donors in 137 upazila of 23 districts in the country. The description of these activities has been provided in this report.

9. MEJOR PROGRAMS/PROJECTS

2015 is the 23rd year of IDF operations in poverty alleviation and socio economic upliftment of the disadvantage people of remote and difficult areas of Bangladesh. Based on the needs of the people, IDF innovated and integrated a number of programs and products with financial services in order to achieve its goals and objectives. This annual report presents the overall progress of IDF activities in 2015. It also presents year-wise summary report up to December 2015. The major programs implemented in 2015 are:

- 9.1 Microfinance
 - 9.1.1 Beggar Program
 - 9.1.2 Poor and Ultra Poor
 - 9.1.3 Micro-enterprise
 - 9.1.4 Savings and Credit
 - 9.1.5 Growth of Members and Savings
 - 9.1.6 Branch Expansion
 - 9.1.7 Loan by purpose
- 9.2 Renewable Energy (Solar Home System)
- 9.3 Health, Water and Sanitation
- 9.4 Emergency Fund (Micro Insurance)
- 9.5 Eye Care
- 9.6 Child Labour & Non Formal Education
- 9.7 Agriculture, livestock & Fisheries
- 9.8 Improved Cook Stove
- 9.9 Financial Education
- 9.10 Skill Development
- 9.11 Housing
- 9.12 Scholarship Program
- 9.13 Automation
- 9.14 Enrich Program
- 9.15 Mobile Banking

- 9.16 Disaster Management
- 9.17 Environment
- 9.18 Gender promotion
- 9.19 Zerofly Net for livestock
- 9.20 Food Security Project (M2W2)

9.1 Microfinance

The 1st activity of IDF was the replication of Grameen Microfinance Model in Chittagong Hill Tracts, a remote difficult and hilly area of Bangladesh. Many of IDF clients who started from beggar and ultra poor gradually graduated to micro-entrepreneurs and are contributing very important role in economic growth of the country. IDF's clients can broadly be classified into 4 categories as indicated below:

- Beggar
- Ultra Poor
- Poor
- Micro-entrepreneur

The different categories of members by number, loan outstanding and savings as of December 2015 are shown in Table-1 below:

Table 1: Members by category, loan portfolio and savings

Category	Member		Loan Outstanding (m Tk)		Savings (m Tk)	
	In 2015	Cumulative at Dec. 2015.	In 2015	Cum.	In 2015	Cum. 2015
Beggar	-74	266	-.01	.31	-.01	.05
Poor & Ultra poor	549	1,05,005	9.83	941.33	36.75	490.88
Micro-entrepreneur	2,458	8,082	86.14	319.5	10.91	72.64
Total	2,933	1,13,353	95.96	1261.14	47.65	563.57

Note: Membership of 48,077 inactive members were cancelled in 2015 which had negative impact on membership growth.

9.1.1 Beggar Program

In order to support the most vulnerable people especially the beggars in the society, IDF launched a separate program called beggar program in May 2006 with the financial and technical assistance of Grameen Trust. The name of the project was "project dignity". The objectives and status of the program are presented below:

Objectives:

- Build confidence and capacity of beggar;
- Enable them to gain access to resources and provide credit to undertake various income generating activities;
- Turn the beggar into productive manpower;
- Improve their overall socio-economic status.

Basic features are:

- All loans are interest free.
- Beggar members are protected by IDF insurance program with free premium.
- Each member receives an identity badge with his/her photograph and logo of IDF.
- Beggars can give up begging gradually when they achieve self-sufficiency.

Table 2: Status of Beggar Program as on 31 December 2015

Particulars	Upto 2014	In 2015	Upto-2015
No. of Branch	20	-1	19
No. Member	340	-74	266
Disbursed (m)	2.12	-	2.12
Outstanding (m)	0.32	-0.01	0.31
Repayment Rate	99.31	99.32	99.32
Savings (m)	0.06	-0.01	0.05

9.1.2 Poor and Ultra Poor Program

IDF started this program in Shoalok Mouja of Bandarban Hill District in 1993 and expanded gradually to different parts of the country during the past 23 years.

The details of the program are as follows:

Objectives:

- Build confidence and capacity of the poor and ultra poor;
- Organize and build a receiving mechanism of the poor and ultra poor through which they can receive their necessary services, inputs and financial assistance for the improvement of their socio-economic status.
- Alleviate poverty from the very grass-root level of the country.

Table 3: Status of Poor and Ultra Poor as on 31 December 2015

Particulars	Upto 2014	In 2015	Upto 2015
No. of Branch	75	05	80
No. Member	1,04,456	549	1,05,005
Loan disbursed (m)	10,935.36	1,841.61	12,776.97
Loan outstanding (m)	931.50	9.83	941.33
Repayment Rate (%)	99.70	100	100
Savings (m)	454.13	36.75	490.88

Loan ceiling :

Ultra poor : Up to Tk.8,000
 Poor : Tk 8,001 - 30,000

9.1.3 Micro-Enterprise

IDF introduced this product in 2002 for the graduate members who attained capacity to utilize and manage bigger income-generating activities. The loan size depends on the projects and capacity of the members. The objectives of the program are:

- Create new employment opportunities
- Increase income of the family
- Increase living standard
- Increase production of local products
- Enhance efficiency of entrepreneurs

The criteria of selection of a member for micro enterprise are as follows:

Criteria of Graduate Member

- Developed capacity to manage bigger loans.
- Received Enterprise Development and Business Management (EDBM) Training;
- 90% attendance in the weekly/fortnightly meetings;
- 100% proper utilization of previous loans;
- Good track record of running business profitably;
- At least 10% of the proposed loan are accumulated in her savings account;
- Willing and able to contribute at least 10% of the investment ;
- Cooperation and involvement of family members in the Enterprise;
- Regular deposit in savings account;
- Willingness to attend monthly cluster meeting.

Loan terms

- Working Capital : 1 year
- Fixed Capital : 2 years

Loan repayment conditions

- Weekly installment
- Fortnightly installment
- Monthly installment

As of December 2015, a total of 8,082 members received Tk 1,667.79 million under this program. The details are given in Table 4.

Table 4: Status of Micro-enterprise as on 31 December 2015

Particulars	Upto 2015	In 2015	Upto 2015
No. of Branch	71	4	75
No. Member	5,624	2,458	8,082
Loan Disbursed (m)	1,192.18	475.61	1,667.79
Loan Outstanding (m)	233.36	86.14	319.5
Rate of payment (%)	99.65	99.66	99.66
Amount of Savings (m)	61.73	10.91	72.64

9.1.4 Savings and credit by size, number and amount

i) *Savings*

IDF offers four kinds of savings to its members. During any crisis, the members can use their saving without any restriction. Many borrowers do not withdraw their savings to use it as capital in future. The savings products are:

- i. Savings Fund
- ii. Special Savings
- iii. Savings Account
- iv. Family Savings

On 31st December, 2015, the total no. of retained savers and amount of savings are respectively 1,09,353 and Tk.563.57(m). The No. of savers and their savings are shown by savings size in the table 5 below:

Table 5: Distribution of Savers as of 31 December 2015 by size and amount

Savings size	Number	Amount (m. Tk.)
Upto 2,000	51,935	82.45
2001 - 5,000	34,320	90.12
5001 - 10,000	11,252	100.26
10001 - 20,000	9,366	134.41
Above 20,000	6,480	156.33
Total	1,13,353	563.57

ii) *Credit*

The total No. of retained borrowers and amount of loan disbursed on 31 December, 2015 are respectively 101,464 and Tk.2,317.23 (m). The no. of loans and size are shown in Table-6.

Table 6: Distribution of loan disbursed in 2015 by size, number and amount

Loan Size (in Tk)	Number	Amount (m.Tk.)
Up to 10,000	18,500	171.13
10001 - 30000	71,650	1,422.25
30001 - 50000	6,842	220.16
50001 - 100000	2,240	157.02
100001 - 300000	2,150	321.21
Above 300000	82	25.46
Total	101,464	2,317.23

9.1.5 Growth of Members and Savings

Table 7 below shows the growth trend of members and savings during 2011-15. It also shows trend of geographical expansion of the organization. 51,010 new members joined the group in 2015. On the other hand, IDF cancelled membership of 48,077 inactive members during the year. As a result the net increase in the membership in 2015 is 2,933.

Table 7: Growth of members and savings during 2011-15

Sl. #	Component	2011	2012	2013	2014	2015
1.	Member (by year)	4,820	9,360	12,202	1,906	2,933
2.	Member (cum.)	86,952	96,312	1,08,514	1,10,420	1,13,353
3.	Group (cum.)	20,799	22,072	24,808	26,902	27,747
4.	Centre (cum.)	3,993	4,284	5,140	5,243	5,586
5.	Branch (cum.)	62	75	75	75	80
6.	Union (cum.)	317	325	408	411	413
7.	Upazila (cum.)	82	85	89	97	98
8.	District (cum.)	7	10	13	13	14
9.	Savings (by year)*	42.5	37.35	32.67	90.59	47.65
10.	Savings (cum.)*	305.32	392.66	425.33	515.92	563.57
11.	Average Savings (cum.)	3,511	4,076	3,920	4,672	5,154

*Note: 1. cum. = Cumulative, * = Figure in million Taka.*

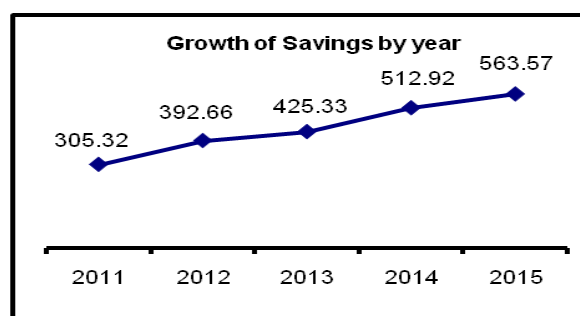
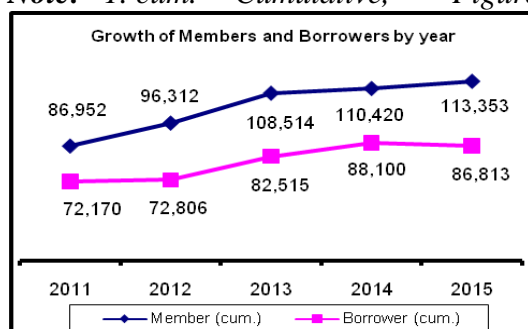
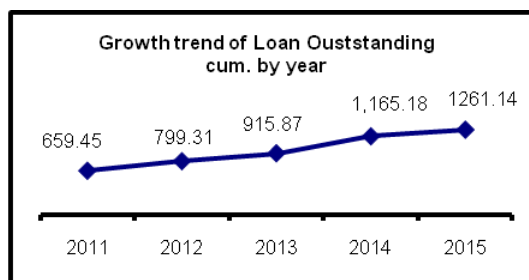
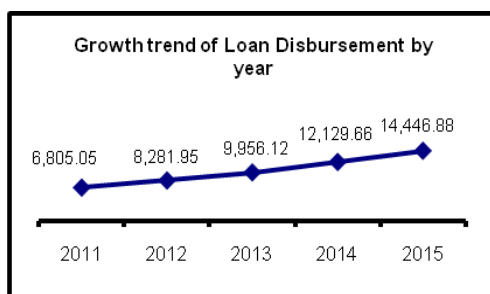


Table 8 below shows the growth trend and status of loan operations during 2011-15.

Table 8: Growth and status of loan operations during 2011-15

Sl. #	Component	2011	2012	2013	2014	2015
1.	No of loans (by year)	73,786	77,560	83,826	91,910	1,01,464
2.	No of loans (cum.)	715,740	793,300	877,126	9,69,036	10,70,500
3.	Borrower (net)	72,170	72,806	82,515	88,100	86,813
4.	Loan disbursed (by year)*	1,279.45	1,476.9	1,674.17	2173.54	2317.22
5.	Loan disbursed (cum.)*	6,805.05	8,281.95	9,956.12	12,129.66	14,446.88
6.	Loan due (by year)*	1,172.08	1,350.6	1,536.74	1,622.53	1,696.33
7.	Loan due (cum.)*	6,189.51	7,540.11	9,076.85	10,699.38	12,395.71
8.	Loan realized (by year)*	1,163.76	1,334.13	1,556.21	1,925.36	2,221.26
9.	Loan realized (cum.)*	6,148.78	7,482.91	9,039.12	10964.48	13185.74
10.	Outstanding increase (by yr.)*	101.78	139.86	116.56	249.31	95.96
11.	Loan outstanding (cum.)*	659.45	799.31	915.87	1,165.18	1,261.14
12.	Loan overdue*	40.73	50.7	45.86	58.00	64.52
13.	Portfolio at risk >30 days*	3.97	3.02	4.72	4.58	4.98
14.	Average loan size (4/3)	17,728	20,285	20,289	25,144	26,212
15.	Average outstanding (cum.) (11/3)	9,137	10,978	11,099	13,226	14,527
16.	Rate of repayment (by year)	99.29%	99.54%	99.58%	99.95%	99.65%
17.	Rate of repayment (cum.)	99.34%	99.39%	99.58%	99.95%	99.65%

*Note: 1. cum. = Cumulative, * = Figure in million Taka.*



9.1.6 Branch Expansion

With a view to expand operation of the organization and extend integrated services to the poor families in more areas, IDF gradually opens new branches in the remote and comparatively un-served areas. In 2015, IDF opened 5 new branches under micro finance program and 5 solar branches under solar program:

Table 9: Branch Expansion in 2015

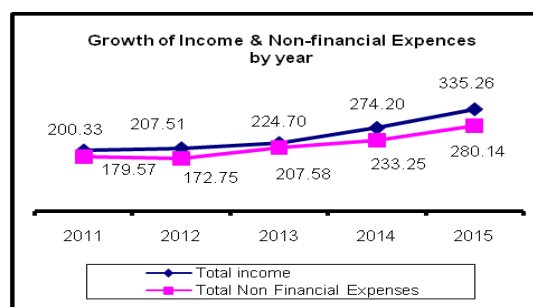
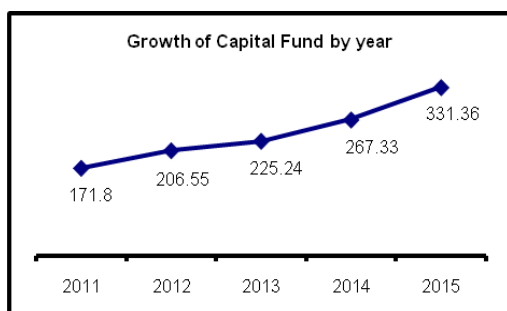
Number of branch under Micro finance Program			Number of branch under Solar Program		
Upto 2014	In 2015	Total	Upto 2014	In 2015	Total
75	05	80	102	05	107

Table below shows the trend of financial growth of the organization for 2011-15.

Table 10: Financial Growth for 2011-15

(Currency figures are in million Taka)

Particulars	2011	2012	2013	2014	2015
A. CAPITAL FUND					
01 Capital Fund / Equity (cum.)	171.8	206.55	225.24	267.33	331.36
B. SERVICE CHARGE					
Rate of Service Charge (Declining Method)					
General Loan	25%	25%	25%	25%	25%
Ultra Poor	20%	20%	20%	20%	20%
Housing Loan	8%	8%	8%	8%	8%
Project Dignity (Beggar)	0%	0%	0%	0%	0%
C. INFLATION RATE	6%	7.50%	7%	7%	7%
D. INCOME					
04 Service Charge	145.71	193.28	210.37	251.33	322.37
05 Other income	54.61	14.23	14.33	22.87	12.89
06 Total income	200.33	207.51	224.70	274.2	335.26
E. NON-FINANCIAL EXPENSES					
07 General Operating Expenses (Salaries, rents, utilities, cost of fund etc.)	171.63	158.79	191.85	221.38	259.30
08 Depreciation on fixed assets	1.86	2.11	2.42	2.65	3.10
09 Loan loss provision expense	6.08	11.85	13.31	9.22	17.75
10 Total Non Financial Expenses	179.57	172.75	207.58	233.25	280.14
F. ADJUSTED FINANCIAL EXPENSES					
11 Adjusted Financial Expenses (Line-1 multiplied by line-3)	10.31	15.49	15.77	18.72	23.20
12 Total Expenses (Line-10 plus line-11)	189.87	188.25	223.35	251.97	303.4
13 Operational Self Sufficiency (OSS) (Line-6 divided by line-10)	111.56%	120.12%	108.25%	117.56%	119.68
14 Financial Self Sufficiency (FSS) (Line-6 divided by line-12)	105.51%	110.23%	100.61%	108.83%	110.58



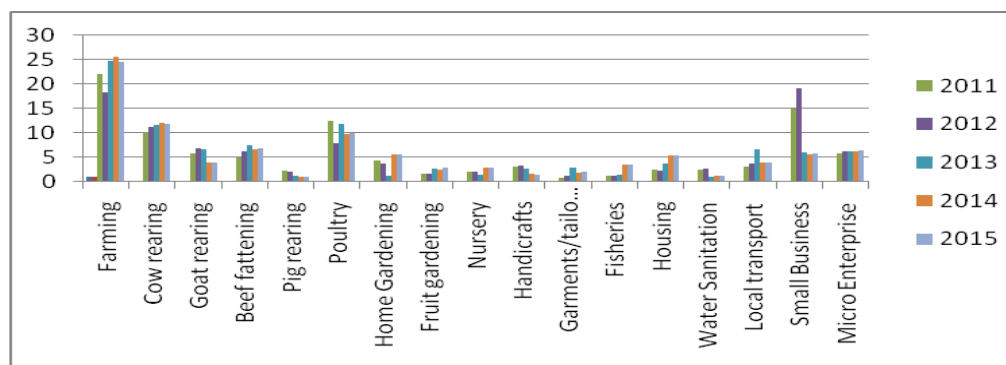
9.1.7 Loan by purpose

IDF clients receives loan for various purposes. Most of them are related to agricultural activities, animal husbandry, poultry, gardening and micro-enterprise businesses. Growth of loan amount by purpose during 2011-2015 is shown in Table 11.

Table 11: Growth of loan amount during 2011-2015 by purposes

(Figures in percent)

Sl. #	Purpose	2011	2012	2013	2014	2015
01.	Farming	22.13	23.4	24.72	25.72	24.50
02.	Cow rearing	10.20	12.2	11.6	12.01	11.95
03.	Goat rearing	5.8	7.75	6.72	4.00	4.02
04.	Fruit gardening	16.10	8.6	7.47	6.74	6.95
05.	Pig rearing	2.30	4.4	1.22	1.00	.99
06.	Poultry	12.60	11.7	11.88	9.89	10.01
07.	Home gardening	4.30	4.4	1.31	5.59	5.65
08.	Local transport	2.10	2.5	2.66	2.42	3.02
09.	Nursery	1.11	1.1	1.51	2.92	2.91
10.	Handicrafts	3.10	3.2	2.74	1.64	1.36
11.	Garments/tailoring	0.75	0.75	2.98	1.86	2.02
12.	Fisheries	1.20	1.2	1.42	3.59	3.61
13.	Housing	3.50	3.2	3.82	5.52	5.41
14.	Water sanitation	2.40	2.5	0.98	1.15	1.20
15.	Beef fattening	5.10	4.5	6.7	4.05	4.01
16.	Small business	1.51	3.4	6.09	5.70	5.85
17.	Micro enterprise	5.80	5.2	6.18	6.20	6.54
Total		100.00	100.00	100.00	100.00	100



9.2 Renewable Energy Program (Solar Home System)

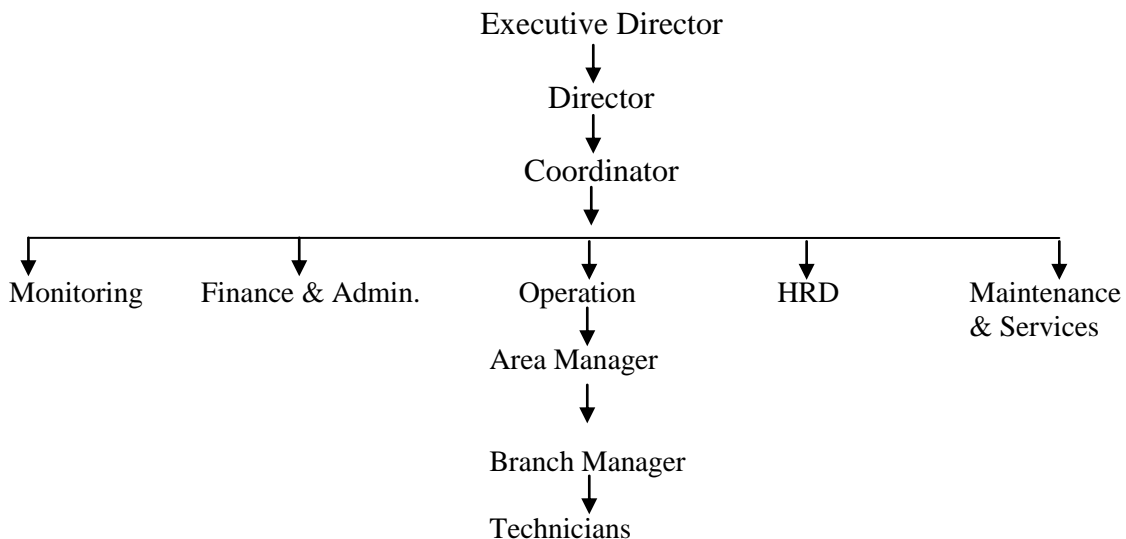
IDF started Solar Home System Program with the assistance of Infrastructure Development Company Limited (IDCOL), a government owned company in 2003. The main purpose of this program was to provide electricity to the rural and remote areas where people do not have access to grid power. IDF provides medium and long-term credit facility to procure these systems. IDF with three other partners established a 100kw mini solar plant in Shandwip, an isolated island of Chittagong district with the assistance of IDCOL.

IDF has established a separate management team for maintaining quality of service as well as its operations. It has also a separate coordination office from where the whole operation is managed. It has also separate area office, branch office and employees for this program. There is a strong monitoring and evaluation mechanism in IDF's solar program. The recovery rate of loan in the solar program is 99.23%.

An efficient servicing facilities system is developed to support the clients. Efficient services to clients are ensured in two ways through following mechanisms:

- Through technicians at the field level.
- Customers training on the use of SHS.
- Local Service Unit
- Customer Care Service Centre (call center)

Structure of Renewable Energy Program



Solar Mini grid: As at December, 2015, IDF established 11 mini grids at different places in the country. The biggest mini grid IDF established is in Shandwip an island in Chittagong district. This was the biggest in the country at that time. The capacity of Shandwip mini grid is 100 KW.

Solar Manufacturing and Services Unit: Charge controller and mobile charger are the important tools of solar home system. IDF established own manufacturing unit to produce mobile charger and charge controller to ensure quality services to the customers.

Local Servicing Centre: IDF has 8 local servicing centres in 8 different locations with expert technicians to provide prompt services to the customers. The technicians must provide service as soon as they receive complains directly or through “call centre”. All kinds of accessories are available at the branch level.

Customer Care Service: In order to provide efficient service and develop a close relationship with customers, IDF has established “Customer Care Centre” in the Coordination Office. The main objectives of the centre are to contact with the customers over phone on a regular basis in order to ensure quality service to the customers. The results of this centre are very encouraging.

Improved Transport System: In 2015, IDF started to provide e-bike to its staff members in order to improve the productivity. All staff members will gradually receive E-bikes for their field work at the affordable costs.

Area Coverage: IDF solar program is providing service in 22 districts. These are in Chittagong, Sylhet, Dhaka and Rajshahi divisions.

Source of Fund: IDCOL is the main source of fund of IDF SHS Program.

The details of loans and grants received from IDCOL are shown in Table 12.

Table 12: Source of fund in 2015

Description	In 2015	Cumulative
Grants Received (Tk.)	1,50,91,637	7,80,56,988
Loan Received (Tk.)	15,30,90,748	69,71,61,675
Loan Repaid (Tk.)	8,85,74,723	20,44,55,849

Progress: As of December 2015, IDF solar program installed a total of 70,167 solar home systems. The total loans disbursed for these systems is Tk. 1,266.9 m. The details are shown in Table 13.

Table 13: Progress of Solar Home System Program in 2015

Particulars	Upto 2014	In 2015	Cumulative
System Installed (No.)	55870	14297	70167
Loan disbursed (m)	997.80	269.1	1266.9
Loan repaid (m)	649.20	315.1	964.3
Loan outstanding (m)	348.60	-46.00	302.6
Repayment Rate	99.23	99.23	99.23

9.3 Health, Water and Sanitation

In order to provide health services and safe water to Hill Tracts people particularly in remote hill areas, IDF started this program in 1995 with the assistance of Sida in Chittagong Hill Tracts and gradually expanded this service to all areas covered by IDF.

IDF developed this program during the past years. IDF implements this program through medical officers (MBBS), paramedics, health workers and health agents at centre level.

Health agents are provided training on common diseases, primary health care, reproductive and child health, safe water and sanitation, HIV/AIDS and eye care. Health agents provide health related counseling to the members and report any illness or sickness of members or their family members to the branch managers who immediately visit the sick person and take necessary action for treatment. The health workers work under the supervision of Area Manager or Branch Manager depending on the place of posting.

In 2015, IDF recruited 30 paramedics and posted them at the branch level so that all the customers and their family members receive health services.

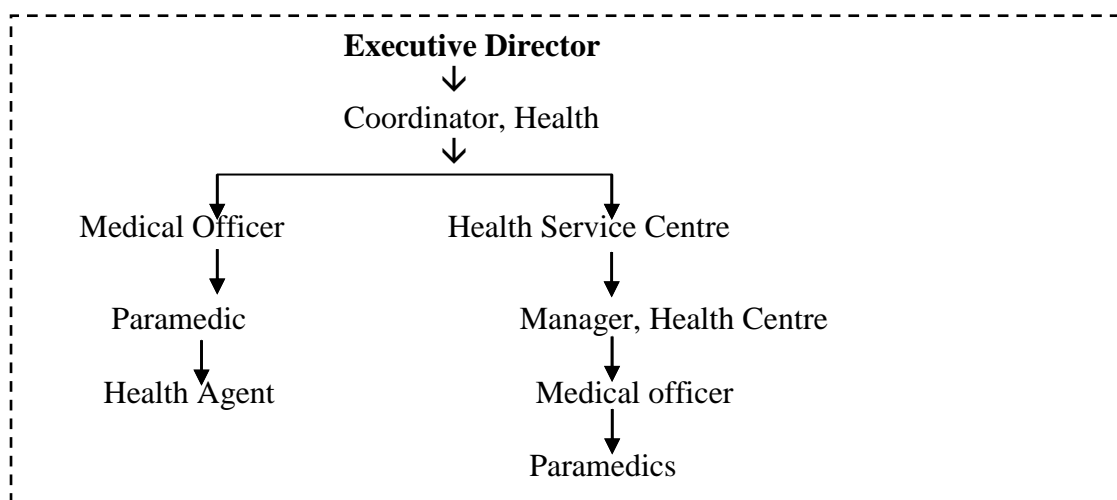
IDF is also piloting a scheme to see whether full health support including doctor’s check up, medicines and transport allowance could be provided to the customers and their family members with the existing premium.

Objectives

- Make the poor people aware of health problems and the causes of common diseases.
- Provide health services to IDF members and their families.
- Facilitate access of the poor people to health services, safe water and sanitation.
- Make the people conscious about the safe motherhood and child health.
- Develop skilled qualified, well trained paramedics and health agents.

In order to achieve the above objectives, IDF runs health insurance program and covers the health risks of all family members of IDF. IDF has one paramedic for two branches who provides both preventive and primary health care services to customers and their family members.

Paramedics Service: IDF appointed 30 additional well-trained paramedics in 2015 in order to ensure quality counselling & treatment facilities to IDF customers. Paramedics get all support from Area & Branch Managers. All centres have elected health agents who got training on primary health care. Health agents work in her area under the guidance of paramedics and medical officers.



IDF operates 15 satellite and 2 regular health centres. People get free regular paramedic service and MBBS doctor's service once a week. In health centre the members and dependents get regular free doctor service, free medicine and some basic tests. Members get cash money to buy health services where IDF does not have any health centers. Table 14 below shows the number of patients served by health centres and paramedics in 2015.

Table 14: Number of patients served in 2015

Name of Health Centre	No. of patients
Health Centre – 1	2,735
Health Centre-2	427
Served by Paramedics at different Branches	10,934
Total	14,096

Apart from health centre and paramedics services at the branch level, IDF organized health and eye camps regularly. The Table below shows the patients served in health and eye camps in 2015.

Table 15 : Patients served through different camps in 2015

Type of Camp	No. of program	No. of patients received health service
Eye Camp	4	1,018
Health camp	8	1,019
Static Camp	121	2,868
Satellite Clinic	539	3,253
Total	672	8,158

9.4 Emergency Fund (Micro Insurance)

9.4.1. Introduction

Immediately after launching credit program in 1993, IDF observed most of the members and their family members suffer from various common diseases and spend a lot of money for medical treatment. Most cases they use money from their business or borrow from money lenders which makes their economic situation worse. Group members requested to find some solutions/safety nets to this problem during the group discussions back in 1994-95. Serious discussions were made with group members and field staff for about a year and finally the discussions came up with the idea of forming “Emergency Fund” to address this issue.

“EMERGENCY FUND” was finally created with joint contribution of IDF and group members contribution in 1997. The main purpose of this fund was to support group members and their families in case of sickness or death. This program was finally launched

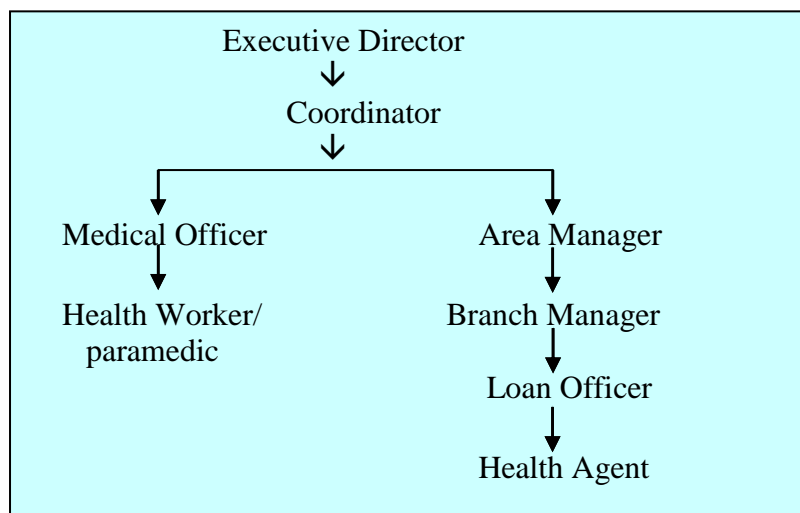
in October 1997. IDF later created “Risk Fund” for damages or losses of projects undertaken by the group members with loans. IDF also explored the possibility of getting micro-insurance services to cover these risks from the insurance companies and revealed that the insurance companies were very expensive and not affordable by the poor.

9.4.2 Methodology

IDF uses its branch and the network of health program to implement its micro-insurance program. IDF reaches its clients through its branches. One paramedic/ health worker is assigned in one/two branch to provide health services to members and their spouses and children. The paramedics also assess the application for insurance claim and supervise the disbursement of claims.

The members can pay the premium in one or more installments. The premium is collected by the loan officers along with loan installments during the centre meeting.

Diagram: Institutional Structure



In case of any claim for sickness, death or disaster of an activity damage; the client informs respective field organizer who along with branch manager investigate the case. The branch manager is authorized to pay a certain portion of the claim for immediate use in case of sickness and death. The remaining claims for medical treatment or death are settled after the approval of the approving authority. In case of activity damage, the total claims are paid in one installment after the approval of the approving authority.

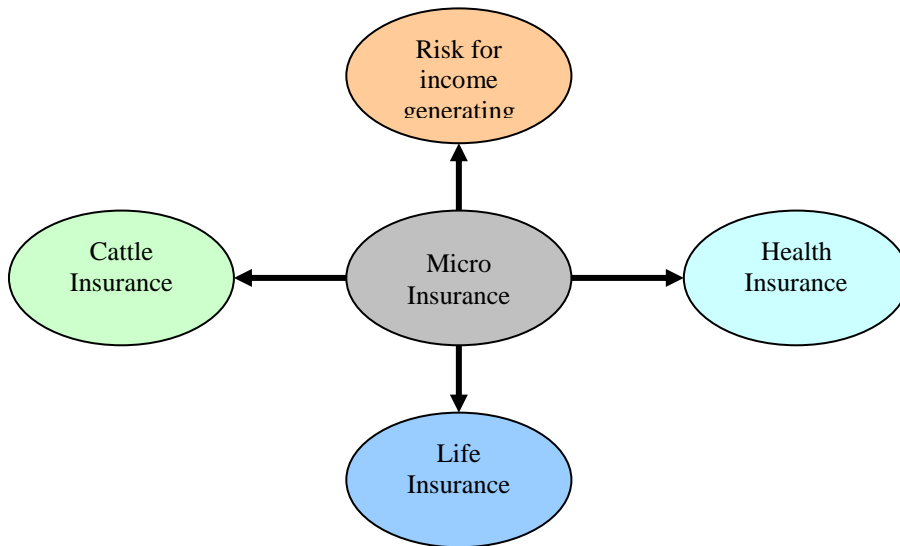
9.4.3. Components

IDF micro insurance scheme has 4 components.

These are:

- i) Health;
- ii) Death (Life);
- iii) Risk Insurance (Damage/loss of activities) and
- iv) Cattle.

Diagram: Components of Insurance Scheme



a) Health and Death Insurance

In 2014, IDF has brought some changes in line with PKSF insurance schemes. Accordingly, some revisions on premiums and coverage are made. These details are presented below:

Premium and coverage:

1. Health

1.1 Premium: Members receiving loans up to Tk. 25,000 per year, pay Tk. 152 per year. Members pay 0.6% of the loan amount as premium if the loan amount exceeds Tk.25,000.

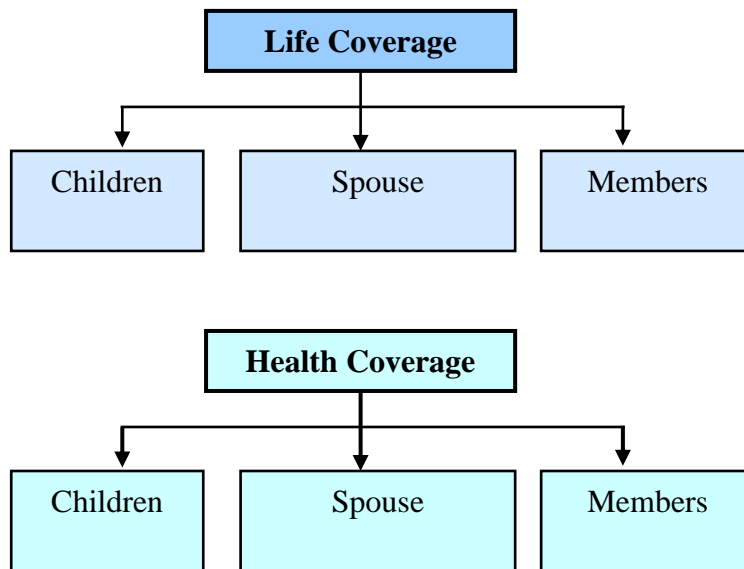
1.2 Coverage: The spouse and children are insured under this scheme. A maximum amount of Tk.2,000 is paid for the treatment in each case. In case of hospitalization, the claim is estimated on the basis of expenses of public hospital. IDF medical officer examines each case before the approval.

2.0 Death

2.1 Premium: Members pay Tk.40 for funeral support and 0.7% of the loan amount for the risk coverage of all outstanding loans.

2.2 Coverage: In case of the death of a member or spouse, the entire outstanding loan amount is paid and the deceased family immediately gets Tk.5,000 for funeral.

Diagram: Coverage



b) Risk Insurance

Premium: The member pays 0.5% of the loan money as premium to cover risks of projects under this scheme.

Coverage: If, the insured project suffers a damage or loss, the member gets a maximum 50% of the loan money depending on the extent of damage. The coverage will be increased gradually depending on the size of fund.

c) Live Stock Insurance

Premium: Members pay 0.7% of the loan amount as premium to cover the death risk of livestock.

Coverage: In case of death of livestock entire amount of loan outstanding is paid from the fund.

9.4.4 Present Status

The members found micro insurance as an important tool for their protection against diseases, death, damage or losses of activities and work as safety-nets against accidents and disasters.

Table 16: Various claims met as of December 2015

Component	No. of claims met			Amount paid in BDT (m)		
	Upto 2014	In 2015	Up to 2015	Upto 2014	In 2015	Up to 2015
Health Insurance	49,189	10,575	59,764	36.66	5.59	42.25
Life Insurance	8,168	683	8,851	32.13	2.54	34.97
Risk Insurance/ Cattle	164	107	271	1.48	1.08	2.56
Total	57,521	11,365	68,881	70.27	9.21	79.78

9.5 Eye Care

Facilities for eye care are almost rare in rural area though eye problem is very common there. The people of Chittagong Hill Tracts are more vulnerable in eye health. IDF initiated this component through eye camps in collaboration with Lions Club of Chittagong Southern in Bandarban in 2002. The costs of surgery cases were shared jointly by IDF and Lions Club. The component was undertaken as project by IDF in 2004 with the assistance of Helen Keller International (HKI) and CEITC (Chittagong Eye Infirmary Training Centre). CEITC provides training to IDF health workers on eye care. CEITC provides treatment including surgery to poor patients referred by IDF. IDF is continuing this activity as a regular program with CEITC after the completion of project in 2006. IDF organized 4 eye camps in 2015.

Objectives

- Raise awareness on eye care and blindness among the common people;
- Provide primary care, treatment and referral support;
- Arrange surgery services at nominal cost to the poor;

The services provided in 2015 are shown in table 17.

Table 17: Eye related services and activities in 2015

Name of Services	Number		
	Up to 2014	In 2015	Up to 2015
1. Operation	79	20	99

2. Treatment	959	560	959
3. Refractive Error treatment	353	50	403
4. No. of Health Education Session	8,721	560	9,281
5. No. of Staffs/Health agents training	43	18	61
6. No. of Beneficiaries training	867	120	987
7. No. of Participants on Beneficiaries training	20,977	3,350	24,327

9.6 Child Labour and Non-formal Education

IDF has been implementing this component since 1994. The main objectives of this program are:

Objectives

- Raise awareness on child rights and education;
- Provide basic education (read, write and count) to poor children who are dropped-out;
- Provide tuition support to poor student to prevent drop out.

IDF runs two types of education centre. In one type education is provided up to class II level and in other type, tuition services are provided to the students to prepare school lessons for the following day. Free education materials including books and writing materials are providing to the students.

The present status of the program is shown in Table 18.

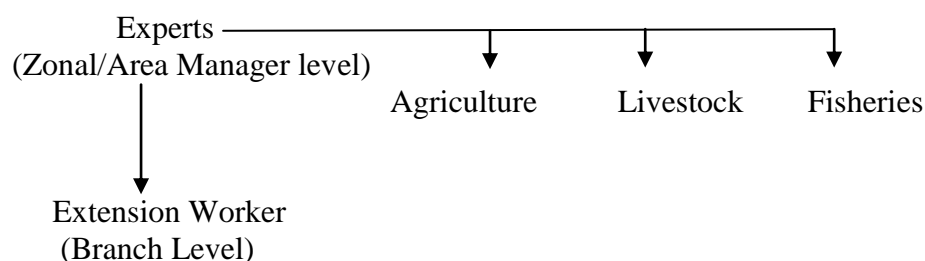
Table 18: Status of Non-formal Education in 2015

Components	Up to 2015
No of Center	112
No of Students	2,860
No of Teacher	112
No. of Supervisor	4

9.7 Agriculture, Livestock & Fishery

Agriculture, Livestock and Fisheries are the major areas of income generating activities of IDF group members. Chittagong Hill Tracts has immense potentials of employment generation in these sectors. IDF has been giving special focus on these areas since its inception. IDF initially got support from Sida to integrate agriculture with micro-credit in 1996. HKI joined IDF in 1998 to support in the fields of home-gardening, vegetable, fruits gardening and poultry raising by using improved methods. IDF created a separate department to provide services in these sectors through professional staff and extension workers. The structure of this department is as follows:

Coordinator
↓



The progress of activities under this department in 2015 is presented below:

9.7.1. Agriculture

The main purpose of initiating this program was to help the tribal jhum cultivators in CHTs to transform their traditional practice into improved one. Other activities like home-gardening, fruits gardening, seed production, nursery, organic food production, value chain development for safe food, spices production and processing, production of vermi-compost, pheromone trap and establishment of a residential agriculture training centre with demonstration farm are remarkable activities in 2015.

Present Status

The present status and the progress in 2015 are as follows:

i) Central Nursery	-	1
ii) Office Nursery	-	2
iii) Village Model Farm	-	344
iv) Home gardening	-	125
v) Vermi-compost plant	-	65
vi) Pheromone trap	-	27
vii) Demonstration farm using Guti urea-		4

Activities in 2015

- 3 training on Modern Agriculture Technology for 75 farmers.
- 5,800 persons received agriculture advice through Agriculture Advice Centres.
- Organized 6 exchange visits for 240 farmers to see application of Agriculture Technology Transfer for 240 farmers.
- Conducted 2 knowledge workshops for staffs.
- Training on storage of seeds in Maria Model for 30 farmers.
- Supported 142 farmers to establish improved homestead gardening and 2 farmers to establish nursery.
- Distributed 1,200 medicinal plants, 400kg turmeric and 200kg ginger seed, 900 forest plants and 600 fruit seedlings in 2015.

9.7.2 Livestock & Poultry

The Livestock team completed a number of activities on Livestock and Poultry in 2015. These are mainly on beef fattening, Red Chittagong Cattle (breeding, rearing and fattening), goat rearing, poultry birds rearing, animal health, vaccination etc. The details activities completed in 2015 are as follows:

- i) 4 training on goat rearing using scaffold method for 100 persons.
- ii) 2 training on Dairy cows and beef fattening for 50 persons.
- iii) 1 training on Layer and Broiler rearing for 25 persons.
- iv) 3 training on Vermi-compost production for 75 farmers.
- v) Established of goat demonstration farms in 85 poor families and 140 ultra poor families.
- vi) Established dairy demonstration farms in 132 farmer's families.
- vii) Established of beef fattening demonstration farms in 113 farmer's families.
- viii) Established of vermin-compost pit demonstration in 77 farmers houses.
- ix) Established Layer farm demonstration in 8 families.
- x) Established Broiler farm demonstration in 8 families.
- xi) Established Buck centre in 4 beneficiaries
- xii) Established 1Quail rearing farm in 1 family.
- xiii) Established 1pilot dairy farm which includes night shed, day shed, heifer and calf shed, vemi-compost pit, grass cultivation field etc.

- xiv) **Black Bengal Goat:** Black Bengal goat is a local breed. IDF has been focusing on promoting this amongst the IDF members. In 2015, IDF provided Tk.8.0 million loan to 445 farmers for in addition to various technical supports such as vaccination, antihelmentithes, establishment of scaffold, repair of house, balance diet and medication. IDF has been running a demonstration breeding centre in Khagrachari which is used for training and supplying mother goats to farmers.

- xv) **Red Chittagong Cattle (RCC):** IDF has started a research project on the 'Preservation, Development and Expansion of Red Chittagong Cattle' and thereby generating sustainable income and employment opportunity for the poor people with the technical and financial assistance of Palli Karma-Shahayak Foundation (PKSF) in November 2014.

Red Chittagong cattle are one of the renowned varieties of cattle livestock in the world. It is indigenous and most potential type of domestic animal genetic resource in Bangladesh. It is one of the improved and promising varieties of cattle in the country. This variety is now at the stage of extinct. It is mainly originated in the greater Chittagong district of southern Bangladesh. It is found throughout the district, especially in Satkania, Anawara, Raozan, Hathazari, Chandanaish and Patiya upazilas.

RCC differ from other indigenous breeds by their red coat color. The color is deep red to light brick-red to yellowish red to whitish red. The color of other parts of the body like horn, hoof, ears, eyeball, eyebrow, vulva and tail switch are also red. The other special features of RCC are:

1. Immune of RCC is much higher than the other variety of cattle.
2. Breeding and rearing of RCC are not expensive. Farmers can rear it in local environment with local feeds.
3. Good reproductive performance (one calf per year).
4. Fat contents in meat is lower than the other variety of cattle.
5. The average lactation length of RCC 242 days.
6. Lactation milk yield 960-1450 liter.
7. Daily milk yield 4-6 liter.
8. Average weight at birth 15 kg.
9. Weaning weight 47.04 kg,
10. Age at weaning is 8 months.

The main objectives of this project are:

- Preserve and protect this variety;
- Develop and expand RCC in the country;
- Provide practical training to people on RCC;
- Establish Demonstration Farm;
- Supply pure variety of RCC to farmers;
- Generate sustainable income and employment for the poor;
- Meet the demand of milk in the country.
- Create a quality parent stock.
- Provide technical and financial support to people for rearing RCC.
- Establish an Institute on RCC in the long-run.

The present status of this project is as follows:

- Established a Demonstration Farm with one of maternity shade, one training room, one store room, machinery room, one A1-Chute, one labour room and one quarantine.
- Demonstration farm has 20 Red Chittagong Cattle.
- Cultivated improved Napier grass in 2 acres of land.
- Established 2 vermi compost production units.
- Project has 1 University graduate in Livestock, 1 Para vet and 3 workers and part time trainer and researchers from the Government Department and veterinary University in Chittagong.
- Provided training to 50 people.

The Project has increase potential of meeting nutrition deficiency through supplying milk and meat. It will contribute in the economy through generating sustainable employment and income for the poor families. IDF has plan in the long run to establish an Institute on RCC.

9.7.3 Fisheries: Fisheries officers of IDF are meeting with fish farmers at the remote areas and providing various types of suggestions on modern fish farming, ponds digging, fish feed etc.

The following activities were completed in 2015 under Fisheries Department:

1. Conducted 2 training for transfer modern production technology of carp-mola, carp-shrimp, carp-telapia poly culture to 50 farmers.
2. 20 farmers established 20 demonstration of carp-telapia poly culture
3. 6 customers established 6 demonstrations of Carp-Shing-Magur-Tangra poly culture
4. 5 customers established 5 demonstration of Vietnam koi monoculture.

9.7.4 Integrated Farm

Integrated Farm, Matiranga, Kharachari is a pilot project of IDF. The Farm was established in 2009 in the village Rasulpur of Matiranga Thana in Khagrachari District. The main purpose of this pilot project was to see whether sustainable improvement of livelihood of hilly poor people through integrated farm is possible. The total area of this farm is about 40 acres consisted of hills, lakes and plains. The farm has various fruit trees, herbal plants, fish culture, paddy cultivation, ginger and turmeric cultivation, vegetable cultivation, beef fattening and goat rearing, bee keeping, goat rearing, nursery and milk cow rearing.

Around 35 types of fruit trees are planted in 20 acres of land and various kinds of herbal trees are planted in 1 area of land in the farm. A total of 8,800 trees are planted. In 2015, turmeric and vegetable are cultivated in 3 acres of land. Beside, sheds and other structures are made for cattle and goat in 2015. For fish culture, small dams are made to create water body.

At present 1 supervisor, 1 farm manager, 2 permanent workers and 8 part time workers are working in the farm. The status of the farm in 2015 is presented in Table 19.

Table 19: Status of Integrated Farm in 2015

Sl. No	Description	Implementati on up to 2014	Implementatio n in 2015	Cumulative
Agriculture activities				
1	Fruit Trees	7,480	820	8,300
2	Forest/Wooden Trees	1,600	300	1,900
3	Herbal Trees	1,532	100	1,632
4	Various spices Trees	600	300	900
5	Home Garden	-	1	1
6	Nursery	1	-	1
6	Agriculture Training Centre	-	1	1
Fisheries				
	Fish Farm in small lake	3 acres	3 acres	6 acres
	Fishery Ponds	2	-	02
Live stock				
	RCC	5	7	12
	Black Bengal breeding centre	1	-	1

9.7.5 Agriculture Training Centre

IDF established an Agriculture Training Centre for the poor and marginal farmers in Khagrachari in 2015 with the assistance of Japan Government and PKSf. 800 farmers and 40 staff members (ToT) are expected to get training every year from this centre in different activities covering both production and processing. The trained farmers will receive required capital and technical services for production, quality control and marketing.

The training will be residential for a period of 3 days. The farmers will be provided both theoretical and practical training. The training centre will have demonstration farm for each activity where the farmers can practice their theoretical lessons. The Training Centre has qualified and experienced faculty members and demonstrators. The training centre at present is providing training in the following areas:

- i) Horticulture
- ii) Nursery
- iii) Home gardening
- iv) Poultry
- v) Beef fattening
- vi) Milk cow rearing
- vii) Bee keeping
- viii) Fisheries
- ix) Goat Raring (Black Bengal)

9.8 Improved Cook Stove

IDF undertook this program in May 2008 with the assistance of German Technical Cooperation (GTZ).

Based on the demand at the field level, IDF has established 4 clusters in 4 different upazilas (Bandarban, Khagrachari, Boalkhali and Phatikchari) for the production and marketing of ICS with assistance of IDCOL.

IDF Improved Cook Stove (ICS) is a stove that produces more heat with less smoke and fuel wood compare to the traditional stoves. ICS has been proved to be cost effective, safer and environment friendly. IDF provides financial and technical support to the clients for its installation and use.

The main advantages of this program are:

- Decrease the use of fire-wood and save environment;
- Reduce fuel crisis and cooking cost in the families which use traditional wood-stoves;
- Mitigate health hazards of wood-stove users.
- Save cooking time and Improve cooking efficiency.
- Cooking pots comparatively remains clean.
- The kitchen does not get much dirty.
- Less possibility of fire accident.

- Less amount of carbon dioxide produce.

In the year, 2015, IDF has installed 2,074 ICS which makes a total of 5,559 ICS.

9.9 Financial Education

IDF started financial education programme for its members since its inception. IDF provides knowledge on literacy, simple accounting, group management and terms and conditions of microfinance to its members before they enrolled as members of IDF. The members had to go through a test before they are recognized as members.

IDF restructured and improved the methodologies and materials of its financial education programme after the participation in the Citi-FT Financial Education Summit in New Delhi about 9 years ago. IDF later also improved and intensified the financial education programme for the graduate members, particularly by improving training module and strengthening the training on “Enterprise Development and Business Management”. IDF has established an Agricultural Training Centre for the poor farmers in Chittagong Hill Tracts in 2015 where they will receive financial education with practical demonstration on various income generating activities.

9.10 Skill Development

IDF provides various types of training to its members for enhancing their functional skills through which they can earn additional income. These are mainly group management, nursery, home-gardening, vegetable and fruits gardening, cutting & tailoring, cattle fattening, milk cow rearing, Enterprise Development and Business Management, product designing and mushroom production.

Objectives

- Assess needs and organize skills training for its group members;
- Train members on group management, nurseries, home-gardening, cattle fattening etc. As per needs;
- Increase income of poor rural women and
- Raise awareness of woman on rights.

In addition to training on agriculture and livestock, IDF provides Enterprise Development and Business Management (EDBM) training to the members. The details on EDBM training are shown below in Table 20.

Table 20: Members provided EDBM training in 2015

Upto 2014	In 2015	Total
3,193	223	3,416

9.11 Housing

IDF introduced this program in 2004 with the assistance of Grihayan Tahabil, Government of Bangladesh. The main objective of this program is to provide shelter to poor homeless families with safe water and sanitation facilities. The government project was completed in 2009. IDF covered 300 families under this project. After that IDF continued this project with its own source in different formats.

The status of Housing Program under Grihayan Tahabil is shown Table 21.

Table 21: Status of Housing Program under Grihayan Tahabil

1.	No. of houses (no.)	300
2.	Total amount disbursed (Tk.)	60,00,000
3.	Total amount repaid (Tk.)	60,00,000
4.	Total amount outstanding (Tk.)	-

9.12 Scholarship

In order to stop the dropout of children of the poor members of IDF introduced this program with the Award Money of US\$ 10,000 (Taka 6,00,000) from Grameen Foundation USA in 2004. Grameen Foundation USA was very pleased at the use of “Award Money” and success of scholarship program and added US\$ 1,00,000 to this fund in 2006. The scholarship fund is created with this two funds. The details of scholarship program are as follows.

◆ Objectives

- Provide financial support to the children of poor families, particularly IDF members to get access to education.
- Encourage children to make good result
- Contribute to human resources development of the country

◆ Eligibility

- i) Children of grade 3 to undergraduate of IDF poor clients.
- ii) At least 60% marks in the last annual exam in case of class III-X.
- iii) Grade ‘A’ in case of tribal and Grade ‘A+’ in case of non-tribal in SSC, HSC and undergraduate and graduate levels.

◆ Fund Formation

- Income from
 - GFUSA Award Money
 - GFUSA grants
 - IDF contribution
 - Others

◆ Selection Procedure

- Primary identification and application are received by branch manager with the help of field organizers.
- Results of last annual exam, performance in the class and manners are mainly considered during the selection
- Scholarship Committee selects new students and reviews the old one for renewal of scholarships.

As of 2015, IDF provided scholarships Tk. 8,78,000.00 to 320 students. The details are shown in Table 22-24.

Table 22: Number and amount of scholarships by class per year

Class	No. of Students	Amount of Scholarship/ month/student	Scholarship in 2015 (Tk.)	Books and other materials (Tk.)	Total (Tk.)
III – V	120	100	1,44,000	24,000	1,68,000
VI – VIII	90	150	1,62,000	45,000	2,07,000
IX – X	50	175	1,05,000	50,000	1,55,000
XI – XII	40	300	1,44,000	40,000	1,84,000
Undergraduate(4 years)	20	600	1,44,000	20,000	1,64,000
Total:	320	1325	6,99,000	1,79,000	8,78,000

Table 23: One time Scholarship provided (Regular)

Year	Class	No.	Amount
2005	HSC	15	15,000
2006	HSC	20	20,000
2007	SSC	20	20,000
2008	SSC	20	20,000
2009	SSC	30	30,000
2010	SSC/HSC	20	20,000
2011	SSC/HSC	10	10,000
2012	SSC/HSC	10	10,000

Total 24: Year wise scholarship 2005-2015

Year	No.	Amount	Cumulative
2005	26	54,000	54,000
2006	50	104,000	158,000
2007	60	168,300	3,26,300
2008	192	386,700	7,13,000
2009	192	390,900	11,03,900
2010	278	752,300	18,56,200
2011	306	770,300	26,26,500
2012	314	842,800	34,69,300
2013	316	8,11,600	42,80,900
2014	320	8,78,000	51,58,900
2015	320	8,78,000	60,36,900
Total	2,374		60,36,900

9.13 Automation

IDF introduced branch automation activities in 2007 with the assistance of Grameen Foundation USA. Currently all the branches of IDF are covered under automation. Southtech Limited is the implementation partner of this program.

IDF established a separate Information System department for the smooth implementation of the program. In 2015, 53 Branch Managers of 8 Areas are given training. IDF is planning to shift to web-based software in 2016.

9.14 Enrich Project

IDF has started this project in June 2012 with the financial assistance of PKSF. Shoalok union (Bandarban) satkania (Chittagong) were included in this project in 2015. The objectives of this project are as follows:

- a) Ensure health facilities to all families in the union;
- b) Control drop out of poor children at primary level;
- c) Employment generation for the poor;
- d) Saqnitary/pit latrin and safe water for all families;
- e) Samall development small infrastruture;
- f) Credit facilies for all ultra poor families;
- g) Tree plantation.

The achievements of the projects so far are as follows table 25.

Table 25: Achievements of the enrich projects

Sl. no.	Description	Number			Comments
		Wagga	Shoalok	Satkania	
1	Establishment of afternoon session school	25	20	34	Running
2	Student	500	535	640	Regular
3	Estabilishment of Deep Tuebwel	4	-	-	Good condition
4	Sanitary latrin distribution	30	-	-	Running
5	Sanitary slab distribution	1,535	-	-	Running
6	Bridge/culvert	20	-	-	Good condition
7	Seed distribution	2,000 families	-	-	Running
8	Disbursement of small loan	Tk.18 million	-	-	Running
9	Saving mobilization	Tk.3.1 million	-	-	Running
10	Health assistant	5	5	11	Running
11	Health service received	2,550	2,395	2,750	Running
12	Rehabilitation of Beggar	10	-	-	Running
13	Establishment of Enrich centre	9	-	-	-
14	Establishedment of Enrich house	1	-	-	-

Begger Rehabilitation

In 2014-15 10 beggars were rehabilited in Wagga union with the financial assistance from PKSF. 1,00,000 taka was allocated for each beggar. The beggars first used a portion of the money to build or rennovate their houses and the remaining amount was used on income generating activities.

9.15 Mobile Banking

In order to speed up the work of the organization and extend more support to the borrowers, IDF has introduced mobile banking program 2013. IDF is implementing this program as a pilot program in collaboration with Progoti System and First Security Islamic Bank Ltd.

The progress of Mobile Banking as of December 2015 are as follows:

- i) Trained Branch Manager, Field organizer and IT staffs of 43 branches;
- ii) 22,866 members have opened mobile banking account and some of them have started transactions using this account.
- iii) 3 branches (Bahadarhat, Mariumnagar and Uttor khan) have started financial transactions including loan disbursement and instalment collection on experimental basis.

9.16 Disaster Management

IDF identified risks for both natural and man-made disasters in its working area and developed a disaster management plan. IDF has arrangements for shelters within its working area in case of floods, tornadoes, cyclones, fires, earthquake and other natural disasters. Members get grant and loan when disaster occurred. A new loan can also be provided for the required rehabilitation. Conceptually IDF does not believe in relief but it does not ignore a rescue and safety operation.

IDF trains staff and family members of its clients on disaster management. These trained people are fielded for search and rescue in case of any disaster. IDF provides transport, food and honorarium to the members of such volunteers. The spirit of such work is humanitarian and voluntary in character.

9.17 Environment

The southern part of this country is covered with deep forests. Chittagong and the Chittagong Hill Tracts (CHT) are popular for hills and forests. There are lots of reserve forests in these areas but they are not well protected. There is practically no sign of creating new forests, although the government is continuously taking initiatives to improve the situation.

From the very beginning IDF introduced Forestation and Agriculture Extension Program with a view to creating new plantations in Chittagong Hill Tracts and Chittagong which contribute to a balance environment. In 1997, with technical assistance from Helen Keller International (HKI), IDF introduced a Home Gardening & Nursery Projects, which helped to create awareness about environmental protection among the dwellers of Bandarban, Rangamati and Khagrachari Hill Districts.

IDF established two central nurseries in Bandarban district for demonstration and making

saplings available to the common people. IDF provided technical and credit support to the members for establishing village nurseries and home gardens. This created a great response; more and more household garden holders can buy saplings of fruits and wood trees at a cheaper rate.

In collaboration with Chittagong South Forest Department, 175 beneficiaries were provided training on social forestation and 55,000 various saplings were distributed among them for plantation on 175 hectares of garden. IDF itself also produced about 100,000 saplings through 1 Central Nursery and 1 Office Nurseries, and sold as well as distributed them under social forestation program. IDF has been distributing “improved stove” to rural families for the last 9 years. Improved stove reduce fuel consumption (by about 50%) and carbon emission.

9.18 Gender Promotion

IDF has been working on gender issues since its inception. IDF organizes poor women and provides training and necessary inputs for both economic and social empowerment as indicated below:

1. Women’s access to economic resources;
2. Promotion of men and women’s joint participation in decision-making at all levels;
3. Improvement of women’s access to education and health care;
4. Promotion of social rights of women;
5. Eliminating discrimination against women.

With respect to above, IDF has great success in creating leadership and women’s access to economic resources. IDF organized a number of workshops on reproductive health in Bandarban and Rangamati Hill Districts to create awareness on common diseases, reproductive and child health. The Medical Officer and Health Workers visit villages on regular basis and provide health care facilities. IDF also gives priority to women during its recruitment in order to balance the gender.

9.19 ZeroFly Net for Livestock

In order to improve the condition of livestock health IDF has been distributing a vector preventing medicated and long-lasting Net. The brand name of the net is ZeroFly livestock Net which is produced by Vestergaard Frandsen of Switzerland.

ZeroFly livestock Net controls all major livestock flies, mosquitoes, and midges. A fence made of ZeroFly Net around a farm or cowshed prevents all vectors and flies to enter into the farm. When the vectors land on the fence, 10-20 second exposure to the treated surface is sufficient to kill most of them. The fence is approved by FAO for agricultural use and WHO for use in public health. It is considered safe for human, livestock and environment.

Benefits of using ZeroFly Net

1. ZeroFly Net keeps livestock feed fresh for a longer time by preventing flies.
2. ZeroFly Net prevents flies to reach the cows and increase the quality of milk.

3. When there is no fly in the cowshed, the cows remain calm and take food peacefully which increase the quality of milk.
4. ZeroFly Net prevents flies from spreading diseases and thus reduces the cost of treatment.
5. It improves health and sanitation condition of the firm and its surroundings.
6. It keeps the farmer's house and neighbors free from unexpected flies.

IDF distributes ZeroFly net to Dairy and livestock Firms in Bangladesh through its branches and general outlets.

9.20 Food Security

IDF undertook this program at Laxmichari Upazila, Khagrachari, in the Chittagong Hill Tracts (CHT) to address some critical issues of sustainable agriculture practices, animal husbandry, nutrition, markets and accessing services with the assistance of HKI(Helen Keller International). The project also addresses capacity building of extreme-poor and more equitable participation in household and community decision. The project is called M2 W2 (Making Markets Work for Women).

The scale up of the above project has covered Dighinala and Panchari upazila of Khagrachari District. The M2W2 scale up project aims to increase the income-generating capacities and opportunities of women from 2,500 (Dighinala & Panchari) extreme-poor households in order to sustainably lift them out of extreme poverty.

The project works mainly on the following three components:

1. Sustainable agriculture practice
2. Animal Husbandry
3. The Direct Nutrition Intervention.

Under the above components the poor families have been distributed goat, pigs, small poultry etc. Apart from this the small farmers received vegetable seeds, scientific method of cultivation training, logistic support (spade, water cane, hand hoe and machete) etc. The project also provided assistance in making poultry shed, feed, pot (feeding and drinking), livestock and poultry etc. to the farmers. The project also addresses a high level of nutrition sensitivity in all agriculture training and community mobilization approaches among the people.

The project distributed following vegetable seeds in 2015 which is shown in Table 26 below:

Table 26: Distributed vegetable seeds of Food Security Project 2015

Sl. No.	Description of seeds	Qty.
1	Local/ Forash Beans	860 kg
2	Korola	120 kg
3	Khira	150 kg
4	Bringal	4 kg
5	Sweet pumpkin/pumkin	130 kg
6	Cabbage	8 kg

7	Radish	300 kg
8	Carrot	12 kg

10.0 MANPOWER

The total manpower of IDF in various programs and projects as of December 2015 is 1,253. The total manpower is shown by programs/projects and sex in table 27 below.

Table 27: Distribution of staff by program and sex in 2015

Name of Program		No. of Staff		
		Male	Female	Total
1	Micro Finance	439	60	499
2	Renewable Energy	571	3	574
3	Health, Sanitation and water	5	6	11
4	Child Labor & Non Formal Education	1	13	14
5	Agriculture, Livestock and Fisheries	21	2	23
6	Food Security Project (DFID/HKI)	6	42	48
7	Enrich Programme	6	63	69
8	Improve Cook Stove (ICS)	15	-	15
Total		1,064	189	1,253

Table 27.1: Manpower of Micro Finance Program by position and sex

Sl. No.	Designation	Male	Female	Total
1	Executive Director	1	-	1
2	Director (Acting) Human Resource	1	-	1
3	Consultant Human Resource	1	-	1
4	Deputy Coordinator	6	-	6
5	Senior Assistant Coordinator	2	-	2
6	Assistant Coordinator	1	1	2
7	Program Manager	4	-	4
8	Consultant	5	-	5
9	Senior Program Organizer	18	4	22
10	Program Organizer	54	5	59
11	Deputy Program Organizer	14	-	14
12	Assistant Program Organizer	38	7	45
13	Senior Field Organizer	98	26	124
14	Field Organizer	82	13	95
15	Assistant Field Organizer/office assistant	-	1	1
16	Trainee Program Organizer	10	-	10
17	Trainee Senior Field Organizer/Paramedics	15	-	15
18	Trainee Field Organizer	82	2	84
19	Receptionist	-	1	1
20	Messenger	2	-	2
21	Security Guard	3	-	3
22	Driver	4	-	4
Total		439	60	499

Table 27.2: Manpower of Solar Home System by position and sex

Sl. No.	Designation	No. of Staff		
		Male	Female	Total
1	Director	-	1	1
2	Coordinator	1	-	1
3	Assistant General Manager	-	-	-
4	Senior Manager	6	-	6
5	Manager	4	-	4
6	Assistant Manager-01	9	-	9
6	Assistant Manager/ Sub-assistant Engineer	98	2	100
	Senior Field Supervisor	4	-	4
7	Senior Solar Technician	315	-	315
8	Solar Technician	134	-	134
Sub Total		571	3	574

Table 27.3: Manpower of Health, Sanitation and Water program by Position and sex

Sl. No.	Designation	No. of Staff		
		Male	Female	Total
1	Health Coordinator	-	1	1
2	Medical Officer	1	1	2
3	Manager	-	2	2
4	Paramedics	2	-	2
5	Receptionist	1	1	2
7	Service Staff	1	1	2
Total		05	06	11

Table 27.4: Manpower of Child Labor & Non Formal Education by position and sex

Sl. No.	Designation	No. of Staff		
		Male	Female	Total
1	Project Coordinator	1	-	1
2	Program Officer	-	1	1
3	Teacher	-	12	12
Sub Total		1	13	14

Table 27.5: Manpower of Agriculture, Livestock and Fisheries by Position and sex

Sl. No.	Designation	No. of Staff		
		Male	Female	Total
1	Project Coordinator	1	-	1
2	Senior Program Organizer(Agri)	1	-	1
3	Senior Program Organizer(Livestock)	1	-	1
4	Senior Program Organizer(Fisharis)	-	1	1
5	Assistant Agriculturist	2	-	2

6	Field Organizer/Senior Field Organizer Agriculture worker	15	-	15
7	Farm Manager	1	-	1
8	Worker	-	1	1
Sub Total		21	2	23

Table 27.6: Manpower of Food Security Project (DFID/HKI) by position and sex

Sl. No.	Designation of Staff	No. of Staff		
		Male	Female	Total
1	Coordinator	1	-	1
2	Project Officer	1	-	1
3	Accountant	1	-	1
4	Nutrition Officer	1	2	3
5	Uapazila team leader	2	-	2
6	Field Officer	-	40	40
Sub Total		06	42	48

Table 27.7: Manpower of Enrich Project (PKSF) by position and sex

Sl. No.	Designation	No. of Staff		
		Male	Female	Total
1	Coordinator	1	-	1
2	Agriculture Officer	1	-	1
3	Health Assistant	2	-	2
4	Health Worker	-	14	14
5	Social Development Worker	-	1	1
6	Teacher	2	47	49
7	Computer Data Entry Operator	-	1	1
Sub Total		06	63	69

Table 27.8: Improve Cook Stove (ICS) by position and sex

Sl. No.	Designation	No. of Staff		
		Male	Female	Total
1	Project Manager	1	-	1
2	Production In-charge	1	-	1
3	Cluster In-charge/Supervisor	4	-	4
4	ICS Worker	9	-	9
Sub Total		15	-	15

11.0 HUMAN RESOURCES DEVELOPMENT

IDF has human resources policy for the development of both its staff and beneficiaries. The staffs are provided intensive training immediately after recruitment while the group members are required to undergo intensive training before getting recognition as group member.

11.1 Recruitment

Recruitment of staff members for field level and other professionals is a continuous process at IDF. IDF recruits professional and other staff on competitive basis through advertisements in the daily national news paper. IDF recruited the following staff number of member for different programs/projects in 2015.

Micro-finance

Sl. No.	Position	Number
01	Senior Program Organizer	02
02	Program Organizer (PO)	36
03	Field Organizer	94
04	Field Organizer- IS	20
05	Internal Auditor	01
	Total	153

Solar Program

Sl. No.	Position	Number
01	Senior Solar Technician	77
02	Solar Technician	28
03	Senior Field Supervisor	03
04	Asst. Manager-02	17
05	Manager	01
	Total	126

Agriculture, Livestock & Fishery

Sl. No.	Position	Number
01	Project Coordinator (Agriculture)	01
02	Field Organizer, Agriculture	10
03	Fishery Officer	01
	Total	13

Health Program

Sl. No.	Position	Number
01	Health Coordinator	01
02	Paramedics	15
03	Health Centre Manager	01
	Total	17

Education Program

Sl. No.	Position	Number
01	Education Coordinator	01
	Total	01

11.2.1 Pre and In-service Training

Pre and in-service training are organized for IDF staff members. The nature of training provided during 2015 is described below.

i) *Pre-service Training*

After recruitment, the Field Organizers (FOs) and Program Organizers (POs) are required to undergo intensive training on group and office management and disciplines, credit rules and conditions, accounting, reporting and monitoring system for six months. The trainees complete their training in 3 phases. They are required to sit for a test after the completion of each assignment. The trainees are terminated if they cannot pass the tests in two consecutive chances. A total of 153 new staff member of different positions were recruited and provided pre-service training in 2015.

ii) *In-service Training*

In-service training is organized both for Field *Organizers* and Program Organizers. The purpose of in-service training is to develop the capability of staff members so that they can implement the project activities efficiently. In-service training deals mainly with day-to-day issues, problems, account keeping, monitoring & reporting, loan supervision and other issues requested by the participants.

In the year 2015, a total of 368 staff member were attended in various types of internal training organized by human resources department of the organization.

11.2.2 Outside Training in 2015

IDF staff members received training on various aspects in 2015. Table below shows the details of outside training received by the IDF staff members and Beneficiaries.

Table 28: Outside Training

Sl. No.	Name of Training	Designation									Total
		DCO	ACO	PM	SPO	PO	DPO	APO	SFO	FO	
1	Financial Product Design and Product Diversification.	1	1		3						5
2	Monitoring & Supervision	-	-	-	-	7	-	-	-	-	7
3	Strategic Planning for NGO And	-	1	1	2	-					4

4	MFI Training of Trainer (TOT)	1			2	1					4
5	Accounts & Financial Management					2		1	2	5	10
6	Group Dynamics savings & Micro credit Management							1	1	8	10
7	Micro-Enterprise(ME), small & Medium Enterprise Operation and Management							1	2	4	7
8	Internal Audit	1			3						4
9	Saving and Microfinance Operation & Management					4	1				5
10	Memorandum deposit of title deed (BRAC Bank)				1	1					2
Total		03	02	01	11	15	01	03	05	17	58

12. OTHER EVENTS

Generally Governing Body Meeting takes place every after 3 months and the Annual General Meeting once a year. In case of any emergency and extra-ordinary general meeting is organized. Mostly the policy making issues are discussed in those meetings. The following meetings were held in 2015.

12.1. Annual General Meeting in 2015

Meetings	Date	Venue
21st AGM	24/6/2015	IDF, Head Office

12.2 Governing Body Meeting in 2015

Meetings No.	Date	Venue
90th GBM	11/04/2015	IDF Head Office
91st GBM	06/06/2015	IDF Head Office
92nd GBM	24/07/2015	IDF Head Office
93rd GBM	21/11/2015	IDF Head Office

12.3 Exposure visit to IDF

IDF organizes exposure visits for the interested organizations and persons both at national and international levels to learn the experiences of microfinance in Bangladesh. IDF organizes visits not only in IDF, it also organizes visits to Grameen Bank, BRAC, ASA and other organizations as per need of the visiting organizations.

In 2015, IDF organized 7 exposure visits for 50 staff members of different MFIs. The organizations sent staff for exposure visits in 2015 are: CSD (Nepal), RMDC (Nepal), Jevan Bikas Samaj (Nepal), SAHARA-Nepal, Swabalambhan Laghubitta Bikas Bank (Nepal), MANUSHI (Nepal) and Shreejana Bikash Kendra (Nepal), Maitree Multipurpose Cooperative Ltd., Gulmi, Kisan Microfinance Bittiya Sanstha Ltd., Achham, Pragatishil

Women Development Multipurpose Cooperative Ltd., Rupandehi, Sahara Nepal Saving and Cooperative Society Ltd., Jhapa, Sahara Nepal Saving and Cooperative Society Ltd., Jhapa, Nagbeli Microfinance Development Bank Ltd., Jhapa, Bhadrakali Multipurpose Cooperative Ltd., Rupandehi, Parichit Saving and Credit Cooperative Ltd., Rupandehi, Mirmire Microfinance Development Bank Ltd., Banepa, Mahila Sahayogi Bachat thatha Rin, Batabaran Sudhar Multipurpose, Deprosc Laghubitta Bikas Bank Ltd., Chhimek Laghubitta Bikas Bank Ltd., SOLVE Nepal.

12.4 Strategic Business plan

5-year Strategic Business Plan for July 2011-June 2016 is prepared in a 3-day workshop organized by IDF on 14-16 May 2011 at Chittagong Office. The selected branch managers, area managers, zonal managers, higher management staff including the executive director of the organization participated in the workshop. A consultant from Asian Microfinance Network worked as facilitator of this workshop. The workshop reviewed the achievements of the last 5-year plan and present strengths and weaknesses of the organization before starting the exercise of new 5-year plan. 5-year plan for microfinance, solar, health; education and agriculture of the organization are prepared in the workshop. The summary of this 5-year plan is presented below.

Table 29: Summary of Budget Plan (2011-12 to 2015-16)

Major component	Upto June 2011	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Branch	62	71	82	92	102	112	112
Member (by year)	85,000	12,200	14,700	16,200	17,200	17,700	1,63,000
Member (cum)	85,000	97,200	1,11,900	1,28,100	1,45,300	1,63,000	1,63,000
Borrower (cum)	74,731	87,720	1,00,995	1,15,625	1,31,165	1,47,165	1,47,165
Disbursement (m)	6,491.62	1,557.96	1,330.90	2,139.66	2,480.85	2,840.31	17,341.30
Outstanding (m)	615.83	857.10	1,007.2	1,176.90	1,364.50	1,562.20	1,562.20
Net savings	295.09	344.30	428.70	530.00	653.70	794.60	794.60
Repayment rate (%)	99.20	99.30	99.40	99.50	99.60	99.70	99.70
Profit/Loss (m)	163.69	17.36	43.30	55.88	76.17	99.65	456.05

13. PLAN AND BUDGET

Under the framework of five-year plan, IDF prepared annual plan and budget for 2013-14 through a participatory process. Plan and budget for 2013-14 of microfinance is prepared in May-June through a bottom-top process. The plan for membership growth, loan disbursement, loan repayment, savings mobilization was done by the field organizer at branch level. Each field worker submitted his/her annual plan to the branch manager. The branch manager then organized a one-day workshop to discuss and review the individual plans and annual budget of the branch. When the plan and budget for the branch was finalized, the branch manager submitted it to the planning and budget division of IDF.

A workshop was organized at Chittagong Office, where the plan and budget of individual

branches, Central Coordination Office and Head Office were presented. The Planning department finalize the budget through detail discussion and review thoroughly in the workshop and submit to Governing Body for review and then to submit to General Body for approval. The summary of annual plan and budget for 2015-16 is attached **Annex-3**.

14. REVIEW MEETING

Monthly review meeting and workshops are organized on regular basis for reviewing the progress and problems of various project activities. At branch level, the branch manager conducts the review meeting where the village organisers participate the meeting.

Monthly review meeting of branch managers is held every month at the area level. Review of the previous month's progress, implementation of the plan, problems at branch level and their solutions, quality of work and utilization of loan are discussed elaborately and decisions are also taken accordingly in these meetings.

Monthly review meetings of Area Managers are held at the IDF office in Chittagong. Beside the Area Managers and concerned officials of the programs, Executive Director of IDF participated in these meetings. In the meeting, monthly progress reports, various problems of the programs and their solutions, quality of the groups, centres, branches and loan supervision and audit are discussed and necessary decisions taken. Moreover, other development programs such as Health Services, Education and Awareness, Micro-insurance, Solar Home System, Village Nursery, Agriculture, Forestation, Fisheries and other project activities are also discussed in the meeting.

15. Workshop/Seminar

In the year 2015, IDF organized a series of area-wise workshop where all the staff member including branch managers of that particular area attended. It was a day long participatory workshop. The main objective of the workshop was to encourage the staff member in their work. Executive Director and senior officials of the organization attended the events.

16. AWARD FOR BEST PERFORMANCE

IDF recognizes good performance of its staff member through providing award at the end of the year. Most of the IDF's fields are located in very remote areas and Hills. It is very difficult to make close supervision due to poor road conditions. Despite, IDF staff members are maintaining very good performance by their hard work. At the end of the year, staff members are rewarded for the best performance. The number of awards by categories is presented in the Table 30.

Table 30: Categories of Awards in 2015

Category	Number of Award
----------	-----------------

	Best	Special
Branch (Credit)	01	11
Manager (Credit)	01	13
Field worker(Credit)	01	12
IT worker	01	01
Field worker(Agriculture)	01	0
Centre school teacher	01	0
Micro enterprise initiator	01	02
Centre Chief	01	11
Health Worker	01	0
Branch (Solar)	01	03
Manager (Solar)	01	05
Field Worker (Solar)	01	04
Supporting staff (Credit)	-	04
Supporting staff (Solar)	-	02
Total	12	68

17. AUDIT

17.1 Internal Audit

IDF established independent Internal Audit Team in 2000 with a view to maintaining and improving the quality of work of its Microfinance and other programs. The Team is consisted of 7 members headed by a Deputy Coordinator. The Team is responsible directly to the Executive Director for their work.

The team members visit branches, area, central coordination and head offices to examine the books of accounts, various registers, loans and savings, collection sheets, various ledgers and collection sheets with the records and pass books of members. The team also examines the utilisation of loans by the members.

The team allows the staff member to correct the mistakes and errors at the spot which are possible. The mistakes and errors, which are not possible to correct at the branch, one-month time is allowed to correct them and report to the Executive Director. For wilful minor mistakes, administrative measures are taken while for misappropriation major action like dismiss from the job is taken.

In the year 2015, all 80 branches, areas and Central Co-ordination Office have been audited by turn. The internal audit was found to be a very fruitful tool for maintaining and improving the quality of work.

17.2 External Audit

Upon discussion in the Annual General Meeting, IDF appointed B. Alam & Co., a Chartered Accountancy Firm to audit the organization for the year 2014-15 as their performance was good in the last two years and report was submitted duly. The Audit Report for 2014-15 is given in annex-4.