

ORGANIZATIONAL PROFILE

Vision: amenities and “Prosperous and enlightened Society where people have access to all basic facilities of life on equitable basis”

Mission: “Taraqee Foundation strives to alleviate poverty and empower low income communities through diverse and environmentally sensitive strategies blending indigenous and innovative models. It endeavors to build social and human capital through gender sensitive and people-centered approaches. It struggle for self reliance through sustained services”

Values:

- Accountability and transparency
- Non-discrimination and mutual respect
- Gender equality
- Commitment
- Team spirit
- Creativity
- Conservation of resources

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Registration: Registered under the Company’s Ordinance 1984 on 1st June 2003 with Security and Exchange Commission of Pakistan (SECP)

Registration Number (00000000251/2002074)

INTRODUCTION:

Taraqee foundation is a national level NGO has been working for poverty alleviation since 1994. Currently serving in 13 districts of Balochistan and NWFP through its 35 offices with the support of 625 staff members. It started its journey off with meager resources as a Community level Organization.

TF is now an eminent NGO of Balochistan with enough resources to provide need-based services to marginalized communities. It is estimated that since its inception, TF has been able to benefit more than one million people through its different programs. Its core programs include

1. Environment & Infrastructure
2. Micro Finance & Enterprise Development
3. Basic Health Education & services
4. Education
5. Child Protection
6. Disaster Mitigation and Preparedness

Taraqee is currently enjoying the status of a company registered with Security and Exchange Commission of Pakistan (SECP) under the Company’s Ordinance 1984. And recently qualified for USAID and Pakistan Center for Philanthropy (PCP) Certification (since 2004) is evidence

of the organization's success. This commitment comes from a strong management group with a proven ability to understand and respond to the problems of target communities. The following table gives a good idea of TF's journey as yet.

Facts	Year 1994	Year 2007
Total Staff	03	625
Offices	01	21
Annual Budget	Rs. 800,000	Rs. 187 million
Geographical Coverage	Nawa Killi Quetta	13 Districts in total (11 Balochistan, and 2 NWFP) <i>Balochistan: Quetta, Killa-Saifulla, Pishin, Sibi, Jhal-Magsi, Jaffarabad, Naseerabad, Bolan, Ziarat, Loralai and Gawadar</i> NWFP: Manshera and Batagram
Programs	1) Micro Credit 2) Sanitation	1) Environment & Infrastructure 2) Micro finance and Enterprise development 3) Basic Health and Education Services 4) Education 5) Child protection 6) Disaster Mitigation and Preparedness
Beneficiaries of All Programs	Approx. 100 Families	Approx. 80,000 Families
Relief Work		<ul style="list-style-type: none"> ▪ Food Distribution to 5,000 families in Pishin ▪ Vaccination of 70,000 livestock (Pishin and Kalat) ▪ Emergency health facilities to 17,000 persons (Zhob and Noshki) ▪ Relief through disaster mitigation and preparedness to the victims of earth quake in Mansehra and AJK (activities are mentioned in detail in the following sections) ▪ Flood relief in Balochistan
Assets	<ul style="list-style-type: none"> ▪ 01 Vehicle ▪ 01 <i>Computer (used)</i> 	<ul style="list-style-type: none"> ▪ 70 Vehicles ▪ 200 Computers ▪ 08 Motor Cycles ▪ Owned Head Office Building
Donors	<ul style="list-style-type: none"> ▪ Dutch Govt. ▪ CIDA 	<ul style="list-style-type: none"> ▪ AKF ▪ AusAID ▪ CIDA ▪ CRS ▪ Govt. of Balochistan ▪ MC ▪ USAID ▪ Pakistan Poverty Alleviation Fund ▪ TVO ▪ UNHCR ▪ UNICEF ▪ ILO ▪ Norwegian Church Aid ▪ Aqua for All ▪ ASF ▪ TAF ▪ John Snow (Inc) Research & Training Institute
Legal Status	Registered under society Act of 1882	Registered under section 42 of Companies Ordinance 1984
Memberships/Affiliations		AMARC, AWID CIVICUS, HRDN, NGORC, PCP, PMN, BCSI, BAN, FAFEN.

CORE PROGRAMS:

The following section describes the major activities:

Environment and Infrastructure (E & I)

Considering the fact that the lack of adequate community infrastructure in Balochistan is one of the major causes of the sluggish developmental progress in the province. Taraqee launched its environment and infrastructure program in 1994. Previously it was introduced as community physical infrastructure program. It started off with the construction of 40,000 Rft sewerage line in one of the suburbs of Quetta city with the financial support of Dutch government. Currently the program is serving in eight districts of Balochistan and two districts of NWFP. Its current beneficiaries are estimated to be 20,000 people overall.

The program's major focus is on developing infrastructure related to water resources keeping environmental concerns as the corner stone. Water channel lining, Karez extension & rehabilitation, water reservoirs, spate irrigation drinking water supply schemes, delay action dams, earthen and shingle roads, reconstruction of houses, transitional shelters, street pavement, culverts, water filter plants, wind mills, installation of water hand pumps, household latrines and sewerage lines are example of types of schemes developed by TF's E&I program.

On average TF's E&I program constructs 400 to 700 medium to large infrastructure schemes; whereas number of smaller schemes may range from 800 to 1200 per year. The average cost of a small scale community physical infrastructure scheme varies from PKR 8000 to PKR 25000; that of medium schemes ranges from PKR 100,000 to PKR 500,000. Whereas large infrastructure schemes like a delay action dam or a shingle/earthen road, may cost from PKR 1 million to PKR 3 million.

Community participation and sustainability is the major requirement for any scheme to be developed. Community participation is made effective by prioritizing the schemes which are communal needs and demanded by the community. And TF assists communities in organizing, preparing, implementing and managing the projects.

TF is working on E&I with financial/technical assistance of the following donors:

- PPAF (Pakistan Poverty Alleviation Fund)
- UNICEF (United Nations Children Emergency Fund)
- CIDA (Canadian International Development Agency)
- CRS (Catholic Relief Service)
- TVO (Trust for Voluntarily Organizations)
- USDA (United States Department of Agriculture)
- NCA (Norwegian Church Aid)
- Aqua for All

With the financial and technical support of PPAF Taraqee piloted a drought mitigation project with huge success. Rodhmalazai Pilot Project named after the name of the valley where it was

implemented. the project was a combination of preparedness and mitigation interventions. Drought Mitigation was carried out through a number of environment friendly and sustainable infrastructure schemes including a delay action dam and 200 other infrastructure schemes in the targeted area through social mobilization and awareness campaigns.. Future potential area of focus in addition to water resources management might be introducing technologies of renewable energy production and environment conservation.

Micro- Finance & Enterprise Development (MFED)

Against the need for easily accessible and flexible micro finance services, in Balochistan TF realized that the constituencies in Balochistan might never achieve it's full potential without the means to alleviate crippling financial constraints. TF initiated its MFED program in 1996 with funding from the Canadian International Development Agency (CIDA) to help people help themselves out of poverty. Since its establishment the MFED Program has continued to grow in portfolio, size and outreach communities. At the end of June 2004 a total of PKR 2851 million had been disbursed to 22,507 clients, 62% of which were women. There are maximum of seven cycles of credit loans ranging from PKR 10,000 to 30,000 to a borrower.

Under this program Taraqee has organized 1,332 Community Organizations (COs), comprising of 26,642 members. They are all borrowers and saving members of Taraqee. Under this component a saving of PKR 12 million was recorded.

Taraqee assists borrowers in the marketing of their products by developing their skills and helping them to create linkages with buyers.

Since the political turmoil in Balochistan arising from the death of a famous political leader (Nawab Akber Khan Bugti) on 26 August 2006 TF's micro-credit component had to be suspended and now TF is fully focusing on its enterprise development component.

Enterprise Development:

Currently TF in association with SMEDA (AHAN) working on new products for enterprise development. A pilot project on introducing marble mosaic making in Balochistan is in progress. ILO (International Labour Organization) is also supporting TF in its enterprise development program. Through this intervention TF is also advocating women's employment concerns and challenges of female entrepreneurs.

Taraqee has introduced an innovative idea of establishing farmer's enterprises in district Pishin in early 2007 with the support of Agribusiness Support fund (ASF). The farmers are identified, organized and trained to make and operate enterprises. ASF provides technical support and matching grants to these enterprises. The purpose is to enable these enterprises to effectively utilize business development services to enhance productivity and market diversity, presentation and profitability. For this purpose the support to the farmer enterprises ranges from capacity building to buying packing material and marketing their products. During the last ten months TF has been able to establish one hundred farmer's enterprises.

Basic Health Education and Services (BHES)

Health delivery system in Pakistan is a mix of government and private facilities. Although the coverage of health care system has expanded over the years but distribution remained skewed in favor of urban areas. More importantly, the healthcare system especially in the public sector is weak qualitatively. While the private sector may be better off in comparison, its services are too costly to be afforded by the poor.

Taraqee launched its Basic Health Education and Services (BHES) Program in Year 2000 by establishing one Basic Health Unit (BHU) in the outskirts of Quetta. Currently it is serving in six Districts.

The Program adopted the model of integrated primary health care services, reproductive health care with great focus on maternal and newborn health &STD. These units are mainly established in the areas where people are deprived of basic health facilities due to poverty and lack of access.

The main objectives of this program are:

1. Provision of basic health education and services to the deprived communities, focusing the vulnerable group i.e. women and children.
2. Maternal and child health promotion through approaches related to that particular community.
3. Community resource development in health for provision of services on sustainable basis.

In 2001 two more BHUs were established and the target population extended from 15000 to 45000. Taraqee Foundation realized the need of establishing a well-equipped Reproductive Health Center (RHC) to address the issue of high maternal and infant mortality. This goal was achieved in 2004 by the establishment of RHC, serving the slums of Quetta and further increasing the total target beneficiaries to around 0.5 million.

In year 2006 TF entered into partnership with JSI John Snow (Inc) Research & Training Institute and became a part of the PAIMAN (Pakistan Initiative for Maternal and Newborn) net-work to strive for improving maternal and child health in district Jafferabad. To achieve its above mentioned objectives TF has been testing different models based on innovative ideas. Unfortunately despite the proven success of its some of the pilot projects could not be replicated due to lack of funding.

Presently BHES has the following status and services:

- 1 Reproductive Health Center (RHC) at Quetta
- Well-equipped Operation Theater at Quetta RHC (Under construction)
- Well –equipped Laboratory at RHC Quetta
- 3 BHUs at Loralai
- 1 BHU at Muslim Bagh
- 1 BHU at Muhammad Khail
- 1 Reproductive Health Center (RHC) at Loralai Regional office
- 1 Well –equipped Laboratory at Loralai Regional office
- 4 permanent labs at camp level; 2 in Loralai, 1 in Muslim Bagh and 1 in M. Khail
- Community services program Katwai, Zar Karez, and Ghazgi Minara camp Loralai
- Community Services Program Malgagai Camp Muslim Bagh and M. Khail
- Community services and advocacy on maternal and newborn health in Jafferabad

The number of direct beneficiaries has reached approximately to five lacks (500,000) and geographically to 5 districts of Balochistan. The BHES has a trained technical staff of 91 and services delivery increased from single OPD to a set of the following comprehensive services.

- OPD Services (separate for male and female)
- Immunization
- Antenatal, natal & post natal services
- Quality Medicines on subsidized rates
- Midwife and Traditional Birth attendants (TBA) trainings
- Gynecological and obstetrical surgical care and facility

- Growth monitoring
- Family planning
- Diagnostic Lab
- TB DOTS (Directly Observed Treatment Schedule)
- HIV and AIDS / STIs awareness campaign
- Sanitation promotion
- Referral system
- Ambulance services
- Community health & hygiene education (CHW Program)
- Vocational training
- Community services

Education Program

Taraqee Foundation has been making efforts in education sector since 1996. The basic purpose behind this program is to improve formal education in Balochistan, as female education is ignored in our province; a lot of efforts were made to mobilize people regarding the importance of female formal education and apart from this equal attention is paid to male education as well.

Currently PPAF has started its education program with TF under its social sector development program (SSDP) enrolling 59 male and 91 female students. In this pilot phase of the project one school has been established in village Mashkaf of district Bolan and Gathra of district Jhal Magsi.

In addition to that Taraqee is working on inclusive education in 264 schools of district Mansehra in partnership with UNICEF. This program focuses on including physically challenged children in mainstream education system.

Child Protection

TF in partnership with ILO initiated interventions aiming at elimination of worst form of child labor (WFCL) from deep sea fishing industry in district Gwadar. The project strives for its aim through provision of educational and literacy services to child laborers and social safety nets to their families. It also focuses the capacity building of district government officials to address child labor concerns in a sustainable and effective manner to incorporate at policy level.

The project is targeting 1800 child laborers (5 to 17 years) their siblings and their families. The project is designed to work at two levels; one directly with the beneficiaries and their families and the other is advocacy at government level. For the sake of simplicity these are categorized as:

- District up- stream activities
- District down- stream activities

In district up-stream activities, there is partnership with the Government for formation of different laws, policies and plans for elimination of worst forms of child labor. In district down-stream activities, the focus is kept on non formal education, literacy and health screening of the target children. Moreover, the provision of vocational training and micro-credit to the parents of these children is also a part of the project.

During the year 2006 TF had been able to establish 33 NFE (Non Formal Education) centers, six literacy centers, arranged teachers training, liaison with district government, registered and

trained Community Citizen Boards, conducted awareness raising sessions with deep sea fishing industry employers /contractors on occupational safety hazards (OSH).

Disaster Mitigation and Preparedness

The catastrophic earthquake of 8th October 2005 killed more than 80,000 people, left around one hundred thousand physically disabled and three million people home less. In this hour of grief and sorrow TF was one of the first agencies that arrived just after the quake.

Immediately after the crisis a team of 28 doctors from Pakistan Medical Association (PMA) along with 48 volunteers from Taraqee Foundation were sent to the disaster affected area to participate in rescue and relief activities. Free surgeries and other medical support were provided through a private clinic named **KBDO** at Mansehra. Medicine, food, clothes, blankets, mattresses and tents worth PKR 4.8 millions were distributed among the earthquake affectees immediately after the disasters. TF also established a blood bank in collaboration with KBDO.

Considering the urgent nature of the need for adequate shelter, medical and education facilities TF established 2000 shelters , established 100 tent schools, managed Kastra and Jaba camp where it took the responsibility of water supply, sanitation, water disposal, health and hygiene orientation and trainings.

Keeping in view the component of health and hygiene, 88 trainings were conducted and 3000 hygiene kits were distributed among the earthquake affectees. In collaboration with UNDP 2016 temporary shelters were constructed for the needy and deserving people in Ugi, Derband, Kaladhka, Batagram and Allahi.

Current activities in Mansehra and Muzafferabad under Disaster Mitigation and Preparedness:

Education

Currently Taraqee is working on inclusive education in 264 schools of district Mansehra in partnership with UNICEF. This program focuses on mainstreaming physically challenged children into the education system. The activities involve building teachers capacity through training, activating and training Parent-Teacher Associations (PTAs) for their improved role, mobilizing community for enhanced enrollment and decreased drop out.

Watsan

Currently the E&I section is looking after the water and sanitation requirements in schools where toilet construction for male and female students and teachers, supplying drinking water and installing refuse bins are the planned activities. In addition to this health and hygiene training sessions will be conducted for the school children that will be taken over by the hygiene promotion team which has been delivering service at Kashtra camp. By now TF has been able to cater for more than 300 schools in district Mansehra.

Recently TF with the support of Norwegian Church Aid NCA has started a project focusing water supply restoration through rehabilitation of water supply schemes and promotion of health and hygiene in two Union Councils of Mansehra.

Taraqee is targeting 189 schools through its schools' WES project in eight Union Councils of district Muzafferabad. The intervention would cater for drinking water supply, toilet construction, installing water storage tanks and refuse bins. It also involves hygiene education and promotion among children and teachers. The intervention mainly focuses on girls' schools.

Offices

Taraqee has a total of **21** offices / buildings through which all its programs are managed. Its head office is based at Quetta. Following are the details of Taraqee’s offices.

S/#	Location of Office	Type of Office
1	3 Arbab Town, adjacent Samungli Housing Scheme Samungli Road Quetta.	Head Office
2	Railway housing society Giant road Quetta	Sub Office MFED Program
3	H# 01 Kaghan Coloney near Army burn hall school Abbottabad	Regional office
4	House # 82 D upper chatter Muzafferabad	Regional office
5	Amanullah Colony Hospital Road Ustamuhammad	Regional office
6	Kohbun Ward, Fish Harbor Road Gwadar (ILO funded project on child labor)	Field office
7	Tehsil road Loralai	Regional Office BHES Program
8	Katwai Camp, Loralai BHES	Basic Health Unit (BHU)
9	Zar Karez 1, Loralai BHES	Basic Health Unit (BHU)
10	Zar Karez 3, Loralai BHES	Basic Health Unit (BHU)
11	Ghazgai Minara, Loralai BHES	Basic Health Unit (BHU)
12	Malgagai, Muslim Bagh BHES	Basic Health Unit (BHU)
13	Mohammad Khail BHES	Basic Health Unit (BHU)
14	Kharot Abad Quetta BHES	Muhammad Musa Memorial Hospital (RHC)
15	Pishin E&I	Field office
16	Loralai E&I	Field office
17	Ziarat E&I	Field office
18	Harnai E&I	Field office
19	Panjpai E&I	Field office
20	Killa Saifullah E&I	Field office
21	Usta Mohammad Nasserabad	Regional office MFED Program

Governance

The Organization is governed by the Board of Directors (BOD), which comprises of educationists, development professionals, human rights activists, media professionals and NGO managers. The total number of members is twelve with two female and nine male members. The following table provides a list of the BODs, along with their major organizational affiliations / occupations.

S. #	Name	Profession / Occupation	Designation on Board
1	Mr. Pervaiz Iqbal	Executive director WESS	Chairperson
2	Dr. Allah dad Luni	Politician & medical practitioner	Member
3	Dr. Syed Sher Shah	Pakistan Medical Association	Member
4	Ms. Rehana Rashid	Educationist	Member
5	Ms. Zeenat Yaqoob Yousafzai	Educationist	Member
6	Mr. Amjad Rashid	Chief Executive Taraqee Foundation	Non voting Member
7	Mr. Zafar Zeshan		Member

Staff

The Organization has been able to take on board a total of about 625 motivated and committed staff (both professional and support) who are implementing the projects in various locations. The staff includes both males and females; the ratio of men to women is about 60/40. Taraqee has a strong team of development professionals; doctors, engineers, architect, educationists, horticulturists, paramedics and trainers. With the passage of time, TF has not only gained sufficient experience and expertise in the fields within its area of working but also gave on-jobs training opportunities within and outside the country to many of its on board

young professionals. The following table shows the names, qualification and duties of Taraqee's management team.

Key personnel

S #	Name	Education	Designation	Duties
1	Mr. Amjad Rashid	M.Sc. Geology, M.Sc. in Social Policy and Planning in Developing Countries from London School of Economics	Chief Executive	Responsible for overall management/activities of the organization.
2	Dr Rubina Ali	MBBS (BMC-Pakistan), MA in International Development from University of Manchester UK	Deputy Chief Executive	Responsible for over all activities of the organization.
3	Mr. Arshad Rahim	M. Com ACCA	Manager Finance	Responsible for the financial management of the Organization
4	Mr.Ikram-ul-Haq	Chartered Accountant (Finalist)	Company Secretary	
5	Mr. Saleem Zaman Khan	MA (International Relation) MA (Islamic Education) LLB	Admin & Personnel Manager	Responsible for Administration & Personnel Sections
6	Dr. Agha Xaher Gul	MBBS from Army medical college, Qualified PLAB (UK)	Manager BHES Program	Responsible for the health program
7	Dr.Saba shuja	MBBS From Sindh Medical College	Health coordinator	Responsible for health program in Quetta Region
8	Mr. Atif Iftekhhar	MBA DEA Civil	Assistant Manager for E&I program	Responsible for E&I program coordination

Financial Management Capability

Taraqee, over the period of time, has developed efficient management systems. The head office in Quetta controls and manages all the financial matters and transfers the funds to concerned regional offices / branches according to their annual and quarterly budgets.

Taraqee's accounting system is based on the following:

- Double entry
- Conservatism and prudence
- Materiality
- Realization
- Matching, concepts and adopted accrual base accounting system

Policies and Procedures

Taraqee Foundation has developed clear and comprehensive accounting policies for its financial management system. Documented policies and procedures provide guidance and structure to staff; a basis for consistent treatment of financial data and the foundation for controls and financial accountability

Internal Controls

“Internal Controls” refers to all the policies and procedures adopted by the management of Taraqee Foundation to help and ensure the orderly and efficient conduct of its business.

Accounting Documents:

Accounting Transaction:

All transactions are supported by documentation i.e. preparing vouchers and cheques after taking prior approval of the concerned authorities; recording in cashbook and ledgers completes the transaction consistency with the accounting treatment. Vouchers are supported by invoices and copy of cheques or cash requests and generally include the following:

- Number and nature of the voucher
- Name of the department
- Date prepared
- Account name and number
- Amount of money
- Source and description of the transaction
- Authorized signature(s) of Preparer and Reviewer
- Attachment of original invoices and cash requests
- Proof of delivery or completion of services rendered

The Accounting Cycle

The accounting cycles begins with the source document, which verifies, supports and documents the transaction and its accounting transaction voucher.

Financial Statements

The starting point for sound financial management is the timely and accurate production of financial reports. For instance, it is absolutely critical to the health of Taraqee Foundation’s Micro-Finance & Enterprise Development program. The financial records are produced accurately and punctually, so the ratio analysis becomes more reliable.

Taraqee has recently adopted an automation system for its financial management with the help of *MEDA* a Canadian consultancy firm whose hiring was a part of Aga Khan foundation’s institutional strengthening support to TF.

This automated system is helpful for both its micro-finance and non micro-finance operations. This particular Financial Information System (FIS) is able to produce the following reports:

- The Balance Sheet
- The Income Statement, also called Profit and Loss Statement, or Statement of Revenues and Expenses
- The Cash Flow Statement, also called the Statement of Sources and use of Funds is prepared for the audited report annually and may not be used extensively on a monthly basis by management
- The Portfolio Report, which details the status of the loan portfolio and records key information with respect to loan activity

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