

Manusher Jonno Foundation (MJF)
Fund for Governance and Human Rights Initiatives

HIGH LEVEL POLICY

February 2006

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INTRODUCTION

The Goal of Manusher Jonno Foundation is to Enable Poor women, Men and Children to achieve their Civil, Political Economic and Social Rights and to Improve their Security and Well Being. The Objective is to enhance the capacity of and opportunities for poor women, men and children to demand improved governance and recognition of their rights.

The above objective is achieved by providing financial and technical support to a range of organizations working on the following thematic areas.

1. Improving the quality of institutions of governance to meet human rights obligations;
2. Influencing improvements in policy formulation and implementation;
3. Helping poor people to advocate for equal rights and access to resources and opportunities specially focusing on the disadvantaged and minorities;
4. Promoting the rights of women and children;
5. Promoting the rights of the extreme poor and socially marginalized.

The Foundation promotes interventions with a right-based approach through the provision of grants for:

- Facilitating systems and supporting institution that provide opportunities for all people;
- More equitable and universal provision of services;
- Facilitating the process of accountability and transparency;
- Advocating for policies that will safeguard the rights of the poor and the marginalized.

The Purpose and Structure of the Manual

The purpose of this Manual is to provide the Governing Body (GB) and all members of the Executive Committee (EC) and management team with a high-level overview of the policies necessary to enable them to deliver the Foundation's programmes effectively and in accordance with the policies.

The Manual is solely for the use of the Foundation's Governing Body, Executive Committee and staff and is not intended for use by any other third party. The manual will be kept under constant review by the Foundation's Executive Committee (EC) and Governing Body (GB) and will be revised to reflect changes in approach and process, based on experience and agreed with the Executive Director and Head of Finance & Administration. Revisions will be circulated to all staff of the Foundation and the Executive Team.

CHAPTER 1: FINANCIAL MANAGEMENT

FINANCIAL MANAGEMENT POLICY

The financial management of the organisation shall be conducted ethically and responsibly and shall comply with donor requirements and the legal and regulatory requirement of the Government of Bangladesh.

1.1 POLICY PROVISIONS

The following principles shall guide the financial management of the organisation:

Financial Management

1. All funds will be used to support the Goal and Objectives of MJF.
2. MJF will comply with all donor reporting and financial accountability requirements.
3. Annual audited accounts and quarterly financial statements will be prepared in accordance with generally accepted accounting principles and standards.
4. Donors and prospective donors are entitled to the most recent annual report and financial statements as approved by the Governing Body; Registration details and details of the Partner Organisations.
5. The cost-effectiveness of MJ's operations will be reviewed regularly by the Governing Board.

Internal Controls and Reporting

6. The Director, Finance and Administration reporting to the Executive Director, is responsible to ensure that all financial transaction of the Foundation is conducted in a transparent and accountable manner.
6. The responsibilities of each person involved in the administration of financial procedures and disbursement of funds are to be well defined. Position descriptions and organisation charts should define and allocate responsibilities of staff relative to those of others within the organisation.
7. Transactions should be authorised or approved by a responsible person occupying a position with the appropriate delegated authority, who is familiar with the requirements of the area that is the subject of that transaction. Limits to amounts of authorisation are to be set and observed. The Organisation's governance structure outlines the authorisation amount limits.
8. A person is not to be in a position to both commit and conceal errors or fraud in the normal course of their duties. Different people should be assigned the responsibilities of recording transactions, authorizing transactions and maintaining custody of assets. There should be strict separation of duties. For transparency and defence against corruption the following duties should be carried out by different persons:
 - Specifying a need for expenditure
 - Giving financial authority to proceed with expenditure
 - Placing an order/sighing a contract
 - Authorizing payment
9. All financial transactions (including disbursement of funds) should be traceable from the original documentation to the accounting records and vice versa.
10. The Organisation is required to have an external auditor periodically perform compliance and financial statement audits to measure its adherence to legislative,

regulatory and organisational policy.

11. The external auditor will conduct audits of Partner Organisations on a regular basis.
12. As part of continuous improvement and development a “Health Check” of the financial system of the Foundation will be undertaken every six months to ensure approved policies are being complied with.

1.2 RESPONSIBILITIES

Persons/Areas Affected: All MJF staff

Accountabilities

Compliance with Policy	→ Executive Director
Monitoring and Evaluation of Policy	→ 1. Head of Finance and Administration 2. External auditor
Development/Revision of Policy	→ 1. Executive Committee 2. Executive Director
Approval Authority	→ Governing Body

DELEGATION OF AUTHORITY

Financial Management

Task/Activity/Report/Document	Person Responsible
<ul style="list-style-type: none"> • Formulate Financial Policies • Delegate Administration of Policies • Authorize bank signatories • 	Governing Body
Preparation of: <ul style="list-style-type: none"> • Chart of Accounts • Reporting Formats • Accounts Payable Processing • Payroll Input • Cash Receipt Input • Journal Entries for General Ledger • Preparation of Cheques & Entering it on Accounting System • Bank Reconciliations • Coordination MJF budget process • Consolidate MJF Budgets for presentation. 	Head of Finance and Administration
<ul style="list-style-type: none"> • Approving MJF's Budget • Appointing a Treasurer • • Approving compensation ranges/removals of property 	Executive Committee Executive Director
<ul style="list-style-type: none"> • Access to financial records 	Executive Director
<ul style="list-style-type: none"> • Co-ordinate, oversight and review preparation of respective unit budgets and 	Department Heads

<p>forward to Budget Committee.</p> <ul style="list-style-type: none"> • Approving FORM FM-EXP prior to submitting to F&A department 	
<ul style="list-style-type: none"> • Providing advice to the Treasurer on development of Foundation Budgets. • Provides an overview of strategic considerations, recommends budget priorities, and evaluates budget proposals and competing claims. 	Executive Director
<ul style="list-style-type: none"> • Receiving & date stamping & forwarding invoices • Verifying monthly payroll expenses • Load MJF budget to the finance system. • Access to financial records 	Project Support Officer Accounts,
<ul style="list-style-type: none"> • Preparation of top voucher • Preparation of Cheques & Entering it on Accounting System • Forward Cheque for Signature • Affix Cheque to invoice • Include payment date and check number on top voucher • Deliver Cheque to Vendor • File the Invoice 	Project Support Officer
<ul style="list-style-type: none"> • Prepare budgets in accordance with budget policy and guidelines. • Completing personal expense reports on weekly basis 	Employees/Representatives

CHAPTER 2: ETHICS

ETHICS POLICY

The organisation shall comply with ethical codes and standards to assure donors and the public of its integrity and accountability and to safeguard its core values, objectives and reputation.

2.1 POLICY PROVISIONS

The following principles shall guide the ethical conduct of the organisation:

Fundraising Practices

1. Fundraising solicitations on behalf of MJF will be truthful; accurately describe the Trust's activities and the intended use of donated funds; and will respect the dignity and privacy of those who benefit from the Trust's activities.
2. Staff of MJF who solicit or receive funds on behalf of the MJF shall:
 - 2.1. Adhere to the provisions of the Ethics Policy and Financial Management Policy;
 - 2.2. Act with fairness, integrity, and in accordance with all applicable laws;
 - 2.3. Adhere to the provisions of applicable professional codes of ethics, standards of practice, etc.;
 - 2.4. Cease solicitation of a prospective donor who identifies the solicitation as harassment or undue pressure;
 - 2.5. Disclose immediately to the Governing Body any actual or apparent conflict of interest;
 - 2.6. Not accept donations for purposes that are inconsistent with MJ's objectives.
3. The Governing Body will be informed at least annually of the number, type and disposition of complaints received from donors or prospective donors about matters that are addressed in this Policy.
4. MJF will respond promptly to a complaint by a donor or prospective donor about any matter related to its policies and/or operations. A designated member of staff will attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to the Governing Body or its designate, and will be advised in writing of the disposition of the appeal.
5. The Foundation may accept donations (cash or kind) from any source except when the mission or activities of either sponsor or donor are in conflict with the Foundation Objectives and Values. Specifically the Foundation will not accept funding from, invest in, and form partnerships with, fund or support organizations or individuals whom the member or employees or donors believe may be engaged in or supporting directly or indirectly the following activities.
 - Discrimination on the basis of race, ethnicity, religion, gender, sexual identity, disability or nationality;
 - The purchase, manufacture or distribution of arms, military equipment and war materials;
 - Terrorism or support to terrorist organisations;

- Armed rebellion or mercenary activity;
- Trading or dealing in illicit drugs, or other illicit goods;
- Trading or dealing in illicitly obtained minerals;
- Exploitation of women, children, child labour, or migrant workers;
- Human trafficking;
- Environmental exploitation;
- Bribery or corrupt practices;
- Pornography;
- Party political campaigning;
- Criminal activity of any kind.

6. Reputation Management

To protect the Foundation's reputation (as well as the Partner Organisations and donors) judgment will be exercised before entering into partnerships with any donor or prospective partner whose public reputation may damage that of MJ.

6. The Trust's fundraising staff will ensure that good records of funding support are kept by maintaining an up-to-date register of current and potential funders and a record of their donations (and any applicable conditions).
7. MJF staff involved in fundraising should assess the appropriateness of potential funders or partners.
8. In determining whether to accept donations, give grants or do any other act, the Executive Director and/or Governing Body may, at their own discretion, consult donors and others.
9. The name, logo or any other registered trademark of MJF may not be used by any other party without the prior written consent of MJ.

2.2 RESPONSIBILITIES

Persons/Areas Affected: All MJF staff, Executive Committee and Board of Directors

Accountabilities

Compliance with Policy	→ Executive Director
Monitoring and Evaluation of Policy	→ 1. Executive Director 2. Head of Finance and Administration
Development/Revision of Policy	→ 1. Executive Committee 2. Executive Director
Approval Authority	→ Governing Body

CHAPTER 3: GOVERNANCE

GOVERNANCE POLICY

The organisation shall be governed efficiently and transparently to ensure it meets its defined vision, mission and values.

3.1 POLICY PROVISIONS

The following principles shall guide the governance of Manusher Jonno Foundation:

Governing Body:

1. The Governing Body of Manusher Jonno Foundation (MJF) is the policy making body of MJ.
2. The Governing Body shall be responsible for the management and administration of the affairs of the Company, including financial and management accountability and transparency in accordance with the provisions of the Companies Act.
3. The Governing Body shall have a Chairperson. The Executive Director shall be a non-voting ex-officio member of the Governing Body.
4. The Governing Body will approve all contracts whole value exceeds GBP 100,000 (Tk.10 million)

Executive Committee:

5. The Executive Committee shall have the responsibility and authority, for:
 - 4.1. Reviewing and approving draft annual and supplementary budgets; draft annual report; annual and supplementary accounts for submission to the Governing Body;
 - 4.2. Reviewing and approving draft annual work plan and overseeing its implementation;
 - 4.3. Appointing and removing senior staff and regulating their terms of appointment;
 - 4.4. Reviewing and approving arrangements (compliant with the 'high level' policies on financial management) for holding and managing Manusher Jonno Foundation's funds, assets and properties;
 - 4.5. Ensuring the approved annual budget is adhered to;
 - 4.6. Approving contracts whole value is below GBP 100,000 (below Tk10 million)
 - 4.7. Reviewing and approving detailed operational documents designed to interpret the 'high level' policies into more specific policies and procedures and ensuring that these are followed;
 - 4.8. Appointing sub-committees as may be necessary to address any matter as the Governing Body may direct.
5. The officers of the Company shall be the Executive Director and such other officers as the Governing Body determines to be necessary. The Executive Director of the Company shall be appointed by a majority of the Members of the Governing Body. Other officers shall be appointed by the Executive Director with the consent of majority of the Executive Committee.

Conflict of Interest:

6. The members of the Governing Body are firmly committed to take all possible measures to prevent actual, potential or perceived conflict of interest that could affect the integrity, fairness, transparency and accountability of Manusher Jonno

Foundation.

7. The Governing Body should not be comprised of immediate family members of the Executive Director and any other full-time member of the staff. Immediate family members of the Board members - a spouse, parent, child, or sibling - or organisations or individuals with whom 10 member(s) of Board of Trustees or their immediate family members are associated shall not be eligible for any assignments contracted out by MJF or any full time job in MJF.
 - 7.1. All personal, political or business interests that may, or may be perceived by reasonable individuals outside the Foundation, are perceived to influence the judgement of the Governing Body and/or the Executive Committee should be declared in a "register of interests". Such interests will include, but not be limited to, involvement in commercial interests, recipient organisation, and other related parties.

Delegation of Authority and Responsibility; Supervision and Monitoring:

8. The Governing Body shall delegate full authority and responsibility to the Executive Director to 1) implement plans of work approved by the Board; 2) appoint the necessary staff below the level of Directors within the resources available; 3) to ensure efficient, effective, transparent and accountable management of MJF and to ensure applicable laws and regulations are complied with.
9. The Governing Body shall authorize the Executive Director to ensure that funds and resources are used economically, efficiently and effectively, in accordance with MJ's Goal and Objectives.

Political Impartiality:

10. The Foundation will treat matters of public policy or political or industrial controversy with due accuracy and impartiality. The Foundation will not discriminate on political grounds amongst their beneficiaries. The Foundation will not campaign on behalf of or against a political party or allow itself to be used for such campaign

3.2 RESPONSIBILITIES

Persons/Areas Affected: All MJF staff, Executive Committee and Board of Directors

Accountabilities

Compliance with Policy	→ Executive Director
Monitoring and Evaluation of Policy	→ 1. Executive Director 2. Head of Finance and Administration
Development/Revision of Policy	→ 1. Executive Committee 2. Executive Director
Approval Authority	→ Governing Body

CHAPTER 4: HUMAN RESOURCES

HUMAN RESOURCES POLICY

The Organisation shall recruit and retain staff to support the operations of the organisation in a manner that is open, fair and transparent.

4.1 HUMAN RESOURCES MANAGEMENT

The objectives of the HRM procedures and systems are:

- To recruit staff when vacancies occur in an open, fair and transparent manner.
- To attract a highly competent workforce enabling maximum organisational effectiveness.
- To pay attention to the gender and diversity balance at all levels of the organisation.
- To manage performance and ensure that all staff perform to the best of their ability.
- To provide a competitive compensation and benefits package to all staff.
- To ensure that the compensation package provided to MJ staff prior to 31 December 2005 is protected.

4.2 POLICY PROVISIONS

The following principles shall guide the development of human resources procedures:

Recruitment:

1. Vacancies will be filled through a competitive process and special attention will be given to the gender and diversity balance.

Contracts:

2. All new contracts are subject to a probationary period of six months.
3. The working hours for all employees shall normally be 37.5 hours per week, from Sunday to Thursday.

Performance Management:

4. The performance of all staff will be reviewed at year-end using standard documents and procedures.

Compensation, Benefits and Leave:

5. All staff will be assigned a grade and will be receive compensation and benefits according to the salary grading scale.
6. All employees will get an annual salary increment at 2.5% plus a cost of living adjustment as per Government of Bangladesh inflation indices.
7. All employees will be entitled to earned leave with full pay and full pay on the designated holidays issued by the Government of Bangladesh; earned leave is calculated at 22 working days per year.
8. Dismissal is used when an employee is convicted of an offence or is found guilty of misconduct; an employee may be discharged from service for reason of physical or mental incapacity or continued ill health, or other reasons not amounting to misconduct.
9. An employee must give 30 days notice of his/her resignation, failing which, a proportionate deduction in Basic Salary in lieu of notice, will be made.
10. An employee may be granted medical leave with full pay on production of a

certificate of illness from a registered medical practitioner subject to a maximum of 15 days a year. Medical leave be accumulated up to a maximum of 30 days.

11. Female staff are entitled to paid maternity leave as per the policy of the Government of Bangladesh.
12. Gratuity is due to an employee who resigns or is terminated, separated or discharged after a minimum of one year's service. For support staff, gratuity is paid out every five years.

Training

13. The Executive Director will assess Manusher Jonno Foundation's training needs on an annual basis based on the organisations' objectives.

4.3 RESPONSIBILITIES

Persons/Areas Affected: All MJF staff, Executive Committee and Board of Directors

Accountabilities

Compliance with Policy	→ Executive Director
Monitoring and Evaluation of Policy	→ 1. Executive Director 2. Head of Finance and Administration
Development/Revision of Policy	→ 1. Executive Committee 2. Executive Director
Approval Authority	→ Governing Body

DELEGATION OF AUTHORITY

Human Resources

Task/Activity/Report/Document	Person Responsible
<ul style="list-style-type: none"> • Approving recruitment for vacancies in grades 10 – 11 • Deciding about hiring candidates in grades 10 – 11 (in consultation with EC) • Developing and approving an performance evaluation system to be reviewed on an annual basis • Reviewing/approving salary structure on an annual basis 	Executive Committee
<ul style="list-style-type: none"> • Approving recruitment for vacancies in grades 1-9 • Deciding about hiring candidates in grades 1-9 • Approving requested leave • Approving special medical/extraordinary leave • Approving reimbursement of hospitalisation costs • Assessing MJF’s training needs on annual basis • In case of misconduct by employee, determining if investigation is required, collect evidence, interview witnesses and employee, document misconduct and issue warning or termination • Approving ToR for consulting services > GBP 3,000 (Tk. 300,000) 	Executive Director
<ul style="list-style-type: none"> • Approving ToR for consulting services < GBP 3,000 (Tk. 300,000) 	Department Heads
<ul style="list-style-type: none"> • Responsible for reporting misconduct by employees to the ED • Approving requested leave 	Supervisors
<ul style="list-style-type: none"> • Calculating gratuity for leaving employees 	F&A Department

CHAPTER 5: FUND DISBURSEMENT

FUND DISBURSEMENT POLICY

The Organisation shall disburse Manusher Jonno Foundation funds using a fair, transparent and competitive process and by following the pre-defined procedures.

5.1 POLICY PROVISIONS

The following principles shall guide the development of fund disbursement procedures:

1. The full funding cycle will take six months and will occur twice yearly at six monthly intervals. Funding cycles will run consecutively and there will be no delay between the completion of one round and commencement of the next round.
2. Manusher Jonno Foundation staff and the Executive Committee must use the standard processes and materials developed for handling enquiries, assessing concept notes and project proposals, assessing partner organisations during the field visit, negotiating with partner organisations and disbursing funds.
3. Manusher Jonno Foundation staff, and Executive Committee must always refer to and use the approved document “Funding Guidelines for Partners” throughout the assessment process.
4. All potential partner organisations must use the standard materials developed by MJF when applying for funding and must strictly adhere to the deadlines imposed by the MJF staff.
5. Using pre-defined and approved procedures, the Executive Committee by authorizing sub-committees will approve grants whose value is below GBP 100,000 (Tk 10 million). The Governing Body will approve grants above GBP 100,000 (Tk 10 million).
6. MJF staff will respond to all unsuccessful bidders through the standard rejection letter after the decision has been made.
7. All members of Executive Committee, MJF staff and any external evaluators if any associated with the assessment and/or approval process of project concept notes and project proposals will maintain strict neutrality and strict confidentiality during the assessment process.
8. Members of the Executive Committee, MJF staff and the Independent Assessment Panel will not participate in the assessment process or in the decision or approval stages of a partner organisation if s/he has any personal and/or direct or indirect interest/relationship, either in fact or appearance, in any capacity in the partner organisation. S/he must disclose to the Executive Committee the nature of the relationship.
9. All contracts with Partner Organisations must be concluded no later than two months from the date of approval.

5.2 RESPONSIBILITIES

Persons/Areas Affected: All MJF staff, Executive Director, Head of Finance and Administration, Governing Board

Accountabilities

Compliance with Policy	→ Executive Director
Monitoring and Evaluation of Policy	→ 1. Head of Finance and Administration 2. Executive Director
Development/Revision of Policy	→ 1. Executive Committee 2. Executive Director
Approval Authority	→ Governing Body

DELEGATION OF AUTHORITY

Fund Disbursement

Task/Activity/Report/Document	Person Responsible
<ul style="list-style-type: none"> • Signing minutes of PCN/PP Meeting 	Executive Director
<ul style="list-style-type: none"> • Reviewing PP's and results of Field Visit and approving PP's 	Executive Director, Management Team
<ul style="list-style-type: none"> • Developing and implementing and appropriate marketing and promotion strategy for MJF • Ensuring consistent messages about aims and objectives of MJF • Developing general marketing materials, system and procedures • Developing database of all materials and approaches used • Analysing relative successes and disseminating lessons, guidance and supporting material among MJF's advisers and programme officers 	MIS & Communications & Media Manager
<ul style="list-style-type: none"> • Screening projects and organisations 	(Programme) Directors
<ul style="list-style-type: none"> • Reviewing PCN's using the Standard Appraisal Form • Determining which PCN's have been rejected, approved or kept for discussion • Taking minutes of PCN/PP Meeting • Reviewing PP using PP Checklist • Determining which PP's have been rejected, approved or kept for discussion 	Programme Staff

<ul style="list-style-type: none"> • Conducting technical appraisal of the organisation to determine if they have the skills and experience to implement their proposed project. • Staff who conducted Technical Appraisal compile a Summary Report 	
<ul style="list-style-type: none"> • Filing minutes of PCN/PP Meeting 	MIS Officer
<ul style="list-style-type: none"> • Review rejected PCN's 	Internal Assessment Panel
<ul style="list-style-type: none"> • Conducting Financial Appraisal using a standard checklist • Preparing a Field Visit Report • Reviewing/approving project budget 	Accounts Manager Head of Finance and Administration.
<ul style="list-style-type: none"> • Approval of Projects 	Executive Committee, Governing Body
<ul style="list-style-type: none"> • Final Approval 	NGOAB

CHAPTER 6: PROCUREMENT

PROCUREMENT POLICY

The Organisation shall procure goods and services in order to support the operations of the organisation and in a manner that supports best value and transparency.

6.1 POLICY PROVISIONS

The following principles shall guide the development of procurement procedures:

1. The Board of Directors and employees must ensure that they do not participate in any action, which may be considered to be: canvassing by any party with a material interest in the procurement; release of confidential information; or collusion between parties involved in the procurement process. Any instance of canvassing, breach of confidentiality or collusion is to be reported directly to the Executive Director.
2. All persons engaged in purchasing must:
 - At all times undertake their duties in an ethical and impartial manner, act responsibly and exercise sound judgement;
 - Ensure that any appropriate internal audit controls are implemented and monitored in their purchasing activities;
 - Detailed operating procedures are documented and maintained to support this policy; and,
 - Follow Government of Bangladesh rules such as Income Tax, VAT, Stamp charges, etc. during the procurement of any goods or service.
3. Procurement must be in accordance with Organisation's Annual Procurement Plan and Budget or an Organisation resolution and sufficient funds must be available to meet the full cost of the proposed procurement. The Annual Procurement Plan will be prepared annual and revised quarterly to reflect any significant changes in procurement needs.
4. Managers and staff are not to incur or approve expenditure outside the authority delegated to them. Purchases shall not be broken down into unreasonable components or have reduced order quantities in order to avoid the necessity to comply with the value limit requirements under this policy.

Approved Methods of Procurement

5. Operations Manager must abide by the approved methods of procurement:
 - 5.1. Procurement up to GBP 50 (Tk. 5,000) – no quotation is required and order may be placed verbally.
 - 5.2. Procurement from GBP 50-200 (Tk 5,001 to Tk. 20,000) – Admin Officer/Procurement Assistant will arrange procurement based on two quotations (verbally/RFQ) obtained from different vendors and issue a purchase order, which is authorized by the Operations Manager.

- 5.3. Procurement GBP 200-5,000 (Tk. 20,000 to 500,000) – A procurement committee will be formed by the ED and the Procurement Committee will select the supplier based on three written quotations. A Contract of Purchase must be signed.
- 5.4. Procurement above GBP 5,000 (Tk. 500,000) - A tender and procurement committee will select a preferred supplier using standard procedures detailed in the operations manual. The ED will nominate the member of Tender and Procurement Committee.

Efficient Purchasing Processes

6. Organisation will undertake its procurement activities in the most effective and efficient manner to minimise the administrative costs associated with purchasing by:
- 6.1. Seeking opportunities to streamline purchasing processes.
- 6.2. Adopting a clear and consistent approach to procurement practices, including the use of standard documents and contracts.
- 6.3. Seeking continuous improvement of purchasing practices by maintaining a program of training and professional development for staff.

6.2 RESPONSIBILITIES

Persons/Areas Affected: All MJF staff, Executive Committee

Accountabilities

Compliance with Policy	→	Head of Finance and Administration/Procurement Assistant All Departmental Managers
Monitoring and Evaluation of Policy	→	1. Head of Finance and Administration 2. Executive Director
Development/Revision of Policy	→	1. Executive Committee 2. Executive Director
Approval Authority	→	Governing Body

PROCESS DELEGATION OF AUTHORITY

Procurement

Task/Activity/Report/Document	Person Responsible
<ul style="list-style-type: none"> • Making Material Requirements Planning 	Programme, Finance & Administration Department
<ul style="list-style-type: none"> • Preparation and initiation of their own purchase requirement to be submitted to the Procurement Unit Administrative Officer • Once Material Requirements Planning is approved, purchase requisition can be initiated by any person responsible for requisitions of goods or services 	All employees

<ul style="list-style-type: none"> • Reviewing and consolidating purchase requisition Form • Preparation of Purchase order Form and forward it to concerned requisitioned for approval 	Procurement Unit Administrative Officer
<ul style="list-style-type: none"> • Preliminary reviewing material purchase requisitions; • Chairing the All Employee Annual Procurement Plan Meeting • Providing tentative approval to the Annual Procurement. 	Executive Director
<ul style="list-style-type: none"> • 	

DOA-IN TERMS OF VALUE

	DESIGNATION	LIMIT IN GBP/TAKA
1	Head of Finance and Administration	GBP 0-200 (Tk 0-20,000)
3	Executive Director	GBP 201-2000 (Tk 20,001-200,000)
4	Executive Director and one member of the Executive Committee	GBP 2001& above (Tk 200,001 & Above)

CHAPTER 7: INFORMATION MANAGEMENT

INFORMATION MANAGEMENT POLICY

The Organisation shall manage its information and associated infrastructure in order to support decision-making, monitoring and evaluation, and communications.

7.1 POLICY PROVISIONS

The following principles shall guide the development of information management procedures:

1. Information must be delivered in a way, which is consistent with the Organisation's objectives and strategic plans.
2. All information management activities shall be in keeping with the Organisation's ethical principles.
3. All information management activities shall aim to foster a culture of open communication and information sharing.
4. Those responsible for creating and updating MJF information must take all reasonable steps to ensure the information is accurate and protected from unauthorised alteration.
5. Those responsible for storage of MJF information must take all reasonable steps to ensure the information is secure from unauthorised access, data corruption and destruction.
6. Those responsible for delivering and communication of MJF information should aim to meet the requirements of timeliness and relevance from the perspective of those receiving the information.
7. Processes used for the management of information should be carried out with openness and transparency.

7.2 RESPONSIBILITIES

Persons/Areas Affected: All MJF staff, Governing Body, Executive Committee

Accountabilities

Compliance with Policy	→	MIS Manager
Monitoring and Evaluation of Policy	→	1. MIS Manager 2. Executive Director
Development/Revision of Policy	→	1. Executive Committee 2. Executive Director
Approval Authority	→	Governing Body

CHAPTER 8: ADMINISTRATION

ADMINISTRATION POLICY

The Organisation shall manage its information and associated infrastructure in order to support decision-making, monitoring and evaluation, and communications.

DELEGATION OF AUTHORITY

Administration

Task/Activity/Report/Document	Person Responsible
<ul style="list-style-type: none">• Approving international travel	Executive Director
<ul style="list-style-type: none">• Approving travel expenses	Supervisor
<ul style="list-style-type: none">• Responsible for maintenance of fire extinguishers• Approving costs <GBP 50 (BDT 5,000)	Head of Finance & Admin
<ul style="list-style-type: none">• Updating, checking and rechecking all FF&E items• Preparation of report on idle/excess/obsolete FF&E items submitting to the head of finance and administrating along-with asset inventory count• 	F & A Department
<ul style="list-style-type: none">• Completing the goods received note and deliver goods to the employee	Procurement Unit

DEFINITIONS

- **Accounting Unit** means the dedicated central accounting and financial control operation, which manages MJF funds.
- **Associated Infrastructure** means the Organisation's information and communication technology infrastructure including computing and network facilities and associated services including, but not limited to, terminals, computers, computer peripherals, communication devices, computer data networks and computer software.
- **Best-Value for Money** means award on the basis of evaluation of cost and non-cost factors which is intended to provide for selection of source whose proposal offers greatest (best) value to Manusher Jonno Foundation in terms of performance, risk management, cost or price, and other factors."
- **Communication** means the exchange of information within and external to the Organisation, by whatever means, as part of the funding and operational activities of the Organisation.
- **Competitive Bidding** means the process by which procurement is conducted through receipt of proposals/bids and which are compared against one another to determine best-value for money.
- **Decision-making** means the making of choices or determinations to support the funding and operational activities of the Organisation.
- **Evaluating** means making qualitative judgments about what is taking place.
- **Executive Committee** means four members drawn from the Governing Body including the Executive Director.
- **Information** means all fund and administrative data, records and publications, in all formats, and includes, but is not restricted to, project concept notes, project proposals, publications, administrative and legal records, reports, marketing materials, media releases and all data stored in the organisations computer systems.
- **Internal Assessment Panel** means a select group of staff from Manusher Jonno Foundation - the Executive Director as the Chairperson and the Head of Finance and Administration and Programme Advisors as the Panel members.
- **Gender and Diversity Balance** means diversity in gender, age, culture, beliefs, attitudes, language and social circumstances.
- **Manage** means all MJF activities concerning:
 - The planning of MJ's information needs; and
 - The receipt, creation, security, update, communication, publication, storage, retrieval, usage, archiving and disposal of information owned or accessed as part of the fund and administrative activities of the Organisation.
- **Manusher Jonno Foundation funds** means the funding made available by donors to support initiatives which contribute to the project goal.
- **Monitoring** means checking that practices that are supposed to take place actually do take place.
- **Operations Department** means the department, which is held responsible for the procurement cycle.
- **Operational Managers** means Project Advisors responsible for the day-to-day management and operation of the procedures associated with this policy.
- **Partner Organisation** means an organisation that is applying for funding from Manusher Jonno Foundation and/or is receiving funds from Manusher Jonno Foundation to support initiatives, which contribute to the project goal.
- **Procurement** means purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, works or

services.

- **Procurement Assistant** means the individual working within the Operations Department who is responsible for insuring that the procurement policy is adhered to.
- **Procurement Plan** means the document by which each department submits in intended purchases for the coming fiscal year. The procurement plan requires department heads to indicate item, budgeted price, delivery date, etc.
- **Project Team Leader** is the individual responsible for managing a Partner Organisations which is receiving funds from Manusher Jonno Foundation.
- **Tender Committee** means the committee that has been established for the sole purpose of a specific procurement. The Committee to be comprised of personnel from the requesting department, the operations manager, and a member of the steering committee.

ABBREVIATIONS

CHT	Chittagong Hill Tracks
CS	Comparative Statements
DH	Department Head
DOA	Delegation of Authority
EC	Executive Committee
ED	Executive Director
F&A	Finance and Administration
FF&E	Furniture/Fixtures and Equipment
FY	Financial Year
GB	Governing Body
HFA	Head Finance and Administration
MIS	Management Information System
MJF	Manusher Jonno Foundation
MRP	Materials Requirement Planning
MOU	Memorandum of Understanding
PCN	Project Concept Note
PO	Partner Organisation
PP	Project Proposal
PR	Purchase Requisition
PSO	Project Support Officer
PU	Procurement Unit
RFQ	Request for Quotation
TOR	Terms of Reference