

NECDO Profile

Jamila Afghani

2012



NECDO is a step towards prosperous Afghanistan with the motto of "Let's light a candle instead of cursing the darkness"

Noor Educational & Capacity Building Organization (NECDO)
Share now-at the back of Nahia of 10th....

0093-799337667
Email: noor_en2001@yahoo.com

Executive Summary:

NECDO is an Afghan women local NGO arisen from the grass root and moving with dedication for reconstruction of our beloved motherland. Since 2001 we have faced many ups & downs but keep focus on playing for positive change of behaviors for a better society among women, men, youth and children by provision of innovative and multi dimensional activities.

The pages ahead give you a brief over view of NECDO Goal, Objectives, activities, principles and professionalism in the fields of capacity building, advocacy & Networking.

I am extremely thankful for all NECDO team, current staff and formers employees who with their commitment and struggle helped NECDO growing day by day.

I am also grateful to our International kind donors who helped us step by step for a professional growth and development. It's worth mentioning to take their names respectively as below:

- Canadian women for women in Afghanistan
- GIZ
- WISE
- US Embassy
- AFSC
- Indonesian embassy

Last but not the least I would like to thank NECDO Board of governors who are time to time helping with their generous inputs and valuable advise

Best regards

Jamila Afghani NECDO Executive director

Organization Profile

- 1. Name of Organization: Noor Educational and Capacity Development Organization (NECDO)**
- 2. Headed by: Ms. Jamila Afghani** (NECDO director)
- 3. Legal status:**
 1. Registration No with Ministry of Economy :(95)
 2. Registration No with Ministry of Women Affairs (35)
 3. Registration No with Ministry of Public Health (106)
 4. Registration with Ministry of Education (278)
 5. ACBAR,
 6. ANCB,
 7. Afghanistan Independent Commissions of Human Rights

Official Addresses Main Office and Sub-Offices:

Location	Address	Heading	Contacts
Kabul (main office)	House # 4 Kocha-e-Qasabi Shahr-e-Naw Right behind Nahia # 10 Kabul Afghanistan Email: noor_en2001@yahoo.com , jamila_afghani@yahoo.com Website: www.necdo.org.af	Ms. Afghani	+93(0) 799 337 667 +93 (0) 799 824 570
Kabul sub office	ButhKhaK	Ms. Nasima	+93(0)777727075
Ghazni	Sub Office Ghazni Plan Seh , Near to Kabul bus Adda-e-Ghazni	Mr. Fahim Samadi	+93(0)700909290
Ningarhar	Joi Haft Water Pump #5 Beside AB. Shams Campaign office	Mr. Nasir Hanifi	+93(0)700727075
Badakhshan	Shar-e-Naw Faizabad	Ms. Muhebb Zarani	+93(0)799748029

Board of Directors:

Name	Qualification	Present Designation	Position in Board
Mr.Ahmad Zia Anwari	MA	Civil Services Reform Commission	Head Admin
Dr. AbduNafi	MD	UNICEF Kabul	Head of Vaccination Department
Ms. Mahfoza Folad	BA Law	Head of JFAO	Head
Ms. Maliha Danish	MA	World Food Organization	Member
Ms. Karima Hedayat	MA	Afghan Women Resource Center (AWRC)	Member

Back ground Information:

Noor Educational and Capacity Development Organization (NECDO) is a nongovernmental, non partial and non political organization, registered with Ministry of Economy in 2002 with INO.95. NECDO was established in January, 2001 by a group of volunteer sisters & brothers to help and support needy Afghan women, youth and children when Afghan nation was passing from the time tested moments of its history in Peshawar Afghan Refugee Camps.

The destructive civil war has had material and spiritual loses for the nation. **NECDO started its activities with smallness of means, and greatness of purpose, which is based on the humanitarian and development assistance.** We believe that unity, faith, mobilization & empowerment of Afghan community can reduce the miseries of Afghan nation.

During our social activities in the camps we realized the need for education, capacity building and income generation projects in order to help our nation with sustainable development; specially educating Afghan women, youth and children were the priorities set forth; **with the believe that it's better to light a candle rather than curse the darkness we initiated several projects successfully.**

The encouragement of many individuals and organizations for the successful work gave birth to the idea of establishment of Noor Educational and Capacity Development Organization in 2001 formally. Initial step was taken for collection of donations for drought effected people in Peshawar Afghan Refugee Camps for 7000 families beside, a tailoring class including literacy for widows and orphans so that they are able to find a tool for earning living cost for themselves. Several awareness workshops & empowerment trainings on gender, human rights, CRC were conducted for several Afghan organizations.

In the part of informal educational activities such as English special classes, literacy education, home schools, Quranic education, vocational training, health education. In addition NECDO initiated Nazo Ana Library for spreading culture of reading among women who currently have been equipped with more than 7000 books on various topics with other modern library equipment's with its branches in Kabul, Ghazni, Jalalabad and Badakhshan.

NECDO since 2002 has initiated and implemented projects with a special focus on EAW such as conducting training and awareness programs (including gender, human rights, CRC, psychosocial and peace education, elimination of violence against women, gender and Islam and Islam and Human Rights), professional training in the field of management, finance, and databases and computer applications, small business training for women).

NECDO's enhancement from relief to development programs that ensure sustainability in long term for women is the focus point with understanding of gender as cross cutting issue through our program and projects in the strategic plan for 2015

NECDO Goal, Objectives & Activities:

Goal: Seeking Allah's pleasure by supporting our people through the light of education, empowerment & community mobilization for a just society.

Objectives:

- To raise awareness among Afghans to eliminate differences (discrimination) in our society and reconstruct our mother land jointly
- To Empower Afghan women and children (including widows, orphans, and disabled) through vocational, capacity building trainings and arrangement of small self-support projects for self dependency
- To encourage skilled people to guide and support the programs and transfer their knowledge and experiences to other Afghans through networking and sharing information
- Empowerment of women, youth's leadership potential through research, networking and advocacy for Elimination of violence against women

Areas of Activities:

- **Capacity Building that includes:** (1) Literacy & Catch up program for women & children (2) Quranic Education (3) Income generation programs for women (3) CRC (4) Human rights awareness, women's right awareness (5) Peace education, Psychosocial, conflict resolutions workshops (6) Library (7) Computer, networking (8)Over all Management (9) Accountancy & financial management (10) Leadership (11) Community mobilization trainings (12) TOT, Master trainers training & teacher trainings (13) Data base training (14)

Communication Skills (15) Presentation skills (16) Advance English language program (17) Business Training for women (18) Professional Higher Education in management, finance accounting and IT (19) Librarians training

- **Vocational Training and Income Generation that includes:** (Tailoring and handicraft training (2) Artificial flower making (3) handicraft and tailoring production and marketing (4) participation in exhibition
- **Advocacy and Networking that includes:** elimination of violence against women through awareness raising and campaigns and media work Jalalabad, Kabul & Ghazni (2) Youth committees for Elimination of violence against women in Kabul universities and Ghazni high schools (3) Publication of News letter “Baztab e Noor” (Reflection of the light) (4) “The Afghan Women Advocate Team” initiative and leading by NECDO (5) Conducting surveys and assessments for EAW

List of donors since establishments:

- Rights & Democracy (R&D)
- American Friends Service Committees (AFSC)
- Canadian Women for Afghan Women (CW4W in Afghanistan)
- CNFA- USAID
- CDP- USAID
- Relief International
- WFP
- UNIFEM
- WISE (ASMA SOCIETY)
- Rockefeller
- SDC (Swedish Development Cooperation for Afghanistan)
- AWID
- Global Fund for Women
- Global Fund for Muslim Women Advancement
- Global Peace Mission of Malaysia
- Indonesian Embassy

NECDO's Stands & Core Values:

NECDO vision, mission and principles serve as a guide that leads for undertaking courses of work within the organization.

Vision: (Peaceful, prosperous Afghanistan with a strong, united and educated nation)

Mission: NECDO endeavors to assist Afghan women and youth by building their capacities to have self-supported, economically and socially in a sustainable and equitable manner. NECDO aims to empower Afghan women & youth through its projects specifically designed for them in collaborated ways along side with the community, concerned governmental, non-governmental organizations and individuals to get their support for achieving our goal.

Principles: transparency, impartiality, Unity, & Friendly relation with other sister organization

Our Motto: “Let’s light a candle instead of cursing the darkness”

NECDO core values:

NECDO has adopted core values and is committed to observe them in all aspect of its programs as well as in the implementation phase of management level and in the field as the followings:

- **Professionalism & transparency-** the core part of developmental activities that lead to achieve selected goals is professionalism in transparent manner. NECDO is in the process to change its direction toward developmental activities where empowerment of the community and the sustainability of the projects are ensured. Therefore, NECDO being a local NGO strives to implement its activities and provide services that ensure professionalism. We are committed to endeavor to the values that are essential to the development of human resources and economic growth of the county. We believe that it is steady process and we struggle to achieve the highest standards both in our office environment and in our projects in the field. We keep all records of management and finance through the period of ten years and we do have audit reports of \$20,000 above amount.
- **Human Rights & gender as cross cutting issue:** each individual in a society has rights and obligations to struggle to live in comfort and peace with equal access to resources & opportunities of empowerment. NECDO has played a positive role in reduction of violence against women in the light of Islamic values & Afghan government ratified conventions. NECDO is committed to support Afghan women who are the severe victim of wars and social injustice through its guidelines of “gender policy”. We believe that if Afghan community is mobilized and their trust is built than it is easy to bring changes in their behaviors and give them option for a better and prosperous life. Therefore we strive to have 70% of chances for women & 30% of chances for male through all program and projects up to 2015.
- **Capacity Building-** NECDO is committed to improve the capacity of human resources within the country that ensure participation of women in reconstruction of Afghanistan. So that women resume full responsibilities toward developmental activities for both improvement of themselves and their country.
- **Culture sensitivity-** one of the important elements in shaping Afghanistan political and social scenario has been cultural values which are miss interpreted by those having influence in community. NECDO as a non governmental organization, non-profit and non political organization is committed to respect people’s perceptions and at the same time try to convince them for a positive change that is critical for their social and economic well being. This policy has given strength to NECDO to work in the grassroots level and get community’s trust and cooperation.

- **Advocacy and Networking-** in the context of Afghanistan advocacy and networking is one of the important tools for mobilizing the community and networking with other stakeholders for bringing positive changes in the status and behavior of Afghan community including men and women. NECDO found advocacy a very positive approach in ERAW. NECDO also sees networking a practical way to reach larger groups of people and share experience with like-minded organizations. We believe that mobilizing Afghan community for change is possible but requires time, patience and hard work.
- **Collaboration-** NECDO strives to work as a team inside the organization and with those like-minded organizations that aim to bring positive changes in the statuses of women and the Afghan community as a whole. Specifically at this moment while Afghanistan is passing through; there is a great need for coordination of activities in order to be more effective and get best use of time and money for a developed and peaceful Afghanistan. One of the strongest points that NECDO believes in is the sense of brotherhood and cooperation that can lead us to achieve our goals.

Our comparative advantages:

Starting from zero and up holding certain projects within only 11 years of establishment highlights the potential ability of the organization and the commitment of a group of dedicated and honest employees is the real success of the organization. NECDO could play a major role in contributing for improvement of the lives of the target group with very small amount of resources. The followings are the advantages of the organization:

- Committed and honest contribution of our employee in planning and implementation of the projects/programs
- Overall direction by board of directors and valuable advice provided by board of advisors
- Contribution, participation and cooperation of the target community based on the trust build so far
- Initiatives in designing projects
- Gradual improvement in organizational systems and policies
- Participation in national and international events
- Participation in government national programs meetings as a civil society member (e.g. ANDS)
- Bound to the roles and regulation of government
- Being considered as executive member of certain programs/organization in national, regional & International organizations. We are member of the followings:
 - ❖ HCT
 - ❖ WISE
 - ❖ Asia Forum

- ❖ AWID
- ❖ AWWD
- ❖ FSECO

Our relationships

Being a member of the assistance community NECDO is happy to get a special place for carrying its unique projects and sincere assistance it provides to the most vulnerable communities in Afghanistan. Among all establishing good relation with the communities, government authorities and like-minded NGOs is the key to our success and acceptance by others.

Our challenges

Security in Afghanistan remains the main concern for conducting NECDO's activities. Most of the time the situation of Afghanistan is changed very dramatically and the environmental changes can also be one of the concerns that may have negative effect on our projects. However, NECDO believes that working with Afghan society and getting their trust is a real challenge in Afghanistan. In addition, one of the challenging issues for NECDO is being a local women organization working in a very sensitive society where core values are based on culture and customs in which women participation and women's role is very limited. Specifically it is of more concern when NECDO touches the issues of gender or women rights violations.

Three major steps accomplishment of the activities:

1. **NECDO Financial Procedure:** NECDO is a project-based organization where the running of the project is making inflow of the program activities as well. NECDO charges admin cost on projects where this money will make program cost. If there is nay over lap or remaining sum in any of the budget line items of the project it would be negotiated with donors for its re adjustment in any other need of organization, its approval would be depending on our justification and donors possibilities. NECDO mostly maintains its financial records in excel sheet from 2004- 2008. Since 2008 we have double entry system as well as we have package of Quick Book, which is implemented from January 2009 on words. Financial records keep in each project files and all projects taken into NECDO program in general. NECDO since 2007 has done audit by an independent auditor company where NECDO also have done audit of some projects depending on approval of fund by donor agencies. NECDO internally deals with monthly financial reports by finance department where they will also have financial planning, or liquidity plans and after approval of it by Program coordinator director approves it. The check has been issued and bank for the finance department unless and until the clearance has not been done there will be no other money issued. NECDO financial year is starting from January- December and annual planner for expecting financial resources. NECDO also maintains store record and we have purchasing committees for any procurement, as well.

2. **Reporting system:** NECDO all staff is obliged to have monthly report where the supervisors combine the project reports in to one departmental report. Each department will have their monthly reports as well as work plan which will be break down of the annual work plan. The program coordinator has to develop quarterly report of activities and Director mostly develops annual reports where all activities will be in detailed and, as summary of financial report also will be included. We submit the reports to donors depending on the terms and conditions agreed in the project contracts or agreements.
3. **Monitoring and evaluation-** Finally, in order to track progress and enhance learning and quality, an effective system of monitoring and evaluation that includes assessment of on-the-ground results is needed, developing such a monitoring and evaluation system is possible when NECDO has the required budget. However, NECDO monthly, quarterly and annual reports prepare the ground for the timely correction of the problems during implementation of the projects. Thus giving NECDO an overview of the progress made in project sites on implementation of the planed activities in line with NECDO program strategy. We also conduct annual general assembly where NECDO overall activities are presented to the staff members and members of NECDO Board of Directors and Advisory Board members who than give their comments on the improvement of activities.

Additionally, NECDO management and project staff physically monitor project activities to identify barriers and solve them and comment on improvement of activities. The monitoring of each project takes place at least two times in a year. The first monitoring may take place within initial 3-6 months of the project where any necessary change, recommendations and suggestions would be advised for the project staff and supervisors and the final evaluation would take place at end of project where it will be a key for handling projects in better ways for future. The M&E may be taken by NECDO Key mangers, NECDO Board of directors, NECDO Board of advisors or any individual consultant (depending on availability of Fund and resources)

NECDO major projects conducted so far:

S/ No	Project title	Goal & Objectives	Project location	Number of beneficiaries	Project donor	Project duration
	Safe Environment (Sexual Harassment in higher educational institutions)	<ul style="list-style-type: none"> Working together for a safe educational environment 	1 st phase complete	10 civil society organizations	GTZ (German) & AIHRC	Two & half years
	English Language program for Ministries employees	<ul style="list-style-type: none"> Empowerment of government employees 	D 2 nd phase going on	62 government employees	GIZ	Six months
1	Canadian women for women in Afghanistan (CW4W in Afghanistan)	Nazo Ana library, women literacy, English language, Computer lab and net café	Going on	2000 families	NECDO volunteers & Afghan community	2005- 2012
2	Women Political Participation from Islamic perspective	Women Political Participation workshops in Ghazni and Wardak, Safe Environment,	Wardak & Ghazni	76 female	Independent Commission of Human Rights Afghanistan	Jan-June 2001
3	Rights and Democracy	Women Empowerment project	Successfully completed	780 female 200 children	NECDO volunteers	Aug 2005-Aug 2007

4	Women's empowerment	Awareness raising for women & Literacy	Successfully completed	370 female 2000 female	Relief International (American)	May 2001 April 2002
5	Women's capacity building	Literacy, Income generation in Kabul	Successfully completed	914 female & youths 255	WFP	Jan 2001- Dec 2007
6	Women's capacity building	AWEP (Afghan Women Employment Project) in Ghazni	Successfully completed	670 female 800 female/youth 200 female/male	UNIFEM	Aug 2001- Dec 2002 Feb 2003-Dec 2007 Oct 2005- Oct 2006
7	Global Fund for women	Youth committees in Ghazni	Successfully completed	511 500 376 female	WFP Relief International NECDO	2003 2002-2005 2005-2006

8	Women's resiliency for a better Afghanistan	Psychosocial workshops in Kabul & Ghazni	Successfully completed	300 female 300 female	American Friends Service Committee (AFSC)	July- Dec 2005
10	agriculture program for women	Small Business Trainings for Women in Kabul, GSP/Small Dairy Farms in Ghazni	Successfully completed	995 women 300 women	CNFA/USAID	Aug 2005-Oct 2007 March- Dec 2006
11	EVAW project	Gender Trainings and campaigns in Jalalabad	Successfully completed	470 female 122 female 150 female	NOVIB	2003-2005 Mar-Aug 2005
12	Health education	Community Health education Project	Successfully completed	100 male 155 female	COMPRI-A CONSTELLA USAID	May- Oct 2005 Oct 05-Oct 07
14	Imam Initiative for EVAW	Community Reform (Elimination of violence against women and Peace Building	Going On	25 Imams 45 youths	ASMA Society WISE	June 2009 March 2012
16	US Embassy	Islam, Gender and Human Rights Leadership Trainings	Successfully completed	360 female	CNFA	Jan- Feb 07

17	Peace project	RUPR (Role of Ulama in Peace and Reconciliation) in 15 provinces	Going On	800 Male & female	Indonesia Embassy	May – Dec 08
19	Need Assessment Survey	Finding out the rate of Child marriages in Yawan, Wakhan, Rostaq and Roi Do Aab districts of northern Afghanistan	Badakhshan, Takhar and Samangan	1000 male and female	SDC	April 2010
20	Baseline Study on Women Shura leadership Potential development	Finding the needs of women in women shuras in two districts of Faizabad and Kishm	Badakhshan	16 women shuras	GTZ/GM	August 2010
21	DWSLP (Developing Women Shuras Leadership Potentials)	<ul style="list-style-type: none"> -Literacy for women -Leadership six months training for women -Food for Education 	Faizabad and Kishm Districts of Badakhshan	<ul style="list-style-type: none"> 880 women 64 leading women shuras 	GIZ/GM	Nov 2010 to April 2012
22	RUPR (Role of Ulama in Peace and Reconciliation)	<ul style="list-style-type: none"> -Giving Peace Education to Imams -Enhancing the role of Ulama in Peace and Elimination of all sorts of violence 	15 provinces of Afghanistan	230 of Ulama	Indonesian Embassy	Oct 2011 to Oct 2012

23	Couple of Training on Islam and Human Rights to SDC program staff different levels	-Comparative study Islam and Human Rights	Kabul		SDC	2010
	HR & Islam in Afghanistan perspective	11 International HR got training on the topic	Kabul	15 male & female	SDC	2010
24	Gender and Media Trainings for Independent Media Organizations	Gender	Kabul	70 male and female	Asia Foundation and MoWA	2010
25	Leadership Training for Women Political Parties	Leadership	Kabul	33 political parties	NDI	2011-012
26	Training on Future planning and networking for the unsuccessful nominees for the Parliament	Future planning and networking	Kabul	70 Women	UNWOMEN	2011

Annex.2.

Manuals & Booklets Development by NECDO Team

Subject of the Manual	Languages
Psycho social & Resiliency	Dari
Elimination of Violence Against Women	Dari and Pashto
Training of Master Trainers	Dari, Pashto and English

Gender and Media	Dari and English
Comparative Study of HR & Islam	Dari and English
Five Major Rights of Women in Islam	Dari and English
Leadership and Management	Dari, Pashto and English
Advocacy and Networking	Dari and Pashto
Library Management	Dari
Finance and Accounting	Dari, Pashto and English
Awareness on Sexual Harassment and Prevention	Dari
Educational Stories for children	Dari
Gender and Islam	Dari and Pashto
Gender and Development	Dari

Annex3.

NECDO Organogram

