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|  | **2015** |
|  | Kush Emergency Relief and Development Organization (KERDO) |



**ORGANIZATION’S PROFILE**

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| **[Kush Emergency Relief and Development Organization (KERDO)]** |

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**KUSH EMERGENCY RELEIF AND DEVELOPMENT ORGANIZATION (KERDO)**

PREFACE

**About KERDO**

KERDO initially known as LDO is a community based organization established in 2005 to represent and raise the concern of Nuba people, contribute for access to livelihood through relief and rehabilitations, Seek for justice, peaceful and sustainable development. Beside relief and development roles played by KERDO, it also solicits and support for capacity building programs for the staff and the local authority. Moreover, KERDO assumes an advocacy role through awareness and campaigns, which aims at sensitizing and drawing the attention of the international community to the plight for the Nuba people especially in their sufferings and struggles for life. It is legally registered under Sudan Relief and Rehabilitation Commission (SRRC). The main headquarter of our operation site is in Nuba Mountains/South Kordofan State (specifically based in Heiban County (with possible extension to other counties).

**Our Mission:**

Our core missions are;

* To improve the livelihood of the local communities within Nuba Mountains through provision of basic needs and services.
* Build the capacity for the communities towards attendance of just, peaceful and sustainable developments in Nuba Mountains.
* Report crimes against humanity in the Nuba Mountains to the international community’s for intervention and peace consolidations.
* Enhance peaceful coexistence among the Nuba people.

**Our Vision:**

* Our vision is to create Just, peaceful, equitable and developed society for all the Sudanese regardless of their ethnicity, race, religion and color.

**Our Goals:**

We feature to sustain lives, harmonize people, develop a peaceful and prosperous society that is socially, economically and politically open for all the Sudanese people among others.

**Core Values and Principles**

KERDO being an organization, we entirely believe in these values, set of rules or principle to govern our conducts.

* Self-reliance
* Our own integrity &culture of the people we work with.
* Team work and collective participation.
* Transparency & accountability.
* Effectiveness & efficiency.
* Respect & tolerance for other people.
* Capacity building.
* Courage of conviction.
* Political and social awareness among the people.
* Social justice, peace and human rights for the people.
* As staff working with KERDO we will ensure that our conduct is consistent with and reflects the values of the organization
* We shall respect the dignity and worth of every individual, we shall promote respect and tolerance. We shall aim to build constructive and respectful working relations with our partners and the community. We shall continuously seek to improve our performance; we shall foster an environment that encourages learning and support positive changes.
* We shall show respect for all persons equally without distinction whatsoever of race, gender, religion, ethnic group, language, marital status, age, socio-economic status, or disability. We shall strive to remove all barriers to equality.
* Our respect for the culture and traditions of all the people will be paramount and we shall strive to avoid behaving in ways that are offensive and not acceptable in a particular cultural context.
* We shall respect the organization’s properties (Assets) and use it solely for work related activities and not convert it to personal use.
* KERDO’s activities shall be conducted honestly, with integrity, and good judgment and in the best interest of the organization and the people of Nuba Mountains whom we are ultimately accountable to. We are committed to the creation of conducive working environment that promotes integrity and accountability.

**Penalties for misconduct**

Any sort of misconduct shall constitute to liable disciplinary measure which shall be reinforced in accordance to the offense. Be it verbal warning, reprimand, written warning or termination of the contract.

**Establishment Site**

It being CBO with its complete profile and prior of non-profit operation, it shall be mandated to set up its headquarters at Heiban County and extend its sub offices in other counties within the region and where else as it may be required.

**Organizational Structure**

1.1: KERDO shall be composed of three main organs as follows;

* General Assembly
* Board of Trustees
* Executive Team

ORGANIZATIONAL STRUCTURE OF KERDO

General assembly

Board of Trustee

Executive Director

M&E & fundraising Manager

Logistics Manager

Human Resource & admin Manager

Finance Manager

Program Manager

Program coordinators (5)

Logistics coordinator (1)

Human Resources coordinator

Finance officers (3)

M&E Officer

Logistics officers (3)

Program officers (5)

Subordinate Staff

Storekeepers

Account Assistants

Community Mobilizer

**a) The General Assembly**

The general assembly shall be composed of all the registered members of the organization and operation partners. Moreover, it shall be the top decision making panel. Membership of the general assembly shall have no limit; however the minimum number for a quorum shall be forty (40) persons. As the highest decision making body, general assembly has the mandatory to:

* Elect the members of the Board of Trustee of the organization, which comprises of the 11 BOT. Executive Director shall be the secretary to the general assembly and shall record and keep minutes of the meetings of the general assembly. In his absence, the quorum shall assign anyone to carry out the task of minutes taking.
* Approves and reject whatsoever proposal, decision or strategic plan initiated by the board of trustee or any other unrecognized auditors.

**b) The Board of Trustees.**

The board of trustees of the organization shall consistently be composed of eleven (11) persons. Membership shall either be through the process of nomination or election. All members of the board (the eleven) shall hold the office for the period of two (2) years and every member shall be eligible to get re-elected to the board depending on his/her performance and the entire opinion of the general assembly after the expiry of the stated period. All board members are entitled to meet twice a year to discuss organizational affairs. In their meeting Executive Director shall take minutes of the meeting and save it in the file.

Entirely, the BOT shall have the following absolute powers:

* BOT among themselves have the power to appoint the chairperson of the board.
* Appoint the Executive Director of the organization
* Supervise both the activities implemented by the organization.
* Appoint special or standing committees/individuals to represent or serve as may be deemed necessary by the Board of Trustees and to determine their terms of reference, powers, duration and composition.
* Endorse project and program plans submitted by the executive committee.
* Monitor, evaluate and recommend on the implementation strategies that executive management may imply to reinforce projects and program activities.
* It shall present new polices, strategies and recommendations to the general assembly for approvals or amendments.
* BOT shall endorse projects, programs and reports on the organizational activities submitted by the executive committee.
* BOT is mandated to make written proposals of annual budgets of the organization to the general assembly.
* The chairperson shall chair all meetings of the board of trustees and in case of his absence his/her deputy shall and in the absence of both the members present may choose a person among themselves to chair the meetings of the board of trustees.

**c) The Executive Committee**

This is the policies implementing body which will consist of the Executive Director, Program Manager and sector heads of implemented programs.

* The quorum for their meeting should be by half of the senior management. Yearly, they should meet at least four times to discuss the progressive affairs of the organization.
* Program Manager, sector heads and staff underneath shall be accounting their reports to the executive director.
* Executive member shall have a chance to renew his/her contact with KERDO prior to performance upraised and availability of fund.
* Receive reports on the performance of branches of the organization at states and local government level.
* The executive team shall budget for their programs and present it for approval by the general assembly.
* Executive managements shall carry out all the daily running of the proposed project activates.
* They shall directly monitor, evaluate and raise the performance of staff; it will be their duty too to insure that their staffs are well brought up in either technical and capacity building courses, trainings or whatever it will be.

**Recruitment, Contracts and Termination.**

KERDO shall recruit operation staff in consideration to all virtues. It shall always recruit staff with organizational skills and qualities. Contracted staff shall renew their annual contract based on their performance review/appraisal and the availability of funds.

Deprivation, suspension or termination of individual contract shall be in respect NOT to adhere to the organizational codes of conduct or principles mentioned above.

**The Projects**

KERDO is dedicated to serve in the following program activities upon availability of funds.

* Health & Sanitation projects
* Education projects
* Emergency, relief and rehabilitation projects
* Gender and Protection projects
* Agricultural projects

Besides these major program activities, KERDO shall have established Procurement & Logistics and Finance system that will formally ensure its proper procurement, transportation, maintenance and delivery of its program work facilities and resource.

All programs shall report to the program manager who is the immediate activities supervisor in the implementation body.

1. **Health & Sanitation Project**

KERDO is committed to health issues, hygiene and sanitation of the communities

It shall reach out this task through community sensitization, health and hygiene outreaches, formation of health and hygiene programs in schools, provision of human drugs, and conduct of health campaigns, workshops on Healthy Choices programs, reproductive health programs and awareness on sexual transmitted infections/diseases.

1. **Education projects**

It shall support education programs through construction and provision of scholastic materials, account for the teachers and pay their incentives.

It shall support co-curricular activities e.g. sports and games through provision of games uniforms and sporting facilities. (Footballs, volleyballs, basketballs, nets etc).

1. **Emergency, Relief and Rehabilitation Projects**

KERDO shall technically respond to emergent situations through provision of relief services (guidance and counseling) and NFIs to internally displaced persons.

It shall carry out surveys and assessments on emergent issues and outbreaks that may require quick attention

It shall distribute seeds and tools to improve food security in the region. It shall extensively rehabilitate orphans; ensure free education and health services to them.

Emergency and relief coordinator shall entirely be involved in technical researches, assessments and reporting the findings basing on the quality and demands.

1. **Gender and Protection projects**

Gender and Protections projects shall feature to ensure peaceful co-existence of the Nuba community in no regard of their sex, age, religion or ethnicity. It shall foster awareness and workshops on sexual gender based violence, human rights, child and women’s rights. It shall encourage sports for both sex and of all kinds to strengthen the community relations and oneness.

1. **Agricultural projects**

We are committed to run agricultural projects targeting to eradicate food insecurity in the region through improved mechanized farming, distribution of agricultural tools and seeds to the groups of farmers.

**Accounting & Audition**

KERDO shall operate in accordance to the current standardized finance and accounting system. It shall have a bank account which shall save all the financial resources.

The executive director shall be the primary signatory to the cheque and the senior accountant shall secondarily sign on the cheques to validate it.

All books of accounts, records, vouchers, receipts and invoices shall be submitted to auditors assigned by the approved auditors for verification and the office of the auditors and certified accountants shall from time to time report on accounting methods.

Material, equipment and other type of donations other than money shall be recorded and kept for annual auditing.

All auditors invited to audit accounts of the KERDO shall be nominated and approved by the office of the board of trustees.

All audited books of accounts, receipts, vouchers, invoices shall be kept in stores for at least five years from the time of auditing.

**Logistics and Procurement System**

KERDO shall adopt legal logistics and procurement standards to ensure effectiveness in its operation. It shall observe all formal systems in keeping records for both procurement and logistics processes (proper documentations and filings of the procurements, stocked goods, transportation procedures and assets among others as described in the logistics manual).