

Governing body and Membership Profile

Board of Directors

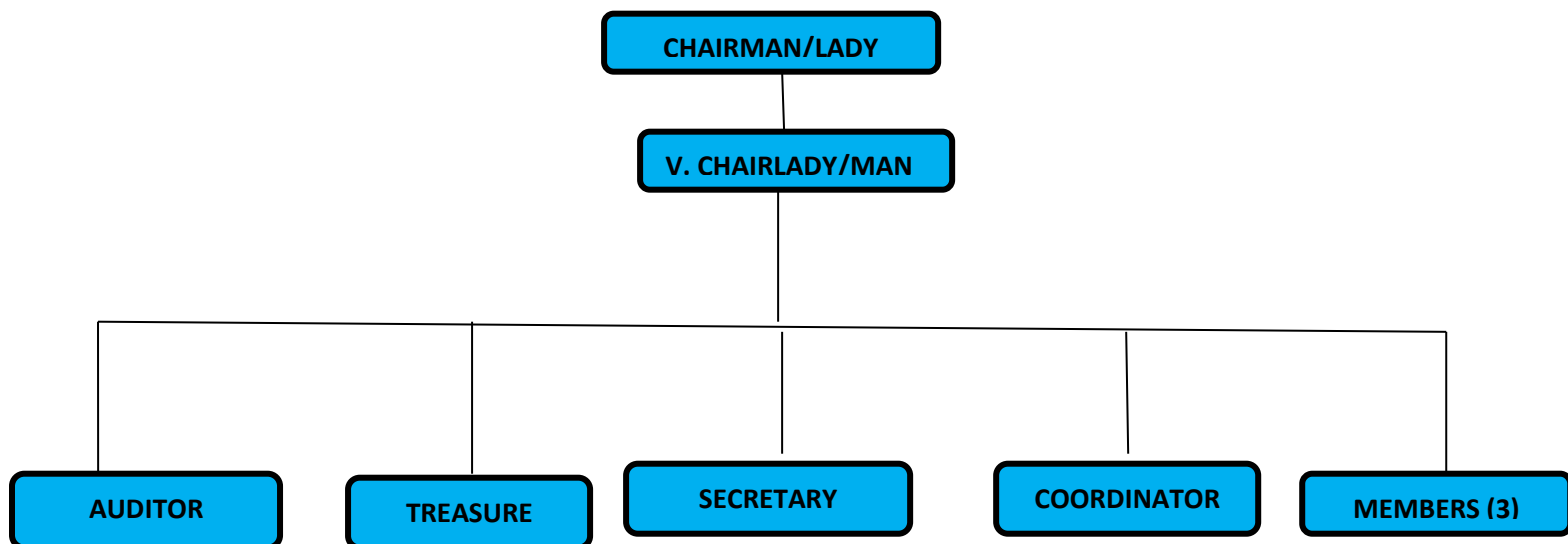
The board of trustees is the highest authority of the umbrella who are responsible for the policy and decision making and fundraising initiatives. The board is composed of nine (9) officials who are active and highly experienced and qualified professionals from different fields. The members are having 10-20 years experience in the development field with national and international exposures. The geographical experience of the members is Somalia especially South Central Somalia with hands on experience on the fields of food and nutrition, Gender, community health, water sanitation and hygiene, child survival, protection, financial management, monitoring and evaluation, management and agriculture. The board consists of three female and six men namely:-

| NO | NAME | POSITION |
|----|-------------------------|--------------------|
| 1 | Abdullahi Mohamud Abdi | Executive Director |
| 2 | Fadumo Ali Abdi Mohamed | Chairlady |
| 3 | Abdikarim Hashi Kadie | Vice Chairman |
| 4 | Ardo Mohamed Jim'ale | Auditor |
| 5 | Momahud Sh Yusuf | Secretary |
| 6 | Abdinuur Haji Mohamud | Co-ordinator |
| 7 | Abdulkadir Dahir Dhore | Member |
| 8 | Hawo Mohamed Adde | Member |
| 9 | Ibrahim Jama Egal | Member |

Category of Towfiq board of trustees

1. **Founding members:** These are members who voluntarily founded, funded the umbrella with their own efforts and resources
2. **Honorary members:** These are members who are selected from the community concerned regarding the initiatives to be implemented in their area of location
3. **Associate members:** These are members who support and fund the organisation

Structure of the board of trustees of Towfiq umbrella organisation



Towfiq umbrella Organisation: **Tel: 252615272255, 612271155:**

Towfiq@towfiqumbrella.org

www.towfiqumbrella.org



Management and operations

Towfiq Umbrella Organisation (TUAS) has six (6) technical staff in managerial positions from various technical backgrounds i.e. finance, nutrition, health, protection, Human Resource and management, engineering, community development and community health management. Each of the organisations sector/ program has a leader and an assistant. The sectoral leaders report to the program manager and the executive director. If need arises the organisation recruits staff depending on the project as per human resource and recruitment policy. Below are the said positions



1. Program Manager
2. Engineer officer
3. Field/project officers
4. Accountants
5. Food monitor
6. Nutrition coordinator
7. Health coordinator
8. Livelihood Manager
9. Store keepers

The Executive Director is responsible for the facilitation of organizational growth as a team leader and participates in project and planning, monitoring and represent organization. He is instrumental in policy advocacy and liaison; agency policy and strategy change management and head the project quality development cell.

Technical expertise/know how available

TUOS has human resource expertise

- Nurses
- Social workers
- Nutritionist
- Doctors
- Engineering and construction
- Midwives
- Accountants
- Community mobilizers
- Logistics and procurement
- Clinical Sexual violence medical staff
- Program Management

| | Total number | No of women / girls | No of men / boys |
|----------------------|--------------|---------------------|------------------|
| Paid staff | 97 | 45 | 52 |
| Board members | 9 | 3 | 6 |
| Advisors | 3 | 1 | 2 |
| Volunteers | 13 | 7 | 6 |

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Core functions of the management and operation team

1. Program Manager

The program manager is:-

- ❖ Responsible for the overall management of the projects
- ❖ Provides leadership to his/her team and guides, supports them in the project cycle management, administration and financial management
- ❖ Coordinates with the community leaders, community institutions in project implementation, monitoring and evaluation
- ❖ Represents the organisation to concern project donor meetings
- ❖ Resolves conflicts if arises during project implementation

2. Engineer

The Engineer is:-

- ❖ Prepares, designs, estimate and survey of structures of the projects
- ❖ Supervises and guides all construction and rehabilitation activities of projects as per the design, specification and budget allocation
- ❖ Prepare technical report of progress
- ❖ Support communities in labor mobilization according to the needs

3. Field/project officers

The field/project officer is:-

- ❖ Follow up the implementation of the project activities
- ❖ Mobilizes community as per the project activities
- ❖ Monitor project activities on daily bases
- ❖ Prepares progress reports
- ❖ Organize and facilitate workshops, working group meetings and community meetings at the community and government levels

4. Accountants

The Accountant is:-

- ❖ Keeps books of account and ledgers
- ❖ Make project expenses according to the rules and regulations of the organisation
- ❖ Prepares monthly financial reports

5. Food monitor

The food monitors:-

- ❖ Monitor the food distribution activities
- ❖ Conduct assessment of food prices
- ❖ Prepare assessment report of prices
- ❖ Mobilization ,assessment and data entry of beneficiaries

6. Nutrition Coordinator

The Nutrition Coordinator will:-

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- ❖ Ensure that nutrition activities for OTP, SFP, pregnant and lactating are implemented according to the work plans
- ❖ Ensure that those admitted in the program are immunized according to the MoH approved schedule
- ❖ Ensure supplies are delivered to the project facilities
- ❖ Ensure nutrition guidelines are maintained in all MCH/OPD clinics and outreach stations
- ❖ Provide supervision of MCH staff using the MCH supervision check list
- ❖ Ensure children with medical complications are referred to the stabilization centre

7. Health Coordinator

The Health Coordinator will:-

- ❖ The health coordinator will work with a team of 20 nurses, 15 midwives and 6 doctors
- ❖ Acquaint oneself on the project outputs, indicators, activities and budget to ensure smooth implementation of activities
- ❖ Work with the Health & Nutrition coordination and project staff to develop project management tools including; detailed implementation plan, procurement plan, budget spending plan and monitoring plan.
- ❖ Oversee the implementation of new community health and advocacy approaches included in the project
- ❖ Ensure timely and quality implementation of community health components of the project
- ❖ Ensure procurement and recruitment processes are initiated on timely manner
- ❖ Work with the Health and Nutrition coordination in the management of project budget to ensure project expenditure as per project plan
- ❖ Ensure selection and deployment of appropriate community based volunteers for project implementation in coordination with community leaders, MoH and project staff
- ❖ Organize and facilitate workshops, working group meetings and community meetings at the community and government levels

8. Livelihood Manager

The livelihood Manager will:-

- ❖ Under the guidance of the Program Manager, carry out activities implementation in the respective region of the operation area.
- ❖ Conduct training needs assessment for organized youth groups for business planning and market analysis
- ❖ Provide weekly and monthly activity plans and ensure its full implementation under the guidance of the Program Manager.
- ❖ Prepare weekly, monthly and quarterly and interim donor reports.
- ❖ In liaison with the community leaders, local authorities and the beneficiaries, ensure that Support and supervise community groups and ensure cordial team working relationship.
- ❖ Ensure transparent, gender consideration in the selection of the Village Relief Committees (VRCs).
- ❖ In liaison with the Mobile Money ensure that the beneficiaries receive their right entitlement in each cycle
- ❖ Ensure that the village relief committees are regularly visited and provide regular feedback from the community and the beneficiaries.
- ❖ Carry out performance management for the Community mobilizers as required by HR policy.
- ❖ Ensure close contacts with the community elders and local authorities in the operation area.
- ❖ Liaise directly with communities, elders and local authorities, as well as other agencies operational in the project locations regularly to ensure coordination and effective implementation of activities.

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- ❖ Oversee and manage project expenditures, ensure budget is strictly adhered to, financial procedures are observed and all supporting documents are sent to Nairobi as per required schedule.
- ❖ Ensure implementation of projects is in conformity with donor guidelines and procedures.

9. Store keepers

The Store Keeper will:-

- ❖ Receiving and dispatching food commodities in the warehouses
- ❖ Filling, counting, signing and checking of waybills against food receipt or dispatch
- ❖ Proper stocking and maintaining commodities in the warehouse by ensuring the store is clean well ventilated and food items properly stacked on pallets
- ❖ Recording, updating and maintaining of inventory ledgers, stock cards and other commodity documents in the warehouse
- ❖ Ensuring the security as well as safety of the commodities in the warehouse

Governance

TUOS has separate policies and procedures which govern the work duties and management of the organisation to attain its objectives and goals in servicing the community. The policies are:-

- Human Resource (HR Policy)
- Procurement Policy
- Finance policy and procedures
- Program management and monitoring policy
- Ant-fraud Policy

TOWFIQ UMBRELLA

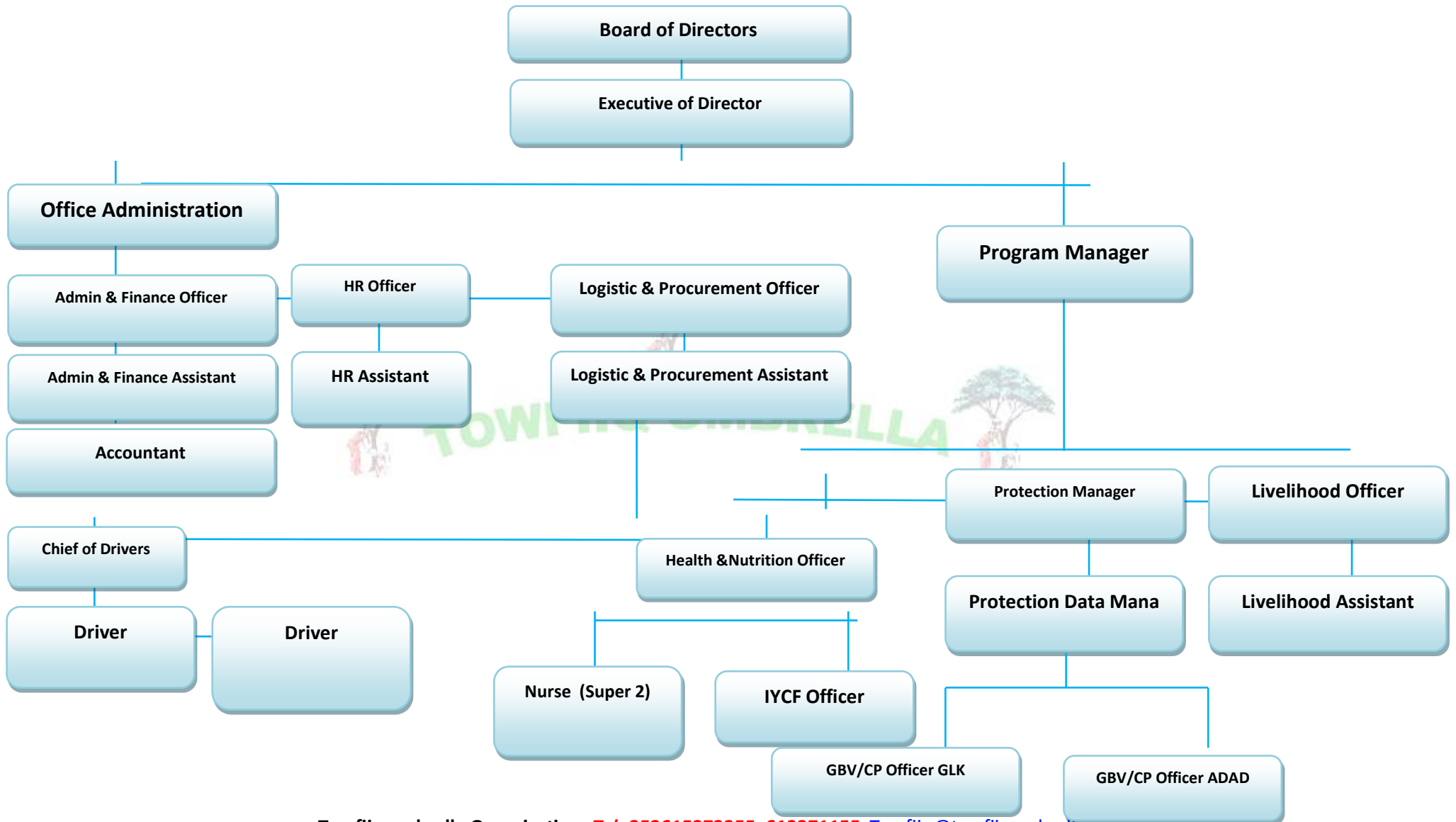
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Structure of management and operation staff



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