

Sungi's Humanitarian Accountability Framework (HAF) - Revised October, 2010

Humanitarian Accountability Framework Statement:

With a firm belief to foster a just and prosperous society, Sungi is committed to ensure equitable distribution of resources based on the values of impartiality and transparency. We recognize that Sungi is accountable to its stakeholders particularly the community partners in development and disaster affectees including women, staff and other specified stakeholders to ensure quality services.

Levels
Good
Satisfactory
Mix
Challenging

Quality and Accountability Commitments			Baseline		Implementation Plan	
Commitments	Obligation	Authority	Existing implementation mechanism	Compliance Status	SMART Objectives	Action Plan
INTERNAL COMMITMENTS						
Sungi's Vision & Mission	Binding	Board	Periodic Sungi Strategic Plans	Good	Partner have clear understanding about Sungi's Misison and Vision	Conduct special sessions with VCs to enhance understanding of Sungi's mission and vision - Sungi's mission and vision was revisited by its partners in its Partner's assembly 2008, attended by about 800 persons. Organise sessions with staff to further enhance their understanding on Misison and vision.
Sungi Core Values and Principles	Binding/Guiding	Management	Adhered by staff and also incorporated in system policies and procedures	Satisfactory	Staff and partners frequently demonstrate the values and principles of Sungi	Utilise existing mechanism (peer group discussions, sessions and forums) to enhance understanding of partners and staff on values and principles.
Programme/ organizational Management Policies	Binding/Guiding	BoG to approve and Managent to implement	Adhered by staff and also incorporated in system policies and procedures.	Good	Programme policies are continually improving.	Conduct periodic reviews and ensure that the staff and partners feedback is incorporated.
Organizational and Programme Operational Procedures	Binding/Guiding	Management	Adhered by staff and also incorporated in system policies and programme implementation procedures and guidelines.	Good	Mangement policies are continually improving based on the learning and commitments	Feedback system is in place, through PM&E, Programme Review sessions, PRA and Social Mobilization tools. Policy review system is in place to review the policy and incorporate feedback.
Programme/Thematic Workplans	Guiding	Management	Initiated by field/project offices and zones, reviewed by programmes, fine tuned and finalised by RME, and approved by management and than followed on mothly basis. The planning process is specially designed for different projects on the need basis, if specific requirements are there.	Good	The workplans are based on needs identified by the community partners	Periodic Need identification , incorporation of feedback to develop annual/ three/ five years workplans. Village development Plans and Area Development Plans are regular processes contributing Sungi's plans.
Gender as a cross cutting theme	Binding/Guiding	Management	A gender core group is functioning having representation of all programmes and offices which has developed a detailed plan based on OD and programme components. Sungi Gender and Anti sexual Harrasment Policies are key instruments .	Good	Sungi's Gender Strategic plan and Policies are strictly followed and outcomes measured accordingly .	Sungi's strategic plan III has been developed in the light of gender strategic plan, The targets and indicators given in the gender plan are regularly planned, reviewed, incorporated and measured in the overall Sungi's Strategic Plan, and humanitarian projects and programmes.
Sungi's Memorandum of Association	Binding	BoG	All points are being adhered by BoG members and also incorporated in service rules where ever possible.	Good	All decisions and actions of BoG members and Sungi management are inline with MOA	-

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EXTERNAL COMMITMENTS						
Sphere Standards/International red cross red crescent code of conduct.	Binding	Management	Sphere standards are incorporated in Sungi 's developed Emergency Response manual, these are followed during humanitarian response.	Satisfactory	ER Manual is followed in all forms of disaster response and adhered	Staff and community orientation of ER manual, development of proposals on the basis of ICRC code of conduct and the spehere standards
Humanitarian Accountblity Partnership 2007/2010 Standard	Binding	Management	HQMS (Undocumented)	Good	HAP 2007 certification acquired	Development and approval of HQMS document Sharing of HAP Standrad with staff and select community partners Conduct baseline asesment of Sungi for certification Completion of all steps of the certification process
IEE (Initial Enviornmental evaluation)/Envoimmental Impact Assessment	Guiding	Management	Surveys documents include the IEE/EIA points and are taken care of them while implementing schemes	Good	EIA/IEE is adhered in all schemes implemented by Sungi	Survey forms reflect IEE/EIA as an obligatory clause and the approval of schemes is based on their successful investigation/plan.
Millennium Development Goals /CEAW	Guiding	Management	Programmes documents of Sungi are developed from the MDGs/CEDAW perspective	Satisfactory	MDGs and CEDAW are understood by all staff and the reports at country level do reflect Sungi's contribution	Need to include them in reporting mechanisms in Sungi as well as outside
Homebased Workers/Fair Trade Policies	Guiding	Management	The rugulations are adhered by Sungi voluntarily and communities are dealt with from the same lens	Good	The regulation of Fair Trade and the Homebased workers are advocated and promoted	Conduct advocacy to highlight the issues of homebased workers
Societies Act 1860	Binding	Management	All rules and regulations are adhered including values and priciples, programmatic and financial practices	Good	Internal audit function is strengthened and providing timely response on gaps	Internal/external audit systems are effectively identifying gaps and the process of accountability is in place
GHP - Principles of Partnership	Guiding/Binding	Management/Staff	PoPs are followed in developing partnership agreements with the partners and advocated with donors and Partenr INGOs	Good	PoP are practiced in all partnerships with Implementation partners i.e. NGOs, CBOs, VCs and with donors	All the sub-agreements are now designed to include PoPs and HAP principles as part of the contract agreement. Need to assert more with donors.