

P.F.L.

BETTER HEALTH AND DEVELOPMENT FOR PASTORAL COMMUNITY IN AFRICA

PASTORALIST FOUNDATION FOR LIFE

CONSTITUTION:

1.0 HISTORY OF PASTORALIST FOUNDATION FOR LIFE:

The name for the organization shall be called pastoralist foundation for life (P.F.L). Pastoralist foundation for life is a community based organization. It shall be a non- profit making organization founded on the principle of facilitating basic social services provision e.g. health, food, water ,sanitation and environment services to pastoralist communities.

The CBO shall focus on facilitating service provision to the mobile marginalized pastoralists.

Pastoralist foundation for life shall place pastoralist at the center of its programming.

The CBO started on 25/04/2009 and its registered in the District as a community based organization.

The CBO is located at Sololo Township, Obbitu Children Village.

1.1 STRUCTURE OF THE ORGANIZATION:

The structure of the organization shall be comprised of programmes co-ordinator, programmes officer, Administrative officer, Community animator, Community health and Development Committees and the community itself.

The programme coordinator, programme officer and community animator shall be health professionals. Community health and Development committees and the community itself shall be involved in planning implementation, monitoring of project activities and evaluation.

1.2 Vision:

The CBO vision shall be to promote human development and facilitate social justice in delivery of basic social services to the marginalized pastoralist communities.

1.3 MISSION

The CBO mission shall be to facilitate strengthening of pastoral livelihood support systems for sustainability development

1.4 CORE VALUES:

1. Transparency and accountability
2. Teamwork
3. Collaboration and networking with stakeholders.
4. Community empowerment through education, health and capacity building.
5. Efficient management of resources for the welfare of the people.
6. Committed and hard work.
7. Discourage dependency and Building spirit of self-reliance and self-determination.

2.0 RELATIONSHIPS:

Pastoralist foundation for life recognizes relationships as key team spirit, partnership in donor world and project stakeholders including communities in the catchment areas. Pastoralist foundation for life shall promote and maintain positive relationship with all its partner agencies at all time.

2.1 PUBLIC RELATIONSHIPS:

Pastoralist foundation for life recognized and respect the public. It shall always display respect positive relationship to its members .

Pastoralist foundation for life believes the community as the king of mobile integrated health care services system. The systems shall be designed to benefit the public/community. staff working with pastoralist foundation for life shall display positive relationship to members of the public at all time.

2.2 DONOR RELATIONSHIP:

Pastoralist foundation for life recognized donor relationship as a central pillar for the success of the projects. It believes the relationship strongly determine partnership in development world. CBO staff are to demonstrate positive relationship with donors when they are interacting with them. The staff shall avoid negative behaviour and messages about the organization.

2.3 STAFF RELATIONSHIP:

Staff relationship is key to the smooth running of the organization in order to attain its goals. All staff working with pastoralist foundation for life shall be expected to display smooth interpersonal relationship.

Pastoralist foundation for life shall not entertain disruptive behaviour resulting from poor interpersonal relationship.

Long standing poor interpersonal relationship may lead to dismissal from the organization. The NGO shall at all time not entertain any conflict between personal interests, public or official duties.

A NGO officer shall not directly or indirectly use the NGO office or the influence of the office for personal gain or to take undue advantage of ant persona.

A NGO officer shall not seek or accept any property, gift or benefit of any kind as a bribe for granting of a favour or for the performance or non performance of an official function.

2.4 POLITICAL ASSOCIATION

Pastoralist foundation for life recognizes democratic rights of Kenyan citizens. Every NGO staff shall enjoy the rights and democratic freedom to the greatest extent possible, but pastoralist foundation for life shall not allow direct political association with political leadership. Pastoralist foundation for life shall not be a political organization.

3.0 SERVICES

Pastoralist foundation for life shall facilitate the provision of basic services in the following key areas:

- a) Health
- b) Food
- c) Water
- d) Sanitation
- e) Environment and disasters
- f) Peace building, conflict prevention and resolution.

3.1 Pastoralist foundation for life shall be multiple –project organization applying services integration principles.

3.2 Services provided by pastoralist foundation for life shall be non-discriminatory.

3.3 Pastoralist foundation for life shall advocates and practice principle pf participation in service provision.

3.4 Pastoralist foundation for life shall recognize and apply the principle of partnership and collaboration in services delivery.

3.5 Pastoralist foundation for life shall target pastoralist community in service provision.

3.6 Pastoralist foundation for life shall prioritize service provision on the basis of life threatening or emergency situation.

3.7 Services provision shall be directed by project team in consultation with programmes co-ordinator or programmes officer.

3.8 Services provision by the organization shall be audited on quarterly basis.

3.9 The programme co-ordinator or officer shall produce annual services-audit report.

4.0 IMPLEMENTATION OF NON GOVERNMENTAL PROJECTS ACTIVITIES.

- Pastoralist foundation for life shall implement activities as stipulated in the project proposal document. Project proposal document shall be a key reference document in project activities implementation. Project activities implementation shall be guided and directed by:
 - a) Quarterly basis work plans.
 - b) Annual plan of actions.
- Project Implementation plans shall contain targets and performance measurable indicators.

- Annual and quarterly work plans shall be jointly prepared in staff general meeting and approved by programmes co-ordinator or officer.
- Community workshops training and meeting report shall be produced upon the completion of the activity.
- Project team shall display quarterly and annual activity implementation checklist.
- Programmes co-ordinator or officer shall produce quarterly and annual activity implementation report.
- Pastoralist foundation for life shall apply the principle of integration in projects activities implementation.

4.1 POLICIES

- Pastoralist foundation for life shall make to international and national policy documents relevant to the implementation of projects activities.
- Project activities implementation shall refer;
- Donor policies
- National/ministerial departmental policies
- Pastoralist foundation for life shall not entertain manipulation in implementation of project activities.
- Pastoralist foundation for life shall adopt policy information which favours the existence of organization projects. This information shall be in line with organization vision and mission.
- Pastoralist foundation for life shall provide project team with current policy documents in order to update organization information system.

4.2 FIELD WORK :

Project team shall perform periodic field work visit in the process of implementing project activities. The schedule of the visit shall contain:

- a) Purpose and activities.
 - b) Targets.
 - c) Duration of the visit.
 - d) Budget.
- Field work visits shall be approved by the programmes co-ordinator or officer.
 - Project team shall produce field work visit report within a period of not less than seven days after completion of the visit.

4.3 MONITORING AND EVALUATION.

- Pastoralist foundation for life shall formulate and implement a monitoring system.
- Project team shall formulate and use monitoring plans in assessing performance and detecting deviations. Detected deviations shall be informed to the programme co-ordinator or officer.

- Project teams shall develop and implement corrective actions.
- Programmes co-ordinator or officer shall produce activity monitoring report on quarterly basis.
- Pastoralist foundation for life shall facilitate end of project evaluation.
- Pastoralist foundation for life shall promote participatory monitoring and evaluation.

5.0 PERSONNEL'S AND PERSONAL INTERGRITY

- Pastoralist foundation for life shall always deploy his personnel's in performing projects activities.
- Pastoralist foundation for life shall contract non –organizational staff_for specialized services.
- The personnel's for Pastoralist foundation for life shall
 - a) Strive for the highest standard of professionalism, integrity and discipline.
 - b) Respect and observe human rights standards and fundamental freedoms.
 - c) Abide by the principle of transparency and accountability.
 - d) Foster and promote amicable relationship with the public.
 - e) Ensure safety and security of project resources.
 - f) Work closely with community in implementing projects activities.
 - g) Respect the diverse culture of the community of Kenya in discharging their duties.
 - h) Ensure efficient and effective performance of duties.
 - i) Promote efficient, effective and economic use of project resource.
 - j) Maintain and promote high standards of professional ethics.
- Pastoralist foundation for life shall be a corruption free organization.
- Pastoralist foundation for life shall not entertain poor performance. Long standing poor performance shall result into dismissal from the organization.
- Pastoralist foundation for life personnel's shall maintain and promote the spirit of team work.
- Pastoralist foundation for life health personnel's shall be registered and possessing practicing licenses from national registration body.
- Pastoralist foundation for life organization shall facilitate capacity building of project personnel.

6.0 MANAGEMENT OF RESOURCES:

Pastoralist foundation for life shall be responsible to ensure the resources raised for operation are efficiently used for the intended purpose.

The programmes co-ordinator shall be responsible for management of organizational resources.

6.1 SOURCES OF RESOURCES:

Pastoralist foundation for life project shall source for funding from.

- a) National and international Donors
- b) Ministerial departments.
- c) Individuals

- d) Parastatals
 - e) Banking sector
 - f) Companies e.g. pharmaceutical.
 - g) Community.
 - h) Non governmental organizations.
- Pastoralist foundation for life shall depend on donors funding for implementation of its projects.
 - Programmes co-ordinator shall develop proposal for project funding based on community felt needs. Project proposal document shall be confidential and a property of the organization.
 - Project proposal document shall be appraised by staff before submission for funding for donor partners.
 - All monetary and non monetary resources for specific project component shall be used for that particular activity as stipulated in the budgetary plan.
 - Transfer of project component budgetary allocation shall be approved programmes co-ordinator after consultation with donor partners.
 - Pastoralist foundation for life shall sign funding agreement contract with donor partner agencies.

6.2 BANK ACCOUNT AND FINANCIAL MANAGEMENT:

- ❖ Pastoralist foundation for life shall operate financial transactions through organizational bank account. Organizational bank account shall be operated upon submission of documents of accounts bearing three (3) signatures of approved organizational staff.
- ❖ Bank account signatories shall be programmes co-ordinator, programmes officer and programmes administration officer.
- ❖ Money shall not be withdrawn from bank account unless the withdrawal is approved by programmes co-ordinator or officer and administration officer.
- ❖ Financial transaction document shall be confidential and a property of organization.
- ❖ Project accounting officer shall keep accurate accounting records of all transaction in the project activities.
- ❖ Pastoralist foundation for life shall establish and utilize financial accounting system.
- ❖ Pastoralist foundation for life financial accounting system shall focus on:
 - a) Planning of projects activities.
 - b) Project implementation.
 - c) Physical work plans.
 - d) Control of activities according to plans.
 - e) Financial budget.
 - f) Financial control in accordance with budget.
- ❖ Financial accounting shall be a basic for control through budget and an effective reporting system.

- ❖ Accounting officer shall submitted monthly financial report to the programmes co-ordinator or officer. Programmes co-ordinator shall be the coordinator of all project activities.
- ❖ Programmes co-ordinator shall be managing project expenditures.

6.3 MOTOR VEHICLE USE:

- ❖ Pastoralist foundation for life organization motor vehicle shall strictly be use for project activities. Authorization for the use of motor vehicle shall be approved by programmes co-ordinator or officer.
- ❖ Personal use of motor vehicle shall not be entertain by organizational management.
- ❖ Pastoralist foundation for life organizational motor vehicle shall not be involved in transportation of passengers.
- ❖ Passengers involved in road traffic accident while boarding organizational vehicle shall not be compensated by the organization.
- ❖ The driver on duty shall be entirely responsible for the motor vehicle.
- ❖ Motor vehicle work ticket shall be used and duly signed at all time.
- ❖ Motor vehicle repair maintenance shall be done by recognized competent motor vehicle mechanic.

6.4 PROCUREMENT:

- ❖ Pastoralist foundations for life procure health and non health commodities from legally recognized suppliers. Pastoralist foundation for life shall not accept substandard or counterfeit product from the suppliers.
- ❖ The organization shall always use a pull system in procuring health and non health commodities.
- ❖ Pastoralist foundation for life organization shall approve analyzed quotation and award tenders to the suppliers of non health commodities.
- ❖ Procurement of essential drugs shall be done by programmes co-ordinator or programmes office from recognized pharmaceutical companies.

6.5 DELIVERY AND DISTRIBUTION OF HUMANITARIAN AIDS:

- Pastoralist foundation for life shall dispatch Aids items from its main store using a delivery note system. The delivery note shall bear the signatures of the person dispatching and receiving Aids items.
A copy of the delivery note shall be kept in the main store for accountability and reporting.
- Humanitarian aids shall strictly be delivered to the specified target beneficiaries.
- Pastoralist foundation for life shall dispense therapeutic food items to the targeted beneficiaries as reflected by their nutritional assessment status.
- Humanitarian Aids items shall not be distributed on a discriminatory basis.
- Project staff shall design and utilize beneficiaries distribution registers.
- Pastoralist foundation for life shall target the following at risk categories in food distribution.

- A) Malnourished children under 5 years
- B) Lactating and pregnant mothers.
- C) People with chronic illness causing severe wasting of muscles and debilitation e.g. HIV/AIDS.

- Project team shall produce distribution report to the partner agencies.
- Project team shall use multiple means of communication when presenting information in reports e.g. photographs.
- Pastoralist foundation for life believes in store is strong evidence –based information in reporting Humanitarian project activities.
- Project team shall perform continuous nutritional assessment for pregnant, lactating mother and children under 5 years using anthropometric method of assessment.
- Pastoralist foundation for life shall integrate nutrition element into its project activities as integrated management of acute malnutrition(I.M.A.M)

6.6 DISPOSAL OF ORGANISATIONAL PROPERTIES:

- Pastoralist foundation for life shall dispose properties it no longer requires to any member of the organization or public after approval by organization management.

7.0 MANAGEMENT INFORMATIONM SYSTEM:

- Pastoralist foundation for life organization shall establish a management information system to manage its information.
- Pastoralist foundation for life organization believes that information is an essential resource that qualifies to be managed efficiently.
- Organization information system shall be comprised of:
 - A) Filing
 - B) Computer data bank.
 - C) Registers.
 - D) Wall charts.
 - E) Notice board bulletin.
- All information for storage into the organization information system shall be approved by the programmes co-ordinator
- Project activities generated information shall be the property of the organization and strictly confidential. The information shall not be shared with outsiders (i.e. non staff) unless authorized by the programmes co-ordinator.
- Pastoralist foundation for life staff shall protect organization records at all time.

7.1 DATA COLLECTION AND REPORT WRITING:

- Pastoralist foundation for life shall collect and store the following forms of data:
 - a) Morbidity health statistics of the catchment's area.
 - b) Mortality health statistics of the catchment's area.
 - c) Project workload statistics. i.e. service provision information.
 - d) Population statistics.
 - e) House hold population statistics.
 - f) Community nutritional status.

- g) Water and sanitation statistics.
- Data collected shall be analyzed and utilized for project development and management.
- Programmes co-coordinator shall facilitate project staff to produce the following types of report:
 - A) Monthly report.
 - B) Activities /implementation report.
 - C) Monitoring report.
 - D) Financial report.
 - E) Quarterly report.
 - F) Annual report.
- Projects reports shall be produced before 10th of the following month.
- The projects reports shall reflect the true status of the project activities implementation.
- Project report writing format shall be based on donors partner's guidelines.
- Pastoralist foundation for life believes reporting as a basis for communicating to donors about project performance.

8.0 MEETINGS:

- Pastoralist foundation for life organization shall conduct the following meetings:
 - a) Monthly staff meeting.
 - b) Quarterly project activities review meeting.
 - c) Annual planning meeting.
- Programmes co-coordinator of officer shall organize and inform organization staff by writing ,the venue,date,time and the agenda of the meeting on time.
- Organizational staff failing to attend three consecutive meetings without reasonable apologize shall be disqualified to be a member of the organization.
- All organizational meetings (i.e. discussion and resolution) shall be minuted and documented for use in decision making.
- All information deliberated in the organizational meetings must be kept confidential at all the time.
- Organizational minutes shall be the property of the organization and must be kept confidential.

9.0 PENALTIES:

- Pastoralist foundation for life organization shall not entertain in its operations the following maladaptive tendencies:
 - A) Disruptive behaviour at work place.
 - B) Misconduct in public places while on duty.
 - C) Malpractices in service provision.
 - D) Misappropriation, loss and damage of CBO resources.
 - E) Discriminatory behavior.
 - F) Forgeries.

- Pastoralist foundation for life organization shall pass penalties to any organization staff displaying the above maladaptive tendencies without favourism.
- Penalties shall be prescribed by the organizational management depending on the magnitude of an offence.
- Misappropriation loss and damage of CBO resources penalty shall result in payment of the total amount.
- Pastoralist foundation for life organization shall contact state law enforcement body for cases requiring severe forms of penalties.
- Pastoralist foundation for life organization management shall practice and apply justice in prescribing and discharging penalties.

10.0 NON-GOVERNMENTAL ORGANIZATION

- Pastoralist foundation for life organization shall use organizational logo on all its official documents.
- Organizational logo shall bear name of organization, service provision pictorial and dream statement which shall read as P.F.L “Better Health and development for Pastoralist Community.”

CONSTITUTION APPROVED BY:

1. BOARD

CHAIRMAN.....SIGNITURE.....

DATE.....

2. ADVISORY BOARD

REPRESENTATIVE:..... SIGNITURE.....

DATE.....

3. BOARDSECRETARY..... SIGNITURE.....

DATE.....