



Awaz Foundation Pakistan: Centre for Development Services

Organization's Profile

ORGANIZATION'S PROFILE

1. Full Legal/Registered Name of NGO/NPO/CSO (in capital letters): AWAZ FOUNDATION PAKISTAN: CENTRE FOR DEVELOPMENT SERVICES
2. Acronym (where applicable): AWAZCDS-PAKISTAN
3. Organizations' Mission/Vision Statement: AwazCDS's vision is <i>a democratic, prosperous and peaceful society</i> by working together with local, national, regional, international bodies and partners. AwazCDS's mission is to develop and provide integrated and innovative solutions in cooperation with local, national, regional, and international partners, which foster action and change for <i>securing the future of the marginalised community</i> .

4. Year of Establishment: August 09, 1995				
5. Registration: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; padding: 2px;">Number</td> <td style="width: 30%; padding: 2px;">RM/123/S/2002</td> <td style="width: 15%; padding: 2px;">Date of Registration</td> <td style="width: 30%; padding: 2px;">26-12-2002</td> </tr> </table>	Number	RM/123/S/2002	Date of Registration	26-12-2002
Number	RM/123/S/2002	Date of Registration	26-12-2002	
6. Registered under Act/Law: Societies Registration Act 1860 and Exempt from Tax under Section 2(36) of Income Tax Ordinance 2001 wide # CIT(LEAGL)/RTO-MN/542				
7. Place of registration: District: MULTAN Province/ICT/FANA/FATA: PUNJAB –But Legally AwazCDS can operate in whole of Pakistan including PATA				

8. Member of Other Networks / Organizations (If any)	
Name of Network/Organization	Date of Membership
Certified from Institutional Management Certification Program of Aga Khan Foundation for meeting USAID Management Standards	Since 2004
Certified from Pakistan Centre for Philanthropy to qualify standards in Internal Governance, Financial Management and Program Delivery	Since 2008
HUMAN RESOURCE DEVELOPMENT –NETWORK	Since 2001
PAKISTAN NGO FORUM	Since 1997
PAKISTAN SOCIAL FORUM/WORLD SOCIAL FROUM	Since 2002

INTERNATIONAL ALLIANCE AGAINST SMALL ARMS (IANSA)	Since February 2004
GLOBAL PARTNERSHIP FOR CAPACITY BUILDING OF COMMUNITY LEADERSHIP	Since 1997
GLOBAL CALL TO ACTION AGAINST POVERTY (GCAP)- AwazCDS has been coordinating GCAP coalition in Pakistan since October 2008 for more details please visit: www.gcappak.net	Since 2007
PEOPLES AWARENESS & RIGHTS COMMITTEES-NETWORK	Since 2001
NETWORK FOR COMMUNITY EMPOWERMENT	Since 2001

9. Official Address (National Office):				
House No.	2240 N/8A		Street No.	MAIN
Sector/ Colony/Block Mohallah/ Village/PO	D-BLOCK , SHAMASABAD COLONY			
Tehsil/Town	MULTAN CITY		District	MULTAN
Telephone Nos.	Area Code	Telephone 1	Telephone 2	Telephone 3
	061	4784606	4577409	
Fax Nos.	061	4584909		
Mobile (if any)		03006301215	03217323855	
Email	info@awazcads.org.pk		zia@awazcads.org.pk ; zia@gacppak.net mzr.awazcads@yahoo.com	
Website (if any)	www.awazcads.org.pk			

10. Postal Address (if different from above): same as above				
House No.			Street No.	
Sector/ Colony/Block Mohallah/ Village/PO				
Tehsil/Town			District	

11. No of Field/Area Offices (including Head Office) by Province				
Punjab	Sindh	NWFP	Balochistan	Total

1 Head office at Multan 5 Filed Offices at Vehari, Muzaffar Gardh, D G Khan and Rajan Pur	nil	nil	nil	1 Head Office 5 Filed Offices
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12.No. & Names of Districts and Estimated Population covered by the NGO					
Coverage	Punjab	Sindh	NWFP	Balochistan	Total
Names & total no. of Districts	15 districts of southern Punjab	-	Mansehra (closed in December 2006)	-	16
Estimated Population Covered	500000 people	-	25000	-	525000

13. President/Chairman of the Organization				
Name	Dr. Nasira Jabeen –Chairperson			
	From		To	
Telephones	Area Code	Telephone 1	Telephone 2	Telephone 3
	042	9230622		
Mobile (Optional)		03007390674		
Fax	N/A			
Email	inasira@yahoo.com			

14. Chief Executive Officer/Managing Director				
Name	Mohammad Zia-ur-Rehman –Chief Executive			
	From		To	
Telephones	Area Code	Telephone 1	Telephone 2	Telephone 3
	061	4784606	45774049	
Mobile (Optional)		0300-6301215, 03217323855		
Fax	061	4584909		
Email	zia@awazcde.org.pk ; zia@gcappak.net mzr.awazcde@yahoo.com			

15. Contact Person for GCAP-Pakistan				
Name	Mr. Sultan Mehmood			
Designation	Program Coordination Officer			
Telephones	Area Code	Telephone 1	Telephone 2	Telephone 3
	061	4784606	45774049	
Mobile (Optional)	N/A			
Fax	061	4584909		
Email	info@awazcde.org.pk ; sultan@awazcde.org.pk			
	Website: www.awazcde.org.pk			

16. Interventions of the Organization in last five years

Interventions	Areas [Please Mark ✓ for Yes or x for No]	
	Urban	Rural
a) Democratization	✓	✓
b) Gender	✓	✓
c) Women Empowerment (political & economic)	✓	✓
d) Environment	✓	✓
e) Human Rights	✓	✓
f) Community mobilization	✓	✓
g) Social service (education, health, etc)	✓	✓
h) Research	✓	✓
i) Rights promotion and/ or monitoring	✓	✓
j) Awareness raising & information education & communication / behavior change	✓	✗
k) Education	✓	✓
l) Health	✓	✓
m) Water & Sanitation	✓	✓
n) Infrastructure	✗	✓
o) Livelihood	✗	✓
p) Training	✓	✓
q) Emergency/Relief	✓	✓
r) Policy level advocacy & lobbying	✓	✓

17. List of the current governing/management board / committee of your organization.

Dr. Nasira Jabeen (Chairperson)

She is PhD in administrative sciences and currently serving as Head of Department in Institute of Administrative Sciences in University of Punjab –Lahore. She is a well connected lady and has remained involved in different social activities at LUMS –Lahore. She has been elected as Chairperson Board of AwazCDS-Pakistan for the period July 2008 to June 2010

Contact: jnasira@yahoo.com or info@awazcds.org.pk

Ms. Sofia Noreen (Vice Chairperson)

She is Masters in Zoology and Lead fellow. She has vast experience in working with social sector in Pakistan. She remained worked as Program Coordinator in Legislative Watch Program of Aurat Foundation for more than five years. She is the member of several national and international human rights and women rights forums. Currently she has been working as Program Manager in National Commission on Status of Women (NCSW). She has been elected as Vice Chairperson of Board of AwazCDS-Pakistan for the period July 2008 to June 2010

Contact: sofia.noreen@gmail.com or info@awazcds.org.pk

Mr. Sajid Mahmood Awan (Treasurer)

He is M. Sc. & M. Phil. in Pakistan Studies and currently serving in Pakistan Studies Department in B. Z. University Multan. He is also serving as Press Secretary of Pakistan Teachers Forum, Vice President of Multan Arts Forum, Member of Council of Social Sciences Islamabad, and Member of Society for Asian Civilizations, and Member of Academic Council B. Z. University Multan. He has been elected as Treasurer of Board of AwazCDS-Pakistan for the period July 2008 to June 2010.

Contact: smawan2222@gmail.com; or info@awazcds.org.pk

Ms. Robina Feroze Bhatti (Member)

She is Masters in Development Studies, KDSC- Dublin Ireland (2008) and Masters in Chemistry, Baha-ud-Din Zakriya University, Multan Pakistan (1993). She is women and minority rights activist since 1998. She is one of the 1000 women nominated for Nobel Peace Prize 2005 for my struggle on the issue of violence against women. She has been elected as Member of Board of AwazCDS-Pakistan for the period July 2008 to June 2010.

Contact: rubinaferoze_bhatti@yahoo.com or info@awazcds.org.pk

Dr. Muhammad Mumtaz Khan (Member)

He is PhD in Urdu Language and currently working as Associate Professor in Urdu Department B. Z. University Multan. He is one of the Founder Members of Pakistan Teachers Forum. He has been elected as Member of Board of AwazCDS-Pakistan for the period July 2008 to June 2010.

Contact: kalyani8@hotmail.com or info@awazcds.org.pk

Mr. Javed Ahsan (Member)

He has done his Masters in Saraiki & Urdu languages. He is a well known Saraiki language poet and writer and has remained worked as Program Manager Pakistan National Centre in D G Khan. He is also a member of Pakistan Writers Guild. Recently he has been retired as Director Communications, Allama Iqbal University Islamabad. He has been elected as Member of Board of AwazCDS-Pakistan for the period July 2008 to June 2010.

Contact: info@awazcds.org.pk

Dr. Alwin Vincent Murad (Member)

He is PhD in Philosophy and he remained served as teacher for more than 12 years in different educational institutions. Currently he has been working as Executive Secretary of Justice & Peace Commission of Pakistan. He has been elected as Member of Board of AwazCDS-Pakistan for the period July 2008 to June 2010.

Contact: dr_alwin@yahoo.com or info@awazcds.org.pk

Mohammad Zia-ur-Rehman (Secretary)

He has done his Masters in Mathematics from B. Z. University Multan, Postgraduate Diploma in NGO-Leadership & Management from Centre for Development Management- BRAC-Bangladesh & SIT-USA, Postgraduate Diploma in Social Enterprise Development Program (SEDP) from LUMS-Lahore. He is founder of AwazCDS-Pakistan and a well known social and human rights activist. He has played active role in different national and international development and human rights related campaigns & networks like HRDN, PNF, PSF / WSF and Global Partnership etc. Currently he has been leading GCAP-International Campaign in Pakistan as National Coordinator. Further he has been Leading AwazCDS –Pakistan as Chief Executive and acting as Secretary Board (as an Ex-Officio member).

Contact: zia@awazcds.org.pk ; zia@gcappak.net ; mzr.awazcds@yahoo.com

18. Experience with current/past projects

List down the projects managed by your organization over the past five years

Project Title	Location of the Project and population coverage	Cost of the Project	Name of Donor & Project Period	Thematic Sector covered (Health/Gender/Water/Sanitation/Education/Livelihood/Psychosocial etc.)
Integrated Community Development & Empowerment Program (2008-20011)	Multan-Muzaffar Gradh –D G Khan, Rajan Pur and Tribal Area of southern Punjab 12000000	Euro 500000	Oxfam Novib (2008-2011)	Community Mobilization, capacity building, livelihood and entrepreneurship, research & policy level advocacy
Life Skills Based Education Program (2009-2012)	40 Schools in Multan and Vehari 20000 students of high schools	PKRs. 5 million/ annum	European Union & World Population Foundation (2008-2012)	SRHR education to schools children, capacity building of teachers, curriculum reforms
Integrated Community Development & Empowerment Program (2004-2007)	Multan-Muzaffar Gradh –D G Khan, Rajan Pur and Tribal Area of southern Punjab 500000	Euro 400000	Oxfam Novib (2004-07)	Community Mobilization, capacity building, livelihood and entrepreneurship, research & policy level advocacy
Youth Awareness Campaign for Peace Democracy & Human Rights	Colleges and university students in southern Punjab 200000 students	PKRs. 8.5 million	Heinrich Boll Foundation (2003-2008)	Policy research and advocacy on human rights, women rights, students clubs formation and capacity building and awareness
Integrated Primary Health Care Program	32 Villages of District Vehari 128000 poor people	PKRs 12.5 million	Plan International Pakistan (2004-2007)	Health services and health education , capacity building of Community Health Workers and Male Health Educators
Life Skills Based Education Program	40 Schools in Multan and Vehari 20000 students of	PKRs. 3 million	World Population Foundation (2007-08)	SRHR education to schools children, capacity building of teachers, curriculum reforms

	high schools			
Helping Girls in to Schools	2 Schools & 10 villages in Muzaffar Gradh District 30000 people	PKRs. 2.7 Million	Oxfam GB-Pakistan (07-08)	Re-construction of two schools, provision of education facilities, teachers training and gender awareness, SMCs training
Women Rights & Emancipation Program	4 districts of southern Punjab 500000 people	Euro 42000	European Union – EIDHR (04-05)	Campaign discriminatory laws and customary practices in southern Punjab
Policy Research & Advocacy Program	15 districts of southern Punjab	Euro 282000	Oxfam Novib (04-07)	Research on different human rights and basic social services issues, campaign and advocacy

18.1. Grants received for Earthquake Operation in 2005-06

Project Title	Duration (in months)	Amount in Rs.	Date of Award	Results/Remarks
Disaster Response / Apna Ghar	3 months	3.48 million	October 2005	Provided necessary health, hygiene, food and relief facilities by establishing <i>Apna Ghar</i> to 500 earthquake affected families
Community Based Health & Disaster Management Program (CBHDMP)	12 months	3.2 million	January 2006	Provided rehabilitation services in basic health and hygiene in 20 selected communities of Mansehra for a population of 30000 people. Established 20 health clinics, capacity building of 40 CHWs and 40 MHEs
Women Awareness & Post Earthquake Emancipation (WAPE)	12 months	2.1 million	January 2006	Provided gender awareness and education to selected communities, CHWs, MHEs, local government officials and elected representatives in the earthquake affected areas.

19. Which of the following policies does your organization have?

	Yes	No
a) Does your organization have recruitment policy / procedures?	Yes	
• Insurance Policy	Yes	
• Medical Coverage for staff	Yes	
• Provident Fund (registered with Government)	Nil	No
• Employees Old age Benefit Investment for staff	Yes	

Appointment letters

Category	Issue formal appointment/contract letter containing terms of appointment	Prepare detailed job description and responsibilities
Full time staff	Yes	Yes
Part time staff	Yes	Yes
Contract staff	Yes	Yes
Consultants/advisors	Yes	Yes
Daily wage employees	Yes	Yes
Volunteers	Yes	Yes

	Yes	No
b) Purchase and procurement policy/procedures	Yes	
a) Disposal and sale of assets policy	Yes	
b) Logistics & Stores Policy & Procedures	Yes	
c) Finance Manual	Yes	
f) Annual Audit Does your organizations accounts audited on regularly basis? Please mention the name of Auditor (last year): <u>Name of the Auditor firm/Company:</u> KPMG Taseer Hadi & Co. (A member firm of the KPMG International, a Swiss Cooperative) for 2007-2009 M. Yousaf Adil & Company (A member firm of Deloitte Touche Tohmatsu International) for 2005-2007 A. F. Ferguson & Co. (A member firm of Price Waterhouse Coopers) for 2004-2007 External Evaluation	Yes	

20. Resources

Maximum 3 pages. Detailed description of the various resources at the disposal of your organization including:

Average Annual Income (over the past three years, mentioning where applicable for each year the names of the main financial contributors and the proportions of annual income contributed by them)

Years	Total Income	Name of the Major Contributors	Amount Contributed by the Organization other than donor contribution
2008	PKRs 14.35 million	OxfamNovib, UNMC, HBF, and WPF	PKRs 102,459
2007	PKRs 13.95 million	OxfamNovib, Care International, Plan International, HBF, NDI and WPF	PKRs. 157,209
2006	PKRs. 15.62 million	OxfamNovib, EU, Care International, Plan International, HBF and NDI	PKRs. 204,139
2005	PKRs. 11.95 million	OxfamNovib, EU, Care International, Plan International, HBF and NDI	PKRs. 102,986

- i. Largest Donors (Please provide the following details about the two largest donors of your organisation during last three years).

Donor 1

Name	Shamshad Rehmatullah, Program Officer –Pakistan-Afghanistan Desk -OxfamNovib
Address	Muaritskade 9, PO Box 30919, 2500 GX-The Hague, The Netherlands
Type	International Organization
Phone number	+31-70-3421612; Fax # +31-70-3614461
E-mail	shamshad.rehmatullah@oxfamnovib.nl

Duration/year(s) of grant	2002-ongoing / seven years and will continue up to 2011
Amount	Average Euro 100000/year
Purpose of grant	Integrated Community Development & Empowerment Program

Donor 2

Name	Mr. Gregor Enste /Saima Jassam Heinrich Boll Foundation –Germany
Address	76-B, Nisar Road Lahore Cantt.
Type	International Foundation
Phone	+92-42-
E-mail	gregor@hbfasia.org ; saima@hbfasia.org
Duration/year(s) of grant	2003-Ongoing / five years
Amount	PKRs. One million /year
Purpose of grant	Youth Awareness Campaign for Peace Democracy & Human Rights in southern Punjab

Donor 3

Name	World Population Foundation –Pakistan Mr. Qadeer Baig / Country Director
Address	# 261, Street 17, F-10/2 Islamabad –Pakistan
Type	International Foundation
Phone	+92-51-211-0539
E-mail	qadeerbaig@wpfpak.org ; saeed@wpfpak.org
Duration/year(s) of grant	2007-Ongoing / Two years
Amount	PKRs. Three million /year
Purpose of grant	Life Skills Based Education / SRHR Education in Government Schools

- ii. the number of full-time staff by category (e.g. number of project managers, accountants, etc)

Full-time			
Category	Male	Female	Total
1. Chief Executive	1	0	1
2. Consultants/Advisors	3	1	4
3. Managers	6	3	9
4. Program/Field Officers	6	4	8
5. Trainers/Human Rights experts	2	1	3
6. Media/production Experts	0	1	1
7. Gender Specialists	0	1	1
8. IT Specialists	2	0	2
9. Finance Managers	1	0	1
10. Accountant	2	0	2
11. Support Staff	8	1	9
12. Internal Auditor	1	0	1
Total	33	13	46
Annual (average) Salary Paid to Staff (Pak Rs.)			5.9 Million

- iii. Detail of Equipment

#	Particular / Component	Qty
1	Office Chair	109
2	Seminar Tables	8
3	Office Table	56
4	Revolving Chairs	54
5	File Rack	27
6	Staff Cabin	25
7	Cupboards big	9
8	Folding Stair	1
9	Sofa Sethi	4
10	Side Tables	18
11	Library Racks	6
12	White Board	5
13	Notice Board	8
14	Computer PIV with UPS'	22
15	Fax Machine Panasonic	3
16	Printer	7
17	Laptop	2
18	Photocopier	2
19	Still Camera MF	6
20	Telephone Exchange	1
21	Gas Generator	1
22	Motor Vehicles	6

23	Air Conditions	9
24	Television	1
25	Over Head Projector (OHP)	1
26	Video Cassette Recorder (VCR)	1
27	Video Camera	1
28	Digital Camera	6
29	Still Camera	6
30	Multimedia	1
31	Water Dispenser	3
32	Freezer	2
33	Room Air Cooler	5
34	Ceiling Fan	28

iv. Other relevant resources

Sr. No	Particular of Items/Buildings/Facilities	Qty	Remarks
1	H/O Building on Rent with all necessary equipments and facilities	1	Head office building situated in the middle of Multan city and in easy approach of stakeholders and communities visiting from across southern Punjab
2	Social Research & Training Institute –Building on rent – well equipped and will all training / meeting facilities	1	Close to H/O building at Multan to serve the needs of CSOs from across southern Punjab and other related stakeholders
3	Field Office-Vehari building on rent with training /meeting halls and equipped with all other facilities	1	Strategically located at Vehari for surrounding districts of south Punjab
4	Field Office-Ali Pur building on rent with training /meeting halls and equipped with all other facilities	1	Strategically located at Ali Pur-District Muzaffar Gradh for surrounding districts of south Punjab as well as Sindh like Ghotki and Deharki
5	Field Office-Taunsa building on rent with training /meeting halls and equipped with all other facilities		Strategically located at Taunsa District D G Khan for surrounding districts

			of south Punjab, NWFP and Tribal areas
6	Field Office-Jam Pur building on rent with training /meeting halls and equipped with all other facilities	1	Strategically located at Jam Pur District Rajan Pur for surrounding districts of south Punjab and northern Districts of Sindh



Bank's Information

Bank Name: Faysal Bank Limited
Branch Address: Old Bahawal Pur Road Branch
City: Multan
Country: Pakistan
Swift Code: FAYSPKKAXXX

Account Number (Head Office, Multan)	Account Title
1331-49000-5254	AwazCDS

Bank Name:	Muslim Commercial Bank Ltd.
Branch Address:	Ali Pur Branch
City:	Ali Pur, Distt. Muzaffar Garh
Country:	Pakistan
Account Numbers & Titles:	Account Number
	3547 - 7

Bank Name:	The Bank of Punjab
Branch Address:	Taunsa Branch
City:	Taunsa, Distt. Dera Ghazi Khan
Country:	Pakistan
Account Numbers & Titles:	Account Number
	3005-3

Bank Name:	Muslim Commercial Bank Ltd.
Branch Address:	Main Ghalla Mandi
City:	Vehari
Country:	Pakistan
Account Numbers & Titles:	Account Number
	6197-8

Bank Name: Muslim Commercial Bank Ltd.
Branch Address: Jam Pur City Branch
City: Jam Pur District Rajan Pur
Country: Pakistan
Account Numbers & Titles: **Account Number**
0353-6

Account Operational Structure

All kinds of financial transaction with the bank shall be made under the joint signatures of Chief Executive & Manager Admin. & Finance and the signature of Treasurer shall be must in case of financial transaction more than Rs. 300,000/- (Two hundred thousand rupees only)

Name	Designation
Mr. Sajid Mehmood Awan	Treasurer
Mohammad Zia-ur-Rehman	Chief Executive
Mian Mohammad Asim	Manager Finance

Note: For the issuance of cheque book the signature of Chief Executive & Manager Finance would be enough.

CONCLUDED