

Noor Educational and Capacity Building Organization (NECDO)

Profile 2013



***NECDO is a step towards prosperous Afghanistan with the motto of
“Let’s light a candle instead of cursing the darkness”***

Contents

EXECUTIVE SUMMARY:	2
ORGANIZATION PROFILE	3
OFFICIAL ADDRESSES MAIN OFFICE AND SUB-OFFICES:	3
BOARD OF DIRECTORS:	4
Who we are?	4
Our Prominent achievements so far:	4
NECDO ORGANOGRAM	6
BACK GROUND INFORMATION:	7
NECDO GOAL, OBJECTIVES& ACTIVITIES:	8
AREAS OF ACTIVITIES:	8
LIST OF DONORS SINCE ESTABLISHMENTS:	9
WHERE WE STAND NOW?	9
Cross Cutting Themes:	10
NECDO'S STANDS&CORE VALUES:	10
NECDO CORE VALUES:	10
OUR COMPARATIVE ADVANTAGES:	12
OUR RELATIONSHIPS	12
OUR CHALLENGES	13
THREEMAJOR STEPS ACCOMPLISHMENT OF THE ACTIVITIES:	13
NECDO SOME OF PROJECTS CONDUCTED SO FAR:	15
Annex.2.	19
Manuals & Booklets Development by NECDO Team	19

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, founders, board members, 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
- SDC

Last but not the least I would like to thank NECDO Current 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 Executive 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
 8. Afghan Women Network (AWN)
 9. Karamah Network of Advocacy & Human Rights (KNAHR)
 10. Muslim Women Shura Council (MWSC)
 11. The Asia Forum
 12. WISE
 13. Tanenbaum
 14. AWID

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. Abdul Nafi Kakar	MD	UNICEF Kabul	Head of Vaccination Department
Ms. Mahfoza Folad	BA Law	Head of JFAO	B.Head
Ms. Maliha Danish	MA	World Food Organization	B. Member
Ms. Maher Afzon	Doctor	Malalay Hospital	B. Member

Who we are?

NECDO is a local women organization registered with MoE by the registration NO. 95 in 2004. NECDO was established in the year 2000 in Pakistan and since then it has worked for women empowerment, capacity building, formal and informal educational activities such as establishment of libraries and training for librarians on professional management of the library, literacy, catch up programs for girls to join school, establishment of libraries for women, advocacy and women right issues, income generation for women, and many other innovative projects and starting from zero, today we have four well established offices in Kabul, Ghazni, Ningrhar and Badakhshan and we are working in 15 provinces with Imams and shura members on women's right issues.

NECDO since 2002 has initiated and implemented projects with a special focus on EVAW 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 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

Our Prominent achievements so far:

- ✚ Income generation project for 1000 women through handicraft and tailoring (started in 2000 ended in 2006)
- ✚ Competent Trainers Training for 900 female teacher (started in 2001 ended in 2011) in Ghazni, Kabul and Ningrhar
- ✚ Awareness workshops on Gender from Islamic perspective, CRC, Human Rights, Women's Rights from Islamic perspective (started in 2001 and going on time to time) we have given awareness packages for around 20,200 women and men
- ✚ Establishment and expansion of Nazo Ana Library (started in 2001 continued to date). Establishment of 4 libraries in four provinces each 7000 books and educational materials

- + English language, computer and internet training for women and children for more than 12,000 (started in 2001 continued to date)
- + Food for education program/artificial flower making (started in 2003 ended in 2003) for 8000 women in Kabul city
- + Literacy catch up program (started in 2004 continued to date) we have served more than 10,000 women in literacy classes
- + Initiating Psychosocial and Peace Education for Elimination of Violence against Women (started in 2004 and going on time to time)
- + Initiating Imams Committees for Elimination of Violence against Women Project (started in 2013 continued to date)
- + Establishment and leadership of KNAHR (started in 2012 continued to date)
- + Establishment of AWPEI (started in 2006 continued to date) where we have graduated 876 women with higher & professional education and we have worked for their employment, and there is 99% employment opportunities for the trainees
- + TOT for school teachers in Pashto language, peace education (started in 2006 and going on time to time) we have trained 2000 women and men in this field
- + TOT in Small Business Training (started in 2006 for a group of 60 small business owners)
- + Small Business Training for different groups of women (started in 2013 continued to date)

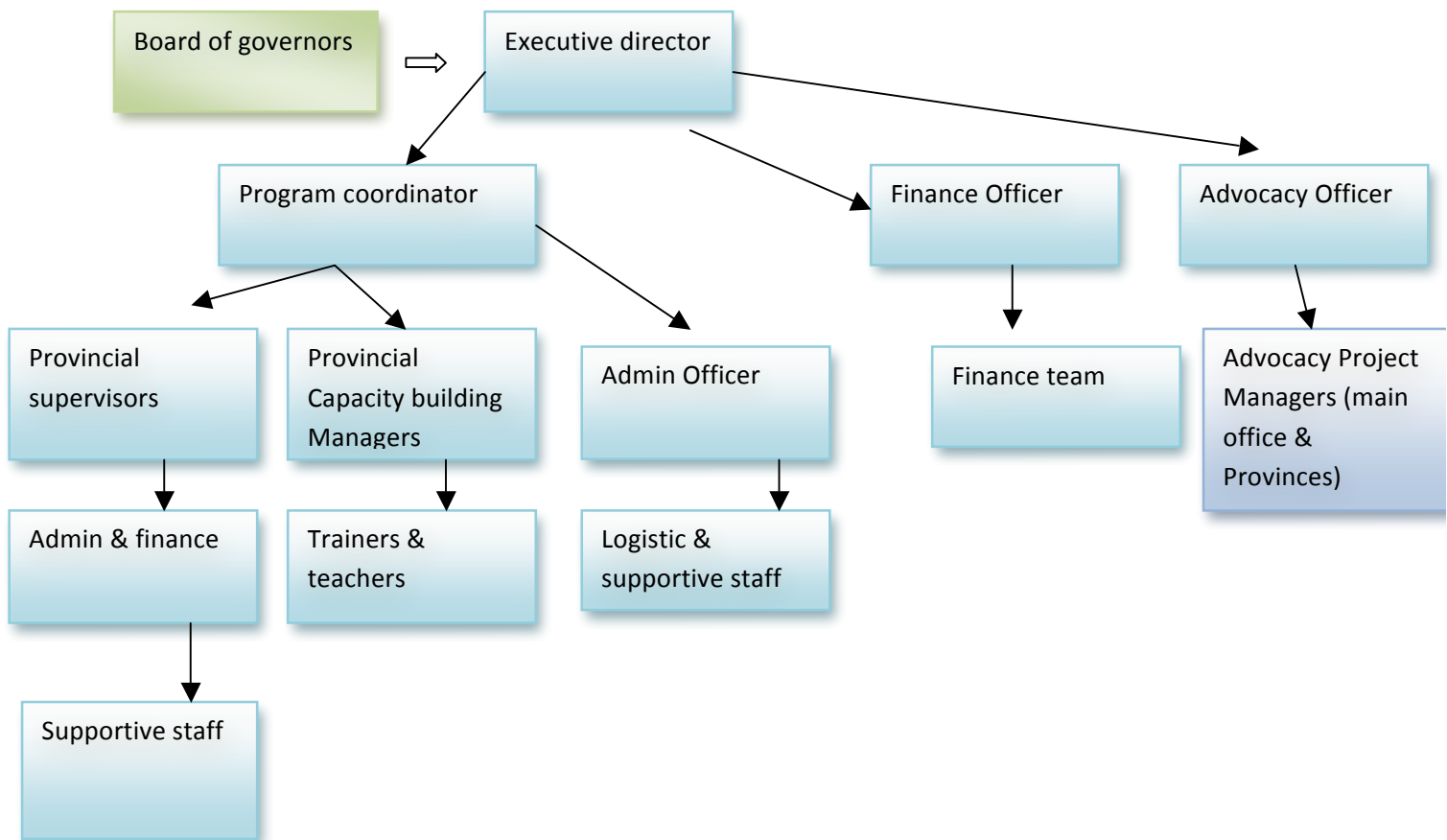
NECDO participated/facilitated conferences:

- + Tananbun “International Peace Maker Award for inter religious in 2011” and retreat in 2013
- + Participation in World Summit Conference in Doha in 2013
- + Participation in AWID conferences 2007- 2009-2011
- + Participation in WISE conference Malaysia in 2007, Turkey 2011
- + Afghan women represent in 8th March women day Celebration as Guest Speaker in Peshawar university by collaboration of UN and INGO’s March 2006
- + Couples of workshop for different International organization on Gender, Islam & Human Rights from 2009- 2013 such as (SDC, Care International, SCA)
- + Facilitation in national conference “Pre London Conference” arranged by ACSF, DFIED, UNDP, and Right and Democracy, Kabul, January 2006
- + Arranging and facilitating international conference on Working together for Afghan women, conference hosted by GTZ, Kabul, December 2013
- + Afghan women leader Speaker conference Nov 2013 in OHIO state university of USA
- + AWID international conference Sep 2013, in Bangkok, Thailand
- + “NGO forum on Begging + 10” conference in Thailand, Bangkok, 2004.
- + “Participation in Women Studies” workshop in Iran in May 2004
- + International observer for monitoring election in Indonesia June 2004.
- + “Women in war” the conference was held in Japan Sakai city in Dec 2003
- + “Islam and Women” conference on Jun 2003 in Sri Lanka by financial support of The Asia Foundation (TAF)
- + “Islam and Canada in 21st Century in Canada” in Sep 2003 was held Montreal by financial support of Canada Foreign Ministry as panelist being scholar & women activists.
- + Building professional capacity of 987 women 500 men and employment for 99% of them
- + Trainings of 1300 Imams & 3000 women on women's right & human rights
- + Establishment of Volunteer network of Imams in 15 provinces including 1000 Imams
- + Out reach of educational activities in 17 provinces through ToT & child education
- + **Establishment Network of Karama for Advocacy & Human rights**

Appreciation, awards and prices:

- We have received appreciation Award from Clinton Global Peace Initiative in 2011
- We have received “International Peace Maker in Action Award” from Tananbum in 2011
- We have received Best Performance Award as Local Women NGO from MoWA in 2012
- We have received Appreciation Letter from NDI on best leadership training for 36 Afghan political Parties in Afghanistan
- We have received Appreciation Letter from GIZ-GM Kabul office
- We have been member of HCT from 2010- 2012 headed by OCHA
- We are member of Muslim Women Shura Council headed by WISE

NECDO Organogram



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 losses 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 EVAW 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 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)"Karama Network of Advocacy & Human Rights" initiative and leading by NECDO (5) Conducting surveys and assessments for EVAW

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
- Malaysia Relief Agency
- Indonesian Embassy

Where we stand now?

NECDO struggle to create an environment in Afghanistan where women & men effectively contribute to better society. The strategy is intended to establish an enabling environment that will foster initiatives for changing women's living conditions, poverty reduction, women political participation, and access of women to rule of law. This strategy rests on a basic process that involves working with others (donors, community, like minded organizations, and government institutions) or through their support for the following three goals

Goal No. 1: (Advocacy &Networking)

Enhancement for EVAW using the concepts of excellence program as organizing projects for social justice & political participation by utilizing influential community leaders, Imams, and teachers

Focusing on a “**tipping point**” is a phenomenon becoming rapidly and dramatically more common; it can be defined as the culmination of a build-up of small changes that produces a big change. The **tipping point**, or “**turning point**,” is the critical point in an evolving situation that leads to a new and often irreversible development

Goal No. 2: (Capacity Building)

Delivering efficient technical assistance and training in affordable and accessible ways for women to get access to professional skills and leadership in order to produce provisional Human resources (women & men).

According to the “ink blot” theory of social change, initial success among innovators and early adopters provides the momentum for the innovation to spread from urban to rural areas over time, much like an ink blot spreads on a piece of paper.

Goal No.3: Economic Empowerment (Women Shura)

Creating and facilitating capacity building opportunities for women & Imams to have self-sustainable income through skill building & business management

Researches has shown that when women comprise 30 percent of a company or organization’s leadership, the company/organization is more successful as measured by productivity, profitability and sustainability indicators. When a critical mass of women in senior management is attained, companies also score higher

Cross Cutting Themes:

- 1). Work all over Afghanistan, with emphasis on gender equality, leadership skills development through community mobilization by engagement of influential figures of the community for support of our initiatives
- 2). Focusing on strategic partnership with Int. partners, women organizations, civil society and government based the established foundation in the past decade by joint initiatives of media, advocacy & networking & capacity building

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 EVAW. 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 statues 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.

Threemajor 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 isobliged 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 planned 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 then 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 managers, NECDO Board of directors, NECDO Board of advisors or any individual consultant (depending on availability of Fund and resources)