



MISSION DECLARATION

The African Office for Development and Cooperation (OFADEC) is a not-for-profit Non-Governmental Organization (NGO).

OFADEC operates in the sectors of Development and Humanitarian Effort.

Within the humanitarian sector :

OFADEC aims through their operations, the promotion, the defense and advocacy for the rights of refugees, asylum seekers and displaced persons to ensure the application of humanitarian rights wherever they intervene.

OFADEC's mission is to assist and protect victims of humanitarian crisis. Protection is accomplished through defense and advocacy, lobbying, promoting and defending the rights of victims. Assistance is given through projects whose objectives contribute to meeting the basic needs of victims. These operations are conducted on the basis of resources that are made available to OFADEC in conformance to OFADEC's articles of association.

OFADEC works in partnership with organizations who have the same strategy to fight the main causes of these crises through discussions during international forums and with governmental bodies by advocacy and lobbying actions.

OFADEC as a full-member of society collaborates with sister organizations in the promotion and in the respect of human rights, the protection of refugees and displaced persons and in the application of humanitarian principles in the field of fighting for justice and human dignity.

OFADEC has worked in the application of humanitarian principles and the respect of human dignity in the fight to eliminate human suffering for over 27 years.

OFADEC's Accountability Framework

- 1) OFADEC is an NGO (Non-Governmental Organization) not-for-profit organization controlled by Articles of Association, managed by a Board of Directors reporting to an Annual General Assembly. OFADEC produces an annual report concerning these different aspects.
- 2) In its humanitarian activities, OFADEC bases itself on international humanitarian law, the codes of conduct of the International Red Cross and of the UNHCR.
- 3) OFADEC collects relevant data to produce a bi-annual report, a weekly activity report and updates on matters of exceptional interest.
- 4) All OFADEC personnel have had an introductory course regarding the Red Cross and HCR Codes of Conduct. Employees are subject to an annual performance review and certain aspects of the different codes are included in the assessment.
- 5) As a member of HAP–International, OFADEC establishes an annual accountability schedule based on HAP International's Quality and Accountability management system. OFADEC implements a system of internal evaluation against the HAP standards which include 6 references. The results are integrated annually into a continuous plan of improvement within the organization.
- 6) OFADEC has developed a procedures manual covering these different activities :
 - a. Finance : a procedures manual describing the different methods for engagement is available.
 - b. Human Resources : an in-house guide, the Labour Code, which constitutes an official document - and an internal annual personnel appraisal are used in this sector.
 - c. Protection : regarding the procedure for refugees, OFADEC applies the 1951 Conventions Act, the A.U. (African Union) for Refugees and applies the relevant protection documents from HCR and partners working in this same sector.
 - d. Health : the host country's health policies and those of OMS guide our action in this sector.
 - e. Education : the host country's educational policies are implemented/applied in our educational activities.
 - f. Revenue making projects : the national and local policies are favoured to help in determining our own policies in this sector in conformance to the needs and resources of the targeted population.
 - g. Social : the criteria are determined by the host country's standard of living as well as all relevant references from partners working in the same zone.

- h. Camp management : relevant HCR documentation is used as a standard to the installation, the follow-up and the management, taking into account the host country's guidelines and the texts governing refugees or displaced persons.

March 2007
Mamadou Ndiaye

OFADEC

Summary of OFADEC's Humanitarian Accountability Framework

Quality and Accountability Commitments		Means of verification				Implementation schedule	
Commitments	Authority	Obligations	Implementation mechanism	Status of partners	Application status	SMART objective	Progress indicators
Mission declaration	Board of Directors	Imperative	<ul style="list-style-type: none"> • Articles of Association • Annual Report • General Assembly and Board of Directors 	N/A	In compliance	1. Draft of 2008 strategic schedule 2. Annual evaluation	
Red Cross and NGO Codes of Conduct	CEO	Imperative	<ul style="list-style-type: none"> • Integrated into the orientation of all personnel • Annual review • Performance review 	N/A	All the personnel have been informed	1. All of the personnel know the code 2. The Code of Conduct is available in all work places	
UNHCR Codes of Conduct	CEO	Imperative	1. Integrated into the orientation of all personnel all of the personnel 2. Annual evaluation during a performance review	N/A	Signed agreement	1. Annual review of the code of conduct in personnel agency evaluations.	
HAP Accountability Principles	CEO	Guideline	1. Members responsibility 2. Annual Accountability work schedule given to HAP	N/A	In compliance	1. Internal evaluation of work schedule 2. Report submitted to HAP	<ul style="list-style-type: none"> • Bi-annual review of improvement recommendations

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The HAP 2007 Standard in Humanitarian Accountability and Quality Management	CEO	Imperative	1. Bi-annual internal evaluation 2. improvement recommendations integrated in the annual improvement plan	N/A	Certified (cf. Auditor Report summary)	1. CRH available on website and in work places 2. Integrate the references within the management system before June 2008 3. Maintain a complaints system for beneficiaries and personnel	<ul style="list-style-type: none"> Translated in the official languages in 2008
OFADEC's Financial Department	Financial management	Guidelines	1. Awareness by all personnel regarding the procedures and the manuals 2. Monthly financial report 3. Annual independent audit 4. Annual Report	N/A	Verified	1. All accounts are updated on a monthly basis 2. A bi-annual internal audit	
Senegal's Labour and Social Welfare laws	Human Resource Manager	Mandatory	1. Obligations integrated in OFADEC's manual 2. Annual appraisal of personnel	N/A	On a permanent basis		

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Sector-based expertise	All personnel		<ul style="list-style-type: none"> Weekly reports 	N/A			
Protection		Directives	1. 1951 Convention 2. OUA Refugee Convention 3. UNHCR manual	N/A	Used as a reference and guide		
Health		Directives	1. Rules and regulations of the Ministry of Health 2. OMS rules and regulations	N/A	Used as a reference and guide		
Education		Directives	1. Education policy of the host country	N/A	Used as a reference and guide		
Fund-raising activities		Directives	1. National and local policy depending on situation	N/A	Used as a reference and guide		
Social support		Directives	1. In partnership with the local policies	N/A	Used as a reference and guide		
Camp management		Directives	1. UNHCR Directives	N/A	Used as a reference and guide		

Activities

<u>Activities</u>	<u>Date</u>												<u>Review date</u>	<u>Tasks</u>	<u>Coordinator</u>	<u>Date of last review</u>	<u>Comments regarding activities, eventual indicators</u>	
	<u>J</u>	<u>F</u>	<u>M</u>	<u>A</u>	<u>M</u>	<u>J</u>	<u>J</u>	<u>A</u>	<u>S</u>	<u>O</u>	<u>N</u>	<u>D</u>						
Status								1.					2.		1. Review 2. Submit to Board of Directors	Ndiaye		
ICRC Code of Conduct UNHCR Code of Conduct HAP standards/principles	1.					1.							2.		1. Meeting 2. Integration, recommendations , work schedule 1 and .2. Intermediate assessment, evaluation and recommendations, integration of recommendations for next schedule	Lamba		
Bi-annual report ; Situation Report; Annual Report						1.							2.		1. Finalisation, presentation 2. Annual report, finalisation	Personnel representatives		
Personnel evaluation													2.		1. Completed evaluation charts	Dione		
HAP Annual work schedule	1.												2.		1. Personnel/refugees presentation 2. Preparation of 2008 annual schedule	Lamba		
Procedures manual	1.												2.		1. Discussion, Exchange Coordination meeting,	Dione		

