

2011

ROOT WORK FOUNDATION

a brief introduction



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01 - Name of Organization

The full name / registered name of organization is **“ROOT WORK FOUNDATION”**
The abbreviation is **“RWF”**.

02 - The People

Root Work Foundation was established by a group of young and energetic people who were highly motivated and committed for contributing their time, skills and energies for the development and empowerment of socially disadvantaged and vulnerable communities in Pakistan and addressing poverty issues and gender based discriminations.

03 - Type & Nature of Organization

RWF is a development organization. It's a non-government, not-for-profit and non-sectarian, non-partisan organization working for social development of vulnerable and less developed people. It's a human-centered NGO. RWF could also be labeled as an implementing organization which designs and implements various developmental projects with the financial and technical support of international donor agencies and the government.

04 - Year of Establishment

Root Work Foundation was established in year 2002.

05 - Vision

RWF envisions a "poverty-free, empowered & democratic society in Pakistan; which is guided by the values of equity, accountability, inclusion and respect"

06 - Mission

Root Work Foundation's Mission is to “work for the development & empowerment of socio-economically disadvantaged & vulnerable people in Pakistan and assist them in addressing their poverty-linked issues”

07 - Broad Objectives

Following are board objectives of RWF:

1. Disaster Risk Reduction, Provide Timely Relief Assistance to Disaster Affected Communities and Assist them for their Timely Rehabilitation and Early Recovery
2. Promotion of Livelihoods and Explore Sustainable & Disaster Resilient Livelihood Options
3. Promotion of Education with Special Focus on Girls' Education
4. Promotion of Gender Equality & Women Empowerment, and Address Gender Based Violence Issues

5. Provision of Accessible and clean drinking water & quality Sanitation Facilities and Improvement of Community Physical Infrastructure
6. Promotion of Child Protection, Rights of Children & Youth Development and Address the Issues related to Abuse and marginalization of Children, Adolescents and Youth
7. Promote Environment Protection and Address Climate Change Issues
8. Promote Basic Health Facilities and Address HIV & AIDS
9. Support Development of Civil Society and Institutional Development

08 - Core Programs / Thematic Focus

Root Work Foundation has following seven core programs or thematic focus which helps Foundation in strategically achieving its mission.

- i) Disaster Risk Reduction & Climate Change*
- ii) Livelihoods & Food Security*
- iii) Education*
- iv) Gender Equality*
- v) Water, Sanitation and Physical Infrastructure*
- vi) Children & Youth*
- vii) Health and HIV & AIDS*

09 - Focus Groups

Root Work Foundation's focus is on the socio-economically disadvantaged groups of women, youth and children. Keeping in view the overall socio-cultural fabric of the society and the overall power imbalances and discriminations that exist at all levels; the focus, amongst these groups, is again on most vulnerable and the marginalized ones. RWF also focuses on the inclusion of minorities and special groups such as widows and physically impaired persons and elderly people.

10 - Geographical Focus

The Foundation's overall geographic focus is the province of Sindh.

11 - Legal Status

Root Work Foundation is a registered body. The Foundation is registered under "The Societies Registration Act, 1860 (*Act XXI of 1860*) of Government of Pakistan. The registration number is 5763.

12 - Governance

Root Work Foundation is governed by its Board of Directors (BoD). The Board is the key policy making and governance body of the Foundation and works independently. It formulates and approves policies and organizational systems and evaluates the overall performance of Root Work Foundation on period basis. The BoD consists of eight members (*both male and female*) and is headed by its Chairperson. The Foundation's board of directors comprises of development professionals, intellectuals, academicians, activists and media persons. The Executive Director of Root Work Foundation serves the board as the secretary and *ex-officio* member. The Board works in the guidelines of the Board Policies Manual.

13 - Management

Root Work Foundation is lead by its Executive Director who is the formal head of the organization. The Executive Director reports to the Chairperson of the Board of Directors (BoD) and is responsible for the overall management of the organization.

The Executive Director is supported by the manager programs and team of coordinators / managers of different sections / programs of the foundation and they jointly form a management structure for the Foundation.

14 - Partners & Partnerships

Partnerships are the heart-line of Root Work Foundation. The Foundation refers as "PARTNERS" to all those individuals, communities, and organizations and departments which join hands for extending program interventions. Beneficiary community, the line departments, national and international donors, the provincial governments, and other key stake holders from civil society are the best examples of Root Work Foundation's Partners. These partnerships help organization (*financially and technically*) to achieve its mission.

Since its establishment in year 2002; Root Work Foundation has remained privileged in getting the opportunity to work with a number of diverse partners who not only extended financial support for various projects; but also adequately build the capacity of organization from different perspectives.

Root Work Foundation greatly values and acknowledges the support of its partners who provided their great support to RWF for its previous current projects. These include Balochistan Education Foundation, The World Bank, Concern Worldwide, World Food Program (WFP), USAID, Food & Agricultural Organization, (FAO), Relief International (RI), Devolution Trust for Community Empowerment (DTCE/UNDP), Oxfam GB, The Asia Foundation (TAF), Trust for Voluntary Organizations (TVO), The British High Commission, UNICEF etc.

15 - Memberships & Affiliations

Root Work Foundation believes that networking, collective efforts, sharing of knowledge, resources and information is a key to the success as for addressing the global

developmental issues and challenges are concerned. Keeping this critical fact in mind; the organization always tries to join all such forums and networks which directly link to its mission and objectives. In this regard; the Foundation has joined the following important networks operating at local and international levels.



Child Rights International Network (CRIN)

CRIN is a very important network as for the promotion of rights of children around the globe is concerned. CRIN (www.crin.org) has inspiration from the United Nations Convention on the Rights of the Child (CRC) and put children's rights on the top of the international agenda. CRIN launch advocacy campaigns, lead international children's rights coalitions, and strive to make existing human rights enforcement mechanisms accessible for all. Root Work Foundation became member of CRIN during 2009



World Association of NGOs (WANGO)

The World Association of Non-Governmental Organizations (WANGO) is one of the world's important membership associations for NGOs, with members in over 140 countries. The WANGO (www.wango.org) is an international organization uniting NGOs worldwide in the cause of advancing peace and global well being. WANGO helps to provide the mechanism and support needed for NGOs to connect, partner, share, inspire, and multiply their contributions to solve humanity's basic problems. Root Work Foundation received WANGO's formal membership in year 2009.



CIVICUS

Root Work also joined CIVICUS – The World Alliance for Citizen Participation in year 2009. CIVICUS is an international alliance of members and partners which constitute an influential network of organizations at the local, national, regional and international levels. CIVICUS (www.civicus.org) has a vision of a global community of active, engaged citizens committed to the creation of a more just and equitable world.



The Indus Institute for Research and Education (IIRE)

Indus Institute for Research and Education (IIRE) is a network of dynamic and active organizations (NGOs) working in Sindh Province of Pakistan. It's a network of 14 organizations which has joined hands for addressing critical developmental issues by collaboration and sharing of ideas, skills and resources. IIRE (www.iire.org.pk) was established in year 2001 and is institutionally supported by Inter Church Organization for Development Cooperation ICCO.

16 - EXPERIENCE PORTFOLIO...

i - Experience in Education Sector...

Root Work Foundation has remained engaged in education sector since year 2004. The Foundation has established a number of primary schools in different project areas and has also formed a number of parents' education committees (PECs) and school management committees (SMCs).

For the sustainability of the schools and its effective operations; Root Work Foundation always uses the strategies such as the true community participation, public private partnerships and the formation and strengthening/capacity building of PECs & SMCs.

Root Work Foundation has established a total of about 73 primary schools in different districts. These schools have catered the primary education needs of 2272 children in about 73 villages. About 78 teachers are engaged in these schools to fulfill the educational needs of the primary students.

ii - Experience in Gender & Women Empowerment Issues..

Root Work Foundation is engaged in promoting gender equality and addressing women empowerment issues since its inception in year 2002. The Foundation's first ever project (year 2003) focused the issues of violence against women (VAW) particularly the issues of honor killing.

Over the period of 8-9 years of rich experience of working on women issues; the Foundation has well increased its conceptual understanding and knowledge of the issues of marginalized women and the women vulnerable to domestic violence.

During its work on gender issues; the Foundation explored and worked with a number of critical stakeholders who could be of great support as for as addressing the issues of gender and women empowerment – particularly VAW is concerned. For example, the Foundation closely worked with School Teachers and Media Representatives to increase awareness and sensitize the local communities and administration for addressing gender issues. Working with police officers was another successful approach the Foundation successfully tested.

iii - Experience in Responding Natural Disasters..

Root Work Foundation actively responds natural disasters and emergencies such as flood and earthquake etc. The Foundation has been responding emergencies since year 2004. During its engagement in various disaster response interventions; Root Work Foundation has well skilled itself in designing and implementing the relief and early recovery interventions.



RWF has provided its various relief and early recovery services to about (130,000) families i.e. about (9.6) million individuals in (05) districts.

iv - Experience in Capacity Building..

Building capacity of partners and different stake holders is the cross cutting theme for all RWF core programs. Root Work Foundation has been involved in capacity building activities since year 2003.

Root Work Foundation has conducted a large number of training workshops for police officers, media representatives, school teachers local NGOs and CBOs, school management committees, community groups, government officers, and project teams of various projects. Over the period of 8 years; the Foundation has greatly developed its capacity in designing and conducting different nature training and capacity building events for different groups / stakeholders.

The Foundation now itself designs and conducts training which cater the capacity building needs of its different partners and clients. Following is the details of some of the projects / assignments related to capacity building and institutional development which Foundation conducted during different periods for different groups.

Them / Topic	Nature of Participants	# of Events	Total Groups	Total Participants	Client / Donor	Year
CBO Management	Women Organizations	03	10	75	RWF	2003
Gender & VAW	Women Organizations	05	10	125	RWF	2003
Art of Social Mobilization	Project Staff	01	01	25	PIDS	2005
Basic Training on Gender & VAW	School Teachers	13		230	RWF	2005-07
Basic Training on Gender & VAW	Media Persons	8		120	RWF	2005-07
Basic Training on Gender & VAW	Police Officers	13	13	305	RWF	2005-07
Basic Training on Gender & VAW	CCBs	8	24	168	RWF	2007
Environment & Governance	Government Officers	01	01	25	IUCN	2005
School Management & Record Keeping	Parents Education Committees	20	100	858	BEF/WB	2007
School Management & Record Keeping	Parents Education Committees	14	62	310	BEF/WB	2009
Orientation on Early Recovery Projects	UNDP=GEF Partners	01	16	35	GEF	2011



v - *Experience in Physical Infrastructure Development...*

The Foundation has been intervening for the development of community physical infrastructure since year 2004. Root Work Foundation always tries to develop and improve the local physical infrastructure which can help improve the living conditions of the rural communities.



17 - **Departments**

Root Work Foundation has established its various departments which help in smooth and systematic implementation of Foundation interventions: These include:

- i: HR Department
- ii: Monitoring Evaluation, Research & Documentation Department
- iii: Admin & Logistics Department
- iv: Finance Department
- v: Complaint Response Unit

18 - **Financial Portfolio**

Root Work Foundation implements its projects with the grants / funding from various national and international donors and government of the province where it works. These grants are usually time-bound and for specific project interventions. Root Work Foundation has learnt a lot while managing grants of diverse donors and has well developed its financial management capability. Since its establishment in year 2002 till the mid of year 2011; the organization has implemented about 29 projects in different geographic areas and in different sectors amounting to over 400 million rupees.

19 - **Approach & Strategies**

The Foundation strongly believes in the true and active participation of all key stakeholders – particularly the local communities or program beneficiaries. Fair efforts are taken to ensure that stakeholders participate and contribute at all the stages of the interventions.

As its strategy, Root Work Foundation particularly focuses to ensure the maximum participation of women, children and youth wherever required and relevant – and particularly if the program has any direct or indirect impacts on their lives.

The overall approach of work also identifies the gender sensitivities if any related to the program and strategically addresses the same.

Root Work Foundation, as its overall implementation approach, takes carefully into account the local culture and traditions and fully respects the same.

Following are the key elements of RWF Program Strategies & Work Approach

- Thematic Partnerships
- Social Mobilization /Community Participation
- Awareness Raising & Sensitization
- Capacity Building
- Dialogues & Engagements
- Research & Publications
- Networking & Coalition Building
- Advocacy & Lobbying
- Review & Reflection

20 - Values & Guiding Principles

In order to achieve its mission and to make its programs even more human-centered; Root Work Foundation follows certain values and guiding principles in all its interventions and dealings.

These include the following:

- Peace & Tolerance
- Participation & Inclusion
- Transparency & Accountability
- Non-Discrimination
- Non-Violence
- Equity & Fairness
- Sharing & Openness

21 - Policies & Systems

Root Work Foundation follows its specific set of policies and Standard Operating Procedures (SOPs) which has been revised and updated a number of times up till now in order to make them more staff friendly and organization-centered.

Root Work Foundation uses its following manuals of policies:

- Manual of Human Resources and Administrative Policies
- Manual of Financial Policies

These manuals contain a number of basic organizational policies and procedures which help in the creation and maintenance of a transparent, accountable and fair working environment in Root Work Foundation and ensure the effective achievement of overall objectives of the Foundation.

22 - Human Resources

Root Work Foundation has a core team with various professional backgrounds such as management, finances and HR etc. In addition the RWF hires the project staff as and when required. The Foundation also engages volunteers and interns on need basis.

23 - Review & Monitoring

Monitoring of projects in Root Work Foundation is always the important and priority matter. There is always a built in mechanism of review and monitoring for all the projects RWF implements. The processes of review and monitoring help Foundation in achieving the project objectives in smooth and timely manner. As the key mechanism of monitoring; the projects are monitored by the implementation teams; the coordinators / managers of the program and the management of RWF.

24 - Accounts & Audits

Root Work Foundation maintains its all accounts on double entry system. Foundation has developed various financial policies, systems and formats etc. which help it in effective management of all its funds and maintaining a complete transparency in receipts and payments at all levels.

Root Work Foundation gets its accounts (receipts and payments) audited by the recognized chartered accountants' firms on the completion of projects or by the end of each financial year.

25 - The Website

Root Work Foundation Website is one of the best websites of NGOs working in Pakistan. Efforts have been made to ensure that website contains all the relevant information of the organization and the same is easily accessible to the visitor. The website improvement and updating is continuous process and organization is trying to upload in the cyber space its maximum information possible.

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