

Drive for Economic and Environmental Development (DEED)



DEED

STANDARD OPERATING PROCEDURES FOR DEED

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1. INTRODUCTION

Drive for Economic and Environmental Development abbreviated as DEED has been established as a Company under Section 42 of the Companies Ordinance 1984, and is a Non Governmental Organization based in Islamabad with mandate to work all over Pakistan.

The primary objective of this NGO is to "alleviate poverty and improve the living standard of the people through economic and social development, sustainable livelihoods, advocacy, local support organization, school & health management committees" and to play a positive role in reducing poverty and inequalities in Pakistan through social and economic measures irrespective of class, colour, creed or ethnicity. The organization strongly believes in transparency and bringing in corporate culture in Non-profit sector and this will be achieved over a short period of time. The organization firmly believes in the conception that the people themselves are the best judges for their problems and efficient implementers of positive change. However, it is necessary to organize them, guide them and above all make them aware of various issues affecting their lives. One of the key elements of DEED's approach to development will be collaboration and this will include partnerships with Donors, Philanthropists, Government Agencies and other I/NGOs'.

The main objects and activities of DEED are mentioned under the head Field and Activities Manual. After getting Certification under section 42 of the companies ordinance 1984, as a public company limited by guarantee and not having a shared capital, DEED have following statutory requirements:

NAME OF DOCUMENT	PURPOSE OF FILING	PERIOD OF FILING
Form 1	Declaration of Applicant for Incorporation	At the time of Incorporation.
Form 29, Minutes of Meeting	Particulars of Directors Chief executive Secretary Legal Advisor etc for appointment or any change therein	After the appointment or reappointment file Form 29 within 14 days u/s 205 of the Companies Ordinance, 1984
Form 27	List of all Directors	To be provided as Promoters / Directors at the time of Incorporation.
Form 28	Consent of Directors and Chief Executive Officer	Appointment or reappointment of Director and Chief Executive file Form 28 u/s 184 of the Companies Ordinance, 1984
Form 21 (notice of situation of registered office or any change therein)	Change of Address of the Company	After the change the address of the company file in SECP within twenty eight days u/s 142 of the Companies Ordinance, 1984

1.2 About the Manual

➤ General

This document is called the Standard Operating Procedures Manual of Drive for Economic and Environmental Development (DEED). The purpose of this Manual is to state policies and procedures adopted by DEED.

In order to ensure consistency in the application of accounting procedures, compliance with this Manual is mandatory. However, the Manual may be reviewed regularly and modified accordingly in order to reflect changes in organization, in management plans and policies and in operating conditions. Any amendment or updating of the Manual must be processed in accordance with procedures described in this Manual.

➤ Scope

This manual gives a description of:

- a) the financial accounting system;
- b) the accounting principles and concepts;
- c) the recording process of all types of transactions;
- d) the human resource and administration;
- e) the procurement and the delegation of powers and responsibility framework.

➤ Objectives of the Manual

The specific objectives of this Manual are to:

- Acquaint management and accounting staff with the basic framework of the financial accounting system, the overall accounting process and the significant accounting principles and practices applicable to (DEED).
- Guide the accounting staff in the proper and correct recording of various transactions.
- Show the inter-relationship between various types of transactions, the different parts of the overall accounting system and the accounting reports generated by the system.
- Guide the accounting staff as to the format and method of preparing financial reports and the timing, frequency, distribution and responsibility of report preparation.

In addition to above stated function Drive for Economic and Environmental Development will also verify the expenditure incurred by the partner organizations from the funds provided by DEED during the course of their operational activities.

In order to achieve overall objectives, the functions of the Finance and Accounts Unit will be headed by the Head of Finance, who will report directly to the CEO of DEED.

➤ Controller of the Manual

The Chief Executive Officer is the Controller of this Manual.

All inquiries and matters relating to this Manual, its language/contents, implementation, scope, objectives etc. should be addressed to the Controller of the Manual.

The Controller of the Manual is responsible for safeguarding the Manual and its contents, distribution whether in whole or part, updating the Manual and its proper implementation.

➤ **Updating**

Updating of this Manual should be carried out as and when the need arises. Request for updating (add/delete/amend) can only be originated by a user of the Manual or a person in an authorized management position. This will be a live document and will be updated on annual basis.

This Manual will be updated, to ensure that all changes whether temporary or permanent are properly authorized and documented, in a way that its contents constantly reflect the current practices in accounting and finance.

➤ **Manual Holders**

The following executives of DEED are provided with a copy of this Manual:

- Chairman
- Directors/CEO
- Project Managers / Staff

The Manual is the property of DEED. It is understood that the Manual will be treated as a confidential document access to which is to be limited to DEED staff who needs to refer to it during the course of their duties.

The Manual will not be taken out of DEED premises unless the prior approval of the Chief Executive Officer/Directors /Chairman is obtained.

1.3 Objectives and Activities of DEED

➤ **Vision of DEED**

‘A clean, green and well protected environment supporting a sustainable society and economy’

➤ **MISSION STATEMENT**

DEED Mission is to “alleviate poverty and improve the living standard of the people through economic and social development, sustainable livelihoods, advocacy, local support organization, school & health management committees” to promote equitable, sustainable and integrated economic development by protecting and improving the environment as a valuable asset for the people of Pakistan.

➤ **Objectives and Strategy to Achieve Objectives**

The basic objective of this NGO is to play a positive role in reducing poverty and inequalities in Pakistan through social and economic measures irrespective of class, colour, creed or ethnicity. The organization strongly believes in transparency and bringing in corporate culture in Non-profit sector and this will be achieved over a short period of time. The organization firmly believes in the conception that the people themselves are the best judges for their problems and efficient implementers of positive change. However, it is necessary to organize them, guide them and above all make them aware of various issues affecting their lives. One of the key elements of DEED's

approach to development will be collaboration and this will include partnerships with donors, philanthropists, government agencies and other I/NGOs.

DEED Core Values and Guiding Principle are based on the following

- Attaining self sufficiency while focusing on future
- Promoting Social Services including Health, Education, Livelihood, Environment, Climate Change etc
- Supporting and facilitation of transparent, flexible, focused and open service delivery mechanism
- Understanding and encouraging local standard, custom and accepted norms.
- Pioneering, innovation and managing the Out of the Box solutions for persistent problems.
- Mobilizing local resources and human capital through self help initiatives
- Provide platform to poor and marginalized people (men, women and children), and support their efforts to take control of their own resources and lives and fulfill their basic needs, rights, responsibilities and aspirations.
- Provide appropriate shelter, health and education infrastructure
- Create resilient societies through consistent Disaster Risk Reduction (DRR) efforts for Humanitarian Assistance.
- Develop and use approaches that ensure the result in lasting and fundamental improvements in the lives of the poor and marginalized with whom we work.
- Social mobilization and strengthening capacities for self-help.
- Supporting poor communities (men, women and children) in their livelihoods improvement and self-sustainability.
- Conservation and Protection of Environment for sustainable development and sustainable utilization of Natural Resources in the country.
- Child Protection through provision of educational facilities and improving quality of education.
- Availability of health facilities in remote and backward areas and awareness rising about prevention and control of diseases.
- Addressing discrimination in all its forms and Advocacy for peace, equality and human rights (especially the most vulnerable women and children)

Future Plans and Strategy of DEED

- Operational office/s at Islamabad and devise strategy for Fund Raising for Long term & Short term Objectives as per mission of DEED
- Establishing Friends of DEED Forum to start DEED Plan activities as per DEED Vision and Mission