



YPSA Risk Management Plan



Young Power in Social Action (YPSA)

(An Organization for Sustainable Development)

[An Organization in Special Consultative Status with the Economic and Social Council
(ECOSOC)]

Head Office

Young Power in Social Action (YPSA)

House # F 10(P), Road # 13, Block-B, Chandgaon R/A, Chittagong - 4212, Bangladesh

Tel: +88-02334471690, 02334470257

E-mail: arif@ypsa.org

website: www.ypsa.org

September 2025

Dr. Md. Arifur Rahman
Founder & Chief Executive
YPSA



Contents

1. Introduction
2. Purpose of Risk Management Policy
3. Objective of the Plan
4. Risk Management Strategy
 - 4.1 Risk Identification
 - 4.2 Risk Assessment
 - 4.3 Risk Mitigation
 - 4.4 Risk Register and response
 - 4.5 Risk Tracking and Review
 - 4.6 Reporting
 - 4.7 Process to address immediate unforeseen risk
5. Risk Responsibility
6. Communication and training
7. Annexures



1. Introduction:

A risk management plan is a document that outlines how to identify, assess, and mitigate potential risks associated with an organization, project or activity. It's a proactive approach to minimize negative impacts and maximize opportunities by establishing strategies for handling uncertainties before they become major issues. The plan includes identifying potential risks, analyzing their likelihood and impact, and developing mitigation strategies.

2. Purpose of Risk Management Plan

The purpose of Risk Management Plan is to reduce negative impacts, improve decision making, increase project success and enhance stakeholders' confidence. In essence a risk management plan is a crucial tool for project management, enabling teams to anticipate, prepare for, and effectively manage potential challenges, leading to more successful outcomes.

3. Objectives of the plan

- To systematically identify internal and external risks.
- To evaluate the likelihood and impact of each risk.
- To assign responsibilities for risk mitigation.
- To safeguard beneficiaries, staff, and resources.
- To promote accountability, transparency and good governance.

4. Risk Management Strategy:

4.1. Risk Identification: All the department, unit, program and project team led by head/focal will take necessary initiatives to find out the potential risks both internal and external. Different methods such as brainstorming, community consultation, risk mapping workshops, reviewing lesson learning, case studies, previous experiences, program & M&E reports, historical data, external contexts and organizational SWOT will be used to find the potential risks. Team will make list out all the potential risks. The team will engage community or stakeholders in the process.

Categories of risks include:

- Strategic risks (mission alignment, culture, reputation etc.)
- Operational risks (staff turnover, delays, logistics, procurement etc.)
- Programmatic risks (Community and stakeholder engagement, project approach, process, location, partnership, networking, etc.)
- Financial risks (funding gaps, fraud, exchange rate fluctuations etc.)
- Compliance risks (legal, donor, government policies etc.)
- Environmental and climate risks
- Safeguarding, protection, security risks
- Technological/data security risks



4.2. Risk Assessment: The team will evaluate the likelihood and potential impact of identified risks. This can be done through qualitative, quantitative, or hybrid methods. The team will engage community or stakeholders in the process.

4.2.1: Risk Assessment Frequency: Risk assessment frequency as follows

- For overall organization, it will be conducted once a year, with regular updates every six months covering all components.
- For individual projects, it will be carried out before the project begins, followed by periodic updates.

Each risk will be rated based on:

- Likelihood: How likely the risk is to occur (Low, Medium, High)
- Impact: The potential effect on the organization/project (Low, Medium, High)

The risk matrix will be used to prioritize actions.

Impact ↓ / Likelihood →	Low	Medium	High
Low	Low	Low	Medium
Medium	Low	Medium	High
High	Medium	High	Critical

4.3 Risk Mitigation: The team will develop strategies to reduce the probability or impact of risks. The specific actions will be identified to :

- Avoid the risk (change plan to eliminate the cause)
- Reduce the likelihood or impact
- Transfer the risk (insurance, contracts)
- Accept the risk (if unavoidable, make contingency plan, etc.)
- The team will engage community or stakeholders in the process

4.4 Risk Registry and response: Team will register risks that faces and will take necessary mitigation measures or will response as per risk management plan or take new strategies considering the changes of the context. Risk Response status will be approved by the project focal at project level and Chief Executive at organizational level.

4.5 Risk tracking and Review: The respective team will review the risk matrix continuously to track the risks, adapt the new and emerging risks, and identify new strategies to adjust the risk plan based on current internal and external context as needed. The team will engage community or stakeholders



in the process. Once project activities are conducted and completed, Project head shall monitor the risk factors and events to determine the fact if trigger events have occurred that would indicate the risk is now a reality.

Project head I will be responsible for enacting and directing the day-to-day mitigation activities and report to management

4.6 Reporting: Team will prepare report after reviewing the risk management plan and share the report with YPSA management, Donor, organizational performance reviews.

4.7 Processes to Address Immediate Unforeseen Risk:

Once an individual identifying the risk, shall immediately report to the project manager, Project head will identify a mitigation strategy and assign resources as necessary. He/She will be responsible for documenting the risk factor and mitigation strategy.

5. Risk Responsibilities: The responsibility for managing risk will be shared amongst all the staffs and stakeholders. However, the Chief Executive have the authority to decide whether to proceed with risk mitigation strategies at organizational level and the Project head will have the authority at project level to decide whether to proceed with risk mitigation strategies and implement contingency measures with the approval of focal person. Project head is responsible for informing funding agencies of those risks which are associated with cost or resource requirement to determine the requirement for a contract modification.

Sl no	Responsibility	Role
1	Risk Identification	Department, Unit, project head, stakeholders
2	Risk assessment	Department, Unit, project head, stakeholders
3	Risk mitigation	Department, Unit, project head, stakeholders
4	Risk Registry	Department, Unit, project head, stakeholders
5	Risk Response Approval	Chief Executive at organizational level and Focal person at project level
6	Risk review and monitor	Department, Unit, project head, and M& E team
7	Risk Reporting	Department, Unit, project head,
8	Overall accountability for risk management plan	Chief Executive
9	Manage financial, compliance, and asset-related risks	Finance & Admin Department
10	Informing Risks to funding agency	Project head
11	Report incidents or emerging risks promptly	All Staff



6. Communication and Training: For developing the capacity on risk management and orient them on the risk management plan, YPSA will arrange periodic staff orientation on risk management. Risk awareness will be integrated into project planning and review sessions by the project head and encourage staffs for reporting the potential risks.

7. Annexures

7.1 Organizational Risk Assessment Matrix

7.2. Risk Mitigation Plan

7.3. Risk Register

Dr. Md. Arifur Rahman
Founder & Chief Executive
YPSA