

Standard Operating Procedure (SOP)
for
Bangladesh Shrimp and Fish Foundation

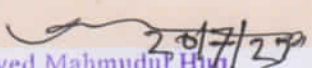


Date: 20 July, 2023



Bangladesh Shrimp and Fish Foundation (BSFF)

Flat# A3, House# 14, Road# 13/C, Block-E
Banani, Dhaka-1213, Bangladesh


Syed Mahmudul Haq
Chairperson

Bangladesh Shrimp and Fish Foundation

Table of Contents

1. Background and Introduction.....	1
2. Strategic Objectives.....	2
3. Organizational Structure.....	2
4. Operational Guidelines.....	3
5. Stakeholder Engagement.....	4
6. Compliance and Ethics.....	4
7. Research and Development.....	4
8. Reporting and Documentation.....	5
9. Training and Capacity Building	5
10. Risk Management.....	5
11. Sustainability and Environmental Guidelines.....	5
12. Communication and Outreach	6


Syed Mahmudul Haq
Chairperson
Bangladesh Shrimp and Fish Foundation

1. Background and Introduction

Bangladesh Shrimp and Fish Foundation (BSFF) is a non-profit research, advocacy and development organization (<http://shrimpfoundation.org/>). It was initially registered in 2003 under Trust Act 1882 and subsequently in 2008 under Directorate of Social Welfare Services in Dhaka (Registration No. DHA08488, Dated: 24 December, 2008). The organization was subsequently registered with Registrar of Joint Stock Companies and Firms (RJSC) in 24th July 2023 (Registration No. S-14040/2023). The initial central objective of the Foundation has been to provide fisheries and aquaculture industries with critically needed supports for growth, sustainability and market access. It has also one of the BSFF's major objectives to realize the full potential of the fisheries sector, which in turn can contribute to the national policy efforts to reduce poverty, improve food and nutrition security, improve the lives and livelihoods of the vulnerable sections, women empowerment, gender equality and youth inclusion, especially the ones in the coastal areas where salinity intrusion and associated impacts are being increasingly manifested. The general thrust of the activities of the organization has been making important contribution to small-fishermen in particular in terms of improving their livelihoods, income enhancing skills and their overall nutrition status. BSFF has rich experience of working with the Government and Development Partners like World Bank, USAID, USDA, UKAID, UNFAO, British Council, WorldFish, Winrock International, Swisscontact, Solidaridad Network Asia, University of Maryland and UN University at Iceland. It has Memorandum of Understandings with relevant public and private sector institutions at the national, regional, and international levels. It has a rich track record of implementing collaboratively developed by private sector stakeholders, the Government of Bangladesh especially the Department of Fisheries and international and national development partners. It has experience of working both at the national and local levels.

BSFF is engaged in a range of activities with an objective to realize the full potentials and transform the sector in a sustainable and equitable manner. With rich experience of sector specific project implementation, it extends a wide range of services to the country's fisheries and aquaculture sector to promote pro-growth initiatives, build up capacities, introduce new technologies in the production processes, facilitate trade, exports, investments and ensure social and gender inclusion in the sector. It has also been increasingly working in wider areas to create the enabling condition for private sector investments and compliance with relevant sector specific norms and standards and environmental sustainability imperatives through research, dialogue, policy advocacy, organizing training, field level intervention to enhance production and other initiatives to overcome challenges faced by the sector. BSFF's works over the years also have continued to include a very significant and robust livelihood improvement components and activities with positive ramification for the nutritional status of target beneficiaries of its activities who also include women, youth and vulnerable groups in particular. The BSFF activities, ever since its establishment, also have had important research component in the areas with special relevance to policy formulation for the aquaculture and fisheries sector of Bangladesh and introduction of growth and development oriented modern technology.

The SOP aims to provide comprehensive guidelines to ensure consistent and effective management of BSFF's operations, enhance accountability, and facilitate the achievement of its strategic objectives.

2. Strategic Objectives

- **Support Growth and Sustainability:** Enhance the fisheries and aquaculture industries' growth and sustainability through research, policy advocacy, and the introduction of new technologies.
- **Market Access:** Facilitate market access for fisheries products both domestically and internationally.
- **Livelihood Improvement:** Improve the livelihoods of small-scale fishermen by providing training, resources, and support to enhance income and nutritional status.
- **Access to Finance:** Facilitate access to finance for grassroot level farmers through advocacy, dialogue and awareness programs to create the linkages between financial institution and small-scale farmers.
- **Food Safety and Compliance Related Issues:** Promote awareness on the international, regional and national food safety and compliance related issues among the concerned public and private sector stakeholders.
- **Social and Gender Inclusion:** Promote gender equality, women empowerment, and youth inclusion in the fisheries sector.
- **Environmental Sustainability:** Ensure compliance with environmental standards and promote sustainable practices in the fisheries industry.

3. Organizational Structure

- **Governance:** BSFF is governed by a Board of Trustees responsible for strategic oversight, ensuring the foundation's activities align with its mission and objectives. The Board meets quarterly to review progress, approve budgets, and make policy decisions.
- **Management Team:** The day-to-day operations are managed by an Executive Director, supported by a management team consisting of project coordinators, financial officers, human resources officers, and other essential staff. The Executive Director reports to the Board of Trustees.
- **Committees:** BSFF has various committees, such as the Audit Committee, Procurement Committee, and Ethics Committee, to oversee specific functions and ensure compliance with relevant standards and policies.

4. Operational Guidelines

4.1. Project Management

4.1.1. Project Planning and Implementation

- Develop project proposals aligned with BSFF's objectives.
- Secure funding from donors and stakeholders.
- Establish a Project Management Unit (PMU) to oversee project execution.
- Engage technical experts for project evaluation and appraisal.

4.1.2. Stakeholder Engagement

- Collaborate with government agencies, non-governmental organizations (NGOs), and private sector entities.
- Conduct community consultations to ensure local needs and preferences are considered.

4.1.3. Monitoring and Evaluation

- Establish a comprehensive M&E framework.
- Conduct regular field visits and audits.
- Prepare quarterly and annual progress reports.

4.1.4. Reporting

- Submit monthly, quarterly, and annual reports to stakeholders and donors.
- Maintain transparency and accountability through regular communication and updates.

4.2. Financial Management

4.2.1. Budgeting and Financial Planning

- Prepare annual budgets aligned with project plans.
- Monitor expenditures against budgets and conduct variance analysis.

4.2.2. Disbursement of Funds

- Disburse funds based on project milestones and progress.
- Maintain separate bank accounts for project funds.

4.2.3. Financial Reporting

- Submit monthly statements of expenditures (SOEs) and quarterly financial reports.
- Ensure compliance with donor requirements and international accounting standards.

4.2.4. Audit

- Conduct regular internal and external audits to ensure financial integrity.
- Implement recommendations from audit reports.

5. Stakeholder Engagement

5.1. Partnerships

- Establish MoUs with national, regional, and international institutions.
- Engage with development partners such as the World Bank, USAID, USDA, UKAID, UNFAO, British Council, WorldFish, Winrock International, Swisscontact, Solidaridad Network Asia, University of Maryland and UN University at Iceland.

5.2. Community Involvement

- Conduct participatory workshops and training sessions.
- Involve community members in project planning and implementation.

6. Compliance and Ethics

6.1. Legal Compliance

- Adhere to national and international laws and regulations.
- Ensure compliance with environmental and social safeguards.

6.2. Ethical Standards

- Maintain high ethical standards in all operations.
- Promote transparency, accountability, and integrity.

7. Research and Development

7.1. Research Initiatives

- Conduct research to identify challenges and opportunities in the fisheries sector.
- Develop and pilot new technologies and practices.

7.2. Policy Advocacy

- Advocate for policies that support the growth and sustainability of the fisheries sector.
- Collaborate with government bodies to influence policy formulation.

8. Reporting and Documentation

8.1. Documentation

- Maintain detailed records of all project activities.
- Document best practices and lessons learned.

8.2. Reporting

- Prepare and submit comprehensive reports to stakeholders and donors.
- Ensure timely and accurate reporting of project outcomes.

9. Training and Capacity Building

9.1. Capacity Building

- Provide training to fishermen, community members, and BSFF staff.
- Enhance skills in sustainable fishing practices, financial management, and market access.

9.2. Workshops and Seminars

- Organize workshops and seminars to disseminate knowledge and share experiences.
- Facilitate networking and collaboration among stakeholders.

10. Risk Management

10.1. Risk Assessment

- Identify potential risks to project implementation.
- Develop mitigation strategies to address identified risks.

10.2. Monitoring

- Continuously monitor risks and implement mitigation measures.
- Adjust project plans as necessary to address emerging risks.

11. Sustainability and Environmental Guidelines

11.1. Environmental Sustainability

- Promote environmentally sustainable practices in all projects.
- Ensure compliance with environmental regulations and standards.

11.2. Climate Resilience

- Develop and implement projects that enhance climate resilience.
- Address the impacts of salinity intrusion and other environmental challenges.

12. Communication and Outreach

12.1. Public Relations

- Maintain a positive public image through effective communication and outreach.
- Engage with media to raise awareness about BSFF's initiatives.

12.2. Information Dissemination

- Use digital platforms to share information and updates.
- Publish newsletters, reports, and research findings.

This SOP provides a comprehensive guide for the operations of the Bangladesh Shrimp and Fish Foundation, ensuring alignment with its mission to support the fisheries and aquaculture industries in Bangladesh. The detailed procedures aim to promote growth, sustainability, and inclusiveness, while maintaining transparency, accountability, and compliance with all relevant standards and regulations.


26/7/23
Syed Mahmudul Haq
Chairperson
Bangladesh Shrimp and Fish Foundation