



**SAHAY**

Annual Report  
**2019-2020**

OUR VALUES

*we live* the mission

*we see* potential in  
everyone, everywhere

*we believe* human  
connections matter

*we are* always learning

*we own* the impact



## Table of Content

Foreword	2
Board of Directors & Leadership	3
Programme	4
Sponsorship Relations	14
Information Technology	14
Finance	16
Operations & Purchases	18
Communications	19
CI+ and lean experiments	19
Community Centres and Partner Projects	20

## Message from the desk of **Secretary of the Executive Board, SAHAY**

India is in the phase of transition. A new generation is ready to be the primary workforce of our country. Modernisation is rapidly transforming ideas into reality. Cities and model townships equipped with state-of-the-art facilities have sprung across the country. Roads and infrastructure for manufacturing hubs, investment in start-ups and other business establishments, technological innovations and digital technology revolution has altered almost every aspect of our lives, dislodging various earlier presumptions and beliefs. Habits, consumption and expenditure patterns have drastically changed for all. On the other hand, there is a sizable section of the population that is deprived of even basic amenities. Food, shelter, water and medical needs are most urgent for innumerable individuals and families on the other side of the economic spectrum. The percentage of population without these basic amenities and income inequality has further widened the divide even among the economically underprivileged. While 20 crore of the Indian population is below the poverty line, 25% among them are abjectly poor. Unemployment causes this vicious cycle of poverty and it is difficult to break out of it.

The social and socio-economic implications of poverty in India make the marginalised section most vulnerable. Access to healthcare, safe drinking water and sanitation, infrastructure for education and ability to sustain with stable income is still limited to only a handful. Malnutrition, infant mortality, child labour, early marriage and human trafficking are rampant among other issues plaguing such communities. With 31 years of connection with countless families in urban and rural communities, and a trusted network of volunteers and partners, SAHAY has been consistently providing support to children and youth from such families through the Sponsorship Programme.

Each programme is designed to address the imminent and future needs of such children, outlined by SAHAY's Strategic Objectives and specific goals. For example, incorporating visual aids and activity-based learning methods yielded phenomenal results among children from the Group Tutoring classes. In another instance involving mothers in the nutrition-feeding programme and support from guardians and caregivers were crucial for the successful implementation of the programme and achieving its objectives. Feedback and input from every level, including the beneficiaries and their families, helped in providing insights into the emerging needs and specific ways of addressing them.

SAHAY's focus in areas of health, education, resiliency, enhancement of life-skills and social responsibilities, along with career readiness and into employment programmes, make the approach holistic, enabling each individual to be self-sustaining, creating a chance to step out of poverty.

## SAHAY Executive Board Members



Mr. Ranjit Mukherjee  
President



Mr. S. V. Raman  
Secretary



Mr. Sandipto Bose  
Treasurer



Mr. Gautam Ghosh  
Member



Ms. Ipsita Sapra  
Member



Mr. Snehasis Sur  
Member



Ms. Swati Chaudhuri  
Member

## SAHAY Leadership Team

Ms. Shikta Banerjee, Interim Director/Sponsor Relations Manager

Ms. Debatri Das, Programme Manager

Ms. Rinku Gupta, Accounting Manager

Mr. Archit Bose, Operations Manager

Mr. Bijoy Pati, Information Technology Manager

## SAHAY Registered Office Address:

Society Regsn No.: S/63545

15C, Anil Ray Road, Kolkata- 700029, India.

Telephone : + 91 9874520206 / 9874530306, + 91 33 24198013/24198014

Email : soa@sah.children.org.in

Growing up in poverty, children face various challenges like hunger and malnutrition, limited access to education and medical services, social discrimination and isolation.

Through a holistic programme result framework, SAHAY supports economically marginalised children within the age group of 2-24 years with quality Health care, Education, Life skills and Job-readiness training to sustain themselves, and build the confidence they need to create lasting change in their lives and communities.

Together, we can end poverty for good.

SAHAY is committed to preventing and responding to any form of abuse, violence and exploitation of children.

**Child Protection Protocols** are strictly adhered to across all programmes and at all levels of the organisation. It is mandatory for each staff (including volunteers, staff at partner projects) to attend the Child Protection Policy training every year.

- 294 staff including Project Managers, Community Centre Coordinators, Accountants, Social Workers, Field Officers, GT Teachers, mentors of all the Programmes, Clinic Doctors and Health Assistants
- 279 enlisted Adult Volunteers
- 263 Youth Volunteers (Co-facilitators)

attended the Annual Child Protection Training this year.



## Behavioural Change Communication:

**Resiliency** programme was introduced to increase the ability of the children and youth to recover from setbacks, adapt well to change, and be persistent in the face of adversity. The module based on a manual on managing stress and changes of life by “Turning Point” at The University of Kansas Health System, USA, emphasizes on ten facets of resiliency.



An interactive and activity-based programme was well received by the participants and reflected with active participation.

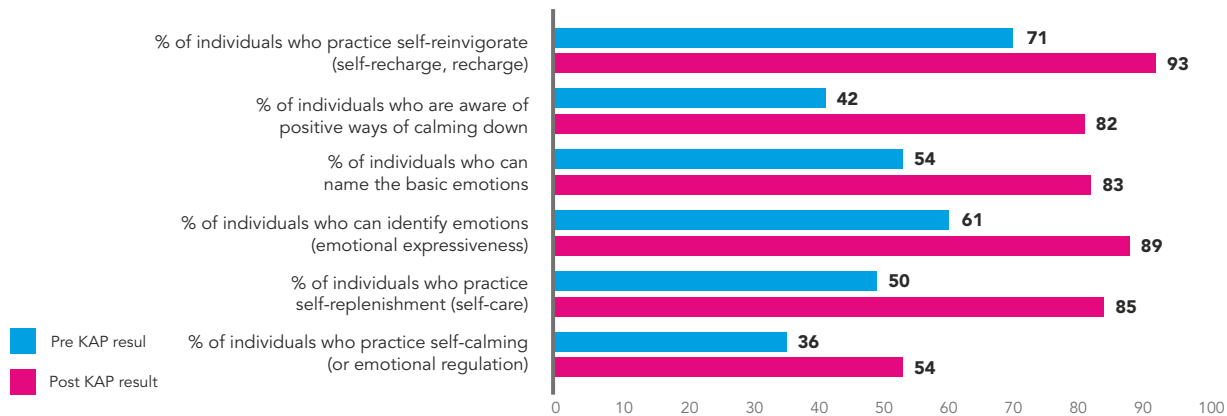
Total 602 children and youth and 195 Parents completed the training.

The Knowledge, Attitude and Practice [KAP] survey results showed

-82% of individuals were aware of positive ways of calming down

-85% of children and youth practiced self-replenishment.

### CHANGES IN EMOTIONAL WELL BEING AFTER THE TRAINING

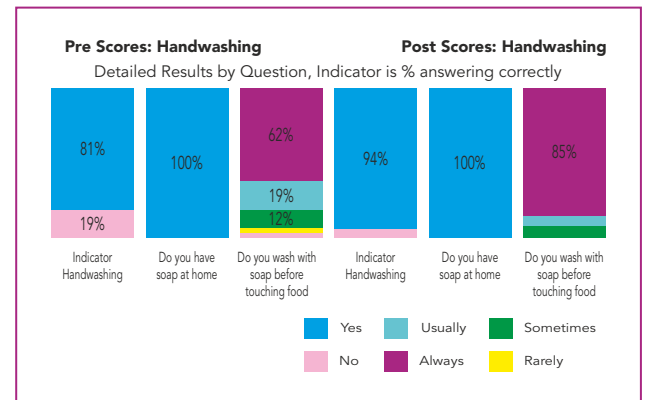
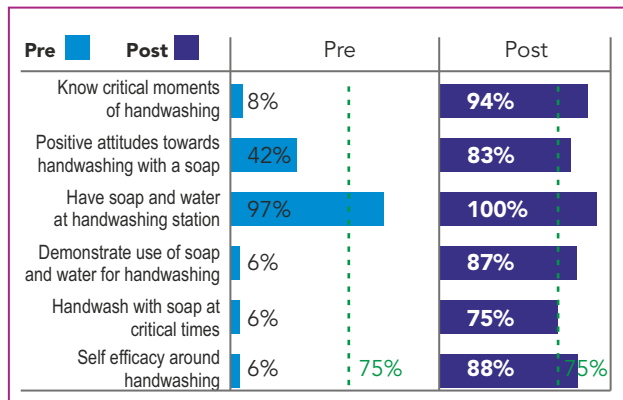


# PROGRAMMES

Hand washing is most effective mean to prevent spread of germs leading to numerous diseases.

720 children in the age group of 5-11 years and their caregivers completed the **HANDWASH** training programme, where

- 75% of the children practised hand washing with soap and water at critical times, whereas
- 94% showed knowledge on critical moments of hand washing.



**The Youth Health Corps (YHC)** programme address the specific needs of adolescent (12-19) by providing accurate information on reproductive health, gender, sexuality, awareness on substance abuse and emotional well-being.

- 5 workshops for 15-19 age group consisted of 849 participants
- 4 workshops for 10-14 age group consisted of 96 participants were conducted following fun-learning based curriculum.
- 4 workshops covering 289 Caregivers completed the training.





## Health Services

The primary Medical Services were available to all sponsored children and youth in the 3 Community Centres and 12 Partner Projects through our clinics and referral services.



**Medical** examination and treatment were provided to 6,085 sponsored children and youth at the Community Centre clinics and network hospitals; where 86% reported satisfaction with the primary healthcare service.

4,023 cases were referred to the partner hospitals for specialised treatment.

103 critical cases such as renal ailment, chronic rheumatoid arthritis, thyroid, dengue, asthma, and similar emergency care were supported through network hospitals.

Facilitated Free Eye Camps conducted by our partner hospital, by informing the communities regarding free eye check-up, glasses and medicines.

## Dental

2,549 children and youth received dental screening services, 92% of them reported satisfaction with the dental services provided.



## Nutrition

Irregular food habits and in absence of a balanced diet, malnourishment is rampant in the Communities.

700 malnourished children received supplementary feeding and learning sessions through nutrition rehabilitation programme.

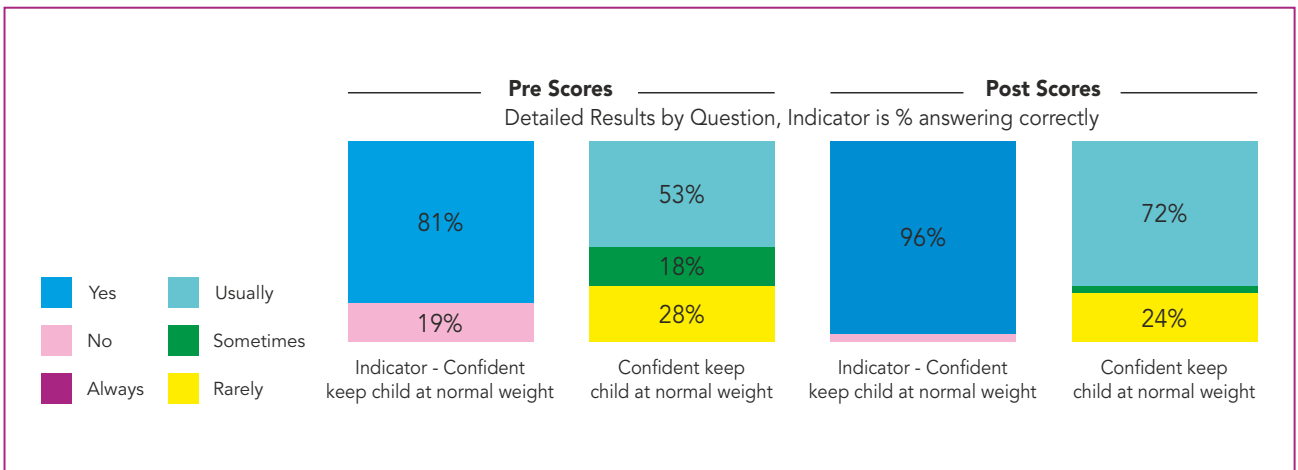
Out of them, 33% severely malnourished children were successfully rehabilitated to moderately malnourished to "Normal status".

328 Caregivers of malnourished children participated in learning workshops on healthy diet, immunisation, ideal feeding behaviour, nutrition & hygiene, healthy cooking practice and recipe demonstration.



In the Post-knowledge, Attitude and Practice surveys (KAP) conducted with 210 sample caregivers, where,

- 72% were confident in their ability to keep their child's weight at "normal".



## Education Support:

The Education programme supported 7,648 children by providing financial educational assistance to continue with their education until secondary level of which 89% completed the academic year successfully.



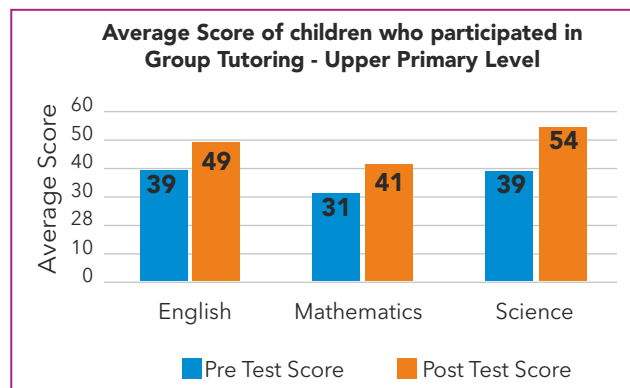
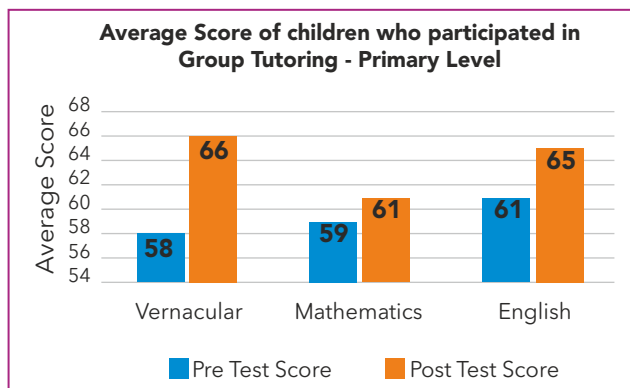
167 children scored between 60%-79%, and 13 scored 80% and above in Highest Secondary Examinations, and

73 children scored 60% - 79%, 14 children scored 80% and above in Secondary School Examinations received scholarship from SO3 in 2019-20 academic year.

Tutoring sessions for Mathematics, Science and Vernacular were held for 2 hours daily, 5 days a week in **Group Tutoring Centres** across our operational areas.

1,644 children attended the classes. Child friendly learning materials helped in increasing their learning outcomes.

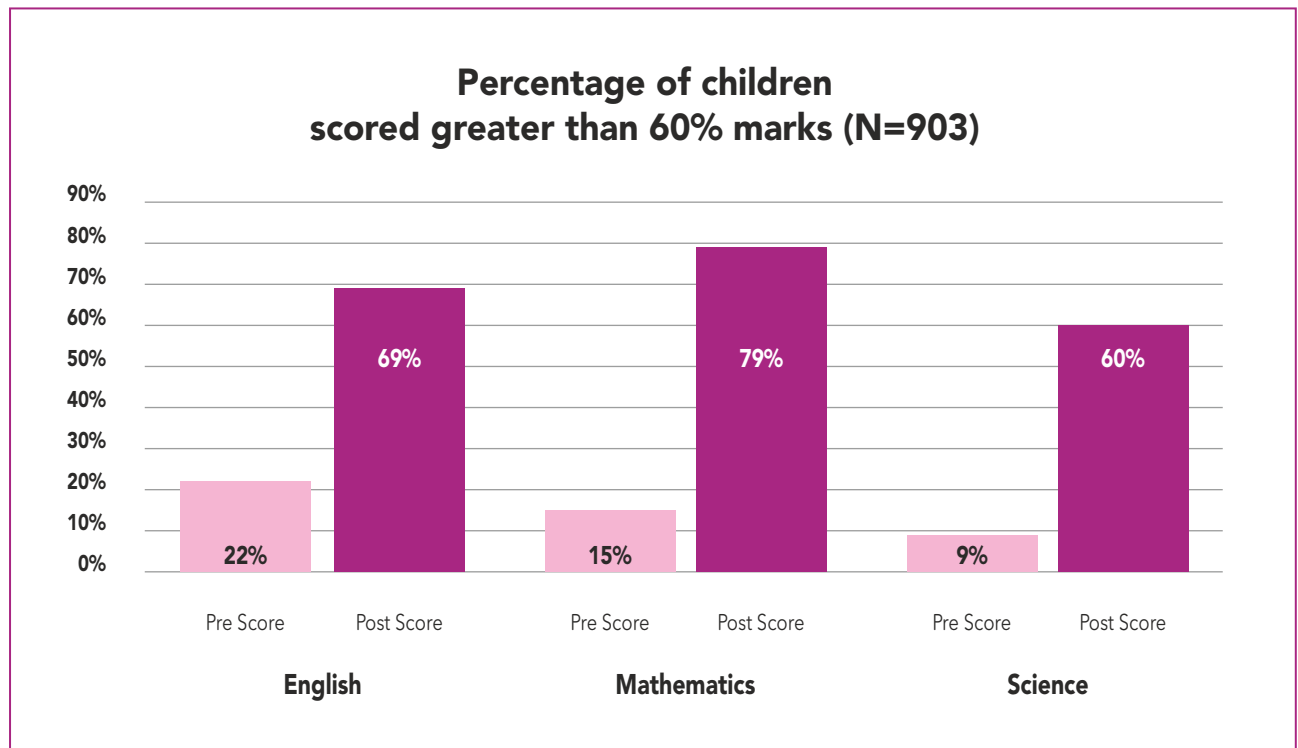
The end line assessment results showed, 63% of children increased proficiency in Maths, 69% in Vernaculars whereas 65% in English out of the total completed.



**The Education Resource Center (ERC)** programme offered subject-specific bi-weekly workshops for participants in grades 6 to 10, across 3 Community Centers and 3 rural partner projects.

Additionally, audio-visual workshops in English, Science and Mathematics were incorporated in the modules; several scientific experiments, models development, project work, worksheets and learning approaches were introduced to enhance their learning levels and foundational competencies.

903 children participated in the subject-specific workshops of which 85% children have improved learning level in Science subjects, 92% children in Vernaculars and 89% in Mathematics.

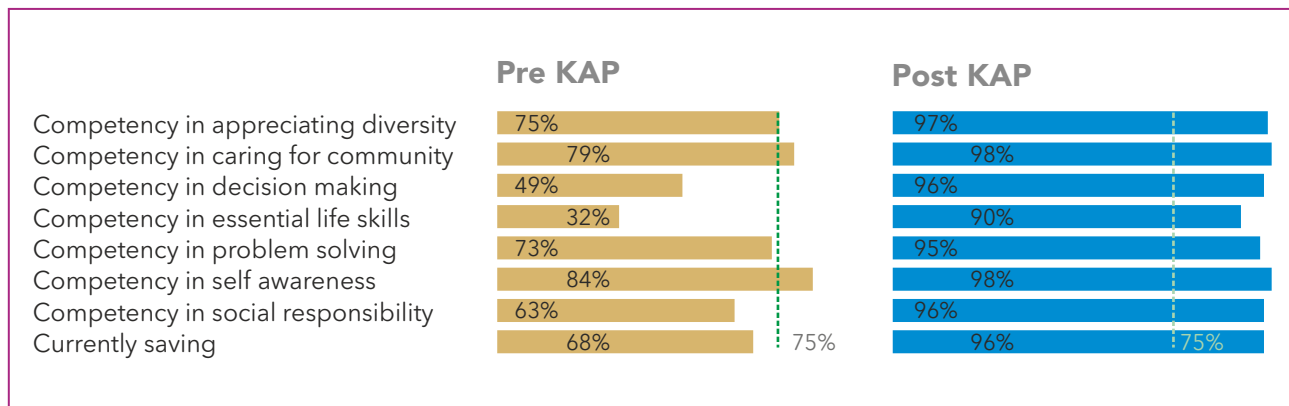


## Empowerment through development of Life skills and Social Responsibility

Empowerment programme offered a comprehensive series of child and youth development programmes to help young people to meet their challenges effectively and empower them to become agents of change in their communities.

6,051 children and youth underwent trainings on Leadership, Social and Financial Literacy, Sports and Arts for development.

- 77% children and youth have increased life skills and 90% have increased social responsibility skills.



## **Aflatoun**(Udyog)programme

2,176 children and youth participated in the Social and Financial literacy programme through classroom-based training. The products made by the sponsored children and youth under the Financial enterprises sold worth Rs. 48,732, and a total of Rs. 82,680 was collected through a Social enterprise project.

The collected amount was disbursed in the form of scholarship to 40 non-sponsored meritorious students in the community.

"Teaching Transformative Life Skills to Students"- a comprehensive dynamic mindfulness curriculum by Bidyut Bose, Danielle Ancin, Jennifer Frank & Annika Malik was followed for **Yoga** (Unmesh) programme.

377 children developed life skills through Yoga.

**Drama** (Unmesh) programme follows the curriculum of National Council of Educational Research and Training, Government of India. Based on the outline, the team co-created the module with the Mentors.

660 children developed life skills. Through different local games, 591 children successfully completed the programme with improved life skills and social responsibility skills the **Sports for Development** (Ullash) programme.

**Youth Leadership** (Kandari) programme aims at developing leadership skills, life skills and social responsibility through classroom based training and implementing a community service project.

1,635 participants collaborated with **Youth Empowerment Fund** (Badlao) programme participants to implement the "Planet or Plastic" project successfully as community service project. The Youth Empowerment Fund programme with 617 participants initiated a project named "Planet or Plastic" across all operating areas of the organization implemented a common project.

A sample survey was conducted with 3,400 participants, among the community with the result indicating that 89% of community people have strong knowledge of two side effects of single use plastic.



Aflatoun participants

Participants convinced more than 10 shopkeepers in the area to stop single-use carry bags to the customers.

25,264 population of community were reached through this programme, including youth, children and individuals in the communities.

17 of our offices including 13 Partner projects, 3 Community Centres and the Central Office became completely plastic-free, replacing all plastic office-utensils with steel.

## Employability

96 youth completed Career Readiness Training on soft skills, digital literacy and computers from Ascensive Educare Limited, partnered by National Skill Development Corporation. 65 candidates were provided placements with an average monthly salary of Rs. 8,000, in BPO, Retail and Banking sectors.

The employers are namely iMerit Technology Services Pvt. Ltd, Fusion BPO services, Spencers Retail Ltd, IKYA Human Capital Solutions, Aegis Customer Support and Vibrant Infocom.

Total 639 youth were awarded post-secondary education scholarship out of which,

- 513 opted for academic courses in universities and the rest
- 126 for technical training in electrical, mechanical, computer, nursing, and hospitality management.

*“Career Readiness training helped me find a clear vision towards my career and goal”*

~ Farheen Begum, Community Center, Jorasanko; currently placed at iMerit Technology Services, Kolkata



## Sponsorship Relations

The team handles all sponsor visits and queries. Strengthening the bond between the sponsor and child, timely responses contribute in sponsor retention. In its annual updates,

- Family Records of 13,944 beneficiaries were completed.
- 25,883 letters from children to their sponsors and 684 special needs donations were processed
- 254 Special gifts were distributed, 20 Direct Packages sent by sponsors were distributed



## Information Technology

### Intranet Portal

SharePoint intranet has truly revolutionised the way companies use intranet and extract its value. Deploying a SharePoint intranet made it easier for employees to work together as a team while encouraging employee engagement.

SAHAY's intranet portal was developed as the organisation's "collaboration" platform managing connectivity services for critical process applications outside the Sharepoint site and central repository of data. It also provides access to knowledge base resources.



The major benefits of Sharepoint intranet portal are:

**Highly responsive and supported by app.** The responsive framework allows the intranet portal access from any device, anytime and anywhere. It also comes with an app and a web version.

**Effective tools for collaboration:** The intranet platform offers tools to interact on common projects. The enhanced task management system eliminates the redundancy factor and brings further clarity on the project implementation and deliverables.

**Document management:** Allows quicker and easier access to process applications and resources. The centralised document management systems makes it easy for employees to search and contribute on documents securely without maintaining multiple copies.

**Enhances employee engagement and streamlines communication:** Since all employees have access to the Sharepoint intranet, major announcements and other information may be broadcast through the medium. The portal also serves as a highly effective medium to promote feedback culture across the organisation.

Eventually opting for server virtualisation technology and server consolidation, resulted in enhanced operations, saving 33% in overall power consumption, gain in rack space ensured optimal space utilisation, improved server administration and redundancy.

Sahay is almost 75% virtualised, running on two redundant host servers. We expect to approach 100% server virtualisation within FY 2020.



Amount in Rs. '000

**Balance Sheet** as at 31st March, 2020

	<b>31st March 2020</b>	<b>31st March 2019</b>
<b>Assets</b>		
Net Current Assets	10,551	13,499
Fixed Assets	13,222	14,805
Capital Work-in-Progress	25,649	0
<b>TOTAL</b>	<b>49,422</b>	<b>28,304</b>
<b>Liabilities</b>		
Capital Fund	48,363	28,082
Earnest Money	1,059	222
<b>TOTAL</b>	<b>49,422</b>	<b>28,304</b>

**Income & Expenditure Account** for the year ending 31st March, 2020

	<b>31st March 2020</b>	<b>31st March 2019</b>
<b>Income</b>		
Contribution Received	1,85,751	1,80,236
Other Income	2,740	2,538
<b>TOTAL</b>	<b>1,88,491</b>	<b>1,82,774</b>
<b>Expenditure</b>		
Total Expenditure [Note 1]	1,68,210	1,73,721
Excess / [Deficit] of Income over Expenditure	20,281	9,053
<b>TOTAL</b>	<b>1,88,491</b>	<b>1,82,774</b>

## Note - 1

	<b>31st March 2020</b>	<b>31st March 2019</b>
<b>Total Expenditure</b>		
Educated Programme Expenses	18,487	23,416
Employed Programme Expenses	1,333	1,129
Using Health Services Programme Expenses	13,823	13,910
Empowered Programme Expenses	13,215	13,512
Exhibiting Healthy Behaviour Programme Expenses	4,917	6,575
Special Project Expenses	4,444	4,610
Training & Development Expenses	3,285	3,821
Universal Values & Other Activities Programme Expenses	16,258	15,788
Partner Project Disbursements	46,369	45,473
Programme Support and Project Administrative Expenses	43,408	42,510
Depreciation	2,671	2,648
Loss on Sale of Fixed Assets etc.	0	300
Security Deposit written off	0	29
<b>TOTAL</b>	<b>168,210</b>	<b>1,73,721</b>

To access our full audited financial report visit our website [www.sahaywb.in](http://www.sahaywb.in)

## SAHAY's DONOR AGENCY

Children International Kansas City, Missouri, USA

## BANKS

Kotak Mahindra Bank, Rash Behari Avenue, Kolkata

Indian Overseas Bank, Lake Market, Kolkata

Citibank, Kanak Building, Chowringhee, Kolkata

## Operations & Purchasing

### Purchase of new YRC building

Addressing the needs of the youth focussing on life skill development and social responsibility. Assessing the need for space, a three-storied building in Narkeldanga was acquired. The Youth Resource Centre (YRC) offers state-of-the-art facility for the youth of Narkeldanga & Jorasanko Community Centres.

Installation of smoke detectors, fire alarm & security systems, and evacuation plan in 3 community centres have been installed.

In each Centre, the staff has been trained on usage of the equipment and emergency demonstration drills conducted.

Emergency evacuation staircases has been constructed in Narkeldanga and Hazra Community Centres.

Electrical audit conducted in all three Community Centres and Central Office to assess load requirement and ensure safety standards.

Renewal of Insurance policies of SAHAY's properties, assets, public liabilities, money insurances and employee's personal accident benefit policy completed.

Standard Operating Procedure was drafted and introduced in the three community centres of Jorasanko, Narkeldanga and Hazra in January 2020 to ensure uniform process.

O&P will conduct periodical audits based on this SOP.

All Benefit, Birthday and Christmas distributions in urban & rural projects completed.



## Communications



Communications consistently contributes content to various Children International's marketing and fund raising campaigns.

Stories and videos published across Children International's website and social media handles.

Released 6th edition of "Success Stories", covering 20 individuals with their stories received special appreciation from Children international.

Successfully implemented CI brand compliances on all kinds of display, publicity and promotional materials.

## CI+

This year, 10 Lean Experiments were conducted on varied topics pertaining to the areas of our work, to understand the need, applying interventions and learning from the outcome. Topics ranged from "inducing reading habits among children" to "deeper engagement from volunteers". These experiments involved participation of staff across departments, Rural Projects and Urban Community Centres.



## Our Community Centers and Partners

### COMMUNITY CENTRES

Community Centre - Narkeldanga **CCN**  
 Community Centre - Jorasanko **CCJ**  
 Community Centre - Hazra **CCH**

### 24 PARGANAS (SOUTH)

Bani Mandir **D6**  
 Baikunthapur Sishu Seva Kendra **N2**  
 Mukti Ananda Tirtha **NC11**  
 Economic Rural Development Society **NC15**  
 Ashurali Gramonnayan Parishad **Nc16**

### 24 PARGANAS (NORTH)

Socio Legal-Aid Research and Training Centre **NC19**

### BANKURA

Gandhi Vichar Parishad **NC18**

### HOOGHLY

Tarakanth Maternity and Child Welfare Centre **M1**  
 Satya Bharati **M2**  
 Kalyan Bharati **M4**

### MALDA

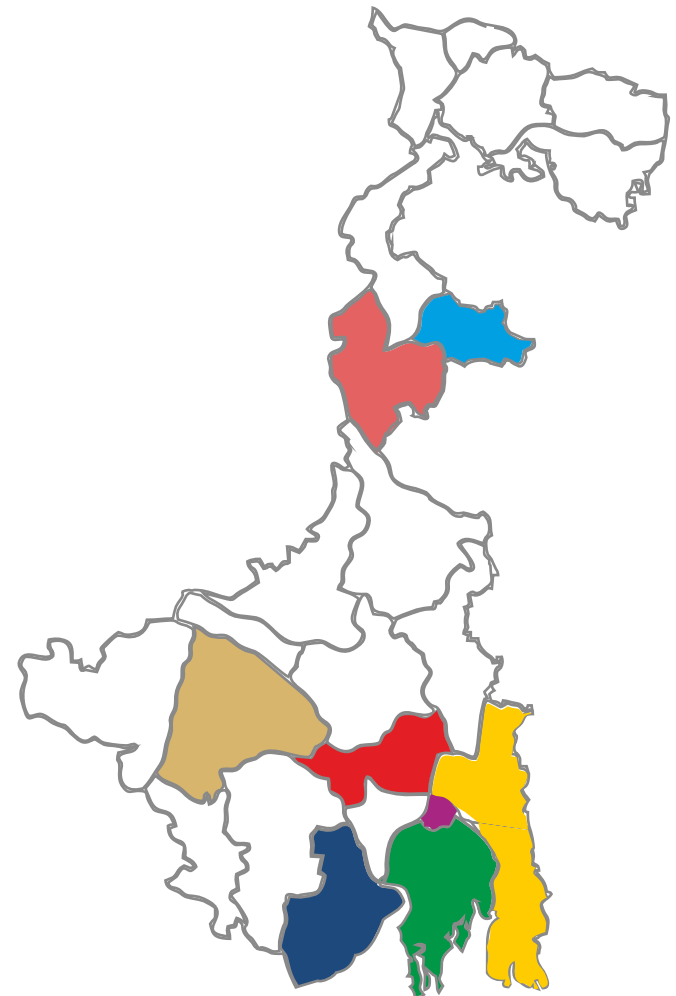
Economic Rural Development Society **NC20**

### PURBO MEDINIPORE

CINI-Moyna Rural Health Development Centre **NC14**

### DAKSHIN DINAJPUR

Economic Rural Development Society **N4**



**Total sponsored children - 14,891 | Rural - 5846 & Urban - 9,045**

# Team SAHAY



Regd Office: 15C, Anil Roy Road, Kolkata 700 029  
SAHAY is affiliated to Children International, Kansas City, U.S.A.