

2015

Organization's Profile

For the year of 2015

The profile covers the activities and other management structure/policy issues, change in directions etc.





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1. Legal Entity


Act XXI of 1860

Certificate of Registration of Societies

KAR NO. 185 of 2014-15

I hereby certify that "ENVIRONMENT & LIVELIHOOD
INTEGRATION FOUNDATION", AT: OFFICE NO.28, 4TH FLOOR,
H.J CENTER, BLOCK 13-B, MAIN UNIVERSITY ROAD, GULSHAN-E-
IQBAL, KARACHI, PAKISTAN,

has this day been duly registered under the
Societies Registration Act, XXI of 1860.

Certificate of Registration of Societies

Given under my hand at Karachi.

This ELEVENTH *day of* MAY *2015*

Two Thousand and Fifteen



(ZAMEER HUSSAIN KHAN)
Provincial Assistant Registrar,



2. Basic Information

- Name of Organization : *Environment & Livelihood Integration Foundation*
- Acronym : *ELI*
- Head Office Address : *Office 28, 4th Floor, H.J. Center, Block 13-B, Gulshan e Iqbal, Karachi*
- Phone : *+ 92.21.34823387*
- E-mail : *info@elipk.org*
- Web site : *www.elipk.org*
- Name of Chief Executive: *Mr. Nadeem Zia*
- Contact person : *Mr. Nadeem Zia*
- Designation : *Chief Executive Officer*
- Contact Address : *Office No.28, 4th Floor, H.J Center, Block 13-B, Gulshan e Iqbal, Karachi - Pakistan*
- Year of Establishment : *2015*
- Place of Establishment : *Karachi, Sindh, Pakistan*
- Legal status : *Registered with Govt. of Sindh, under Societies Act1860*



3. Profile of Chief Executive Officer/President

Mr. Nadeem Zia

Mr. Nadeem Zia is performing as Chief Executive Officer. He is a well equipped and experienced incumbent holding 20 years of work. He possessed master degree in Computer Science from University of Western Australia in 1989. Furthermore, Graduation in French Literature from France is extra qualification in her account. Nadeem Zia has been seasoned himself by working in diversified fields which has given him a broad vision of ideas.

Started her practical life by entering in a foreign mission like French Embassy and Algerian Embassy as administrative officer, he suddenly turned into professional carrier in early 1993 by joining National Rural Support Programme (NRSP) as Regional Credit Officer in Rural Credit and Enterprise Development. Where he got the chance to build her capacity in TNA, RCED, Social Mobilization, Social Sector Services, Monitoring, Assessment and Planning, Rapid Rural Appraisal, Participatory Rural Appraisal, different case study and research work in microfinance. Keeping in view her extraordinary and outstanding expertise, SME Bank Ltd. (Defunct RDFC) picked her services in 1996 as Officer Grade III. He rendered her services to SME bank for 10 years. During the tenure, he captured the methodology and conversion of microfinance enterprise into small and medium enterprise. After opting VSS from SME Bank Ltd in 2004 as Officer Grade I, Nadeem Zia joined Standard Chartered Bank and rendered her services in SME Department. After completing a specific processing, Nadeem Zia decided to implement her learning in open market through Environment & Livelihood Integration.

Moreover, Nadeem Zia also attended many national and international trainings on the topics of microfinance, SME, capacity buildings, WTO, Market Analysis Tools, Credit Appraisal Techniques, MER, Enterprise Developments etc.

Nadeem Zia have prompt command on conducting a training programme, research work, developing SOPs, Documentation, Portfolio analysis, different accounting models, report writing, cluster mapping, Product Designing, Product analysis etc.



4. Profile of Vice President

Dr. Sadia Siddiqui

Dr. Sadia Siddiqui is an educationist and a special education trainer. She is a genuine value addition to the world of Special Development and Education sectors, with her rich background in the fields of Education, special education trainings; she provides the most needed dose of unconventional, yet effective and practical solution to Special development and education related problems. As a professional and trainer she has conceptualized, planned and conducted various special education Programs. She has expertise in Interpersonal Communication techniques , Conflict Resolution, Art of Social Networking, Human Rights, Child rights protection, Leadership skills, Effective Inter-faith Dialogue, and Cultural literacy.

She is working with Federal Urdu University of Science, Arts & Technology, Karachi as Assistant Professor IPFP since March 2015. She has vast experience and working relationship with Aziz Begum Memorial School, Karachi as Administrator, special educator, coordinator since March 2004.

She has completed her Phd. In Special Education Program in 2014 from University of Karachi. Furthermore, she has obtained professional qualification through Post Graduate Diploma in Speech and Language Pathology in 2005 from University of Karachi and six month certificate course in special education from Agha Khan University IED in 2005. She completed her Master Program in Special Education from University of Karachi in 2002. She completed her bachelor program (BSc) covering the subjects of statistics, Mathematics and Economics in 1997 from Khatoon e Pakistan College for Women, Karachi, affiliated with University of Karachi.

Some research work may also be found in her account. She conducted a research work on comparison of Role of Regular and Special Head Teacher as Pedagogical Leader which is her Phd. Thesis as well. She also conducted a research work on Designing Remedial Strategies for Behavior Problems of Children with intellectual disabilities.

Dr. Sadia Siddiqui has also been participated in many national seminars and focused group discussions on special education conducted by different line agencies where she has played an active role. Moreover, during the tenure with Aziz Begum Memorial School, She has designed/conducted many effective workshops on special education methodologies, techniques, communication skills, social networking and leadership skills, social networking effective sessions accordingly.



5. Profile of Chief Operating Officer/General Secretary

Sarwat Nadeem

Ms. Sarwat Nadeem is Chief Operating officer/General Secretary in Environment & Livelihood Integration Foundation. She contains Bachelor degree from University of Karachi and has vast experience in education sector. During the tenure of her practical and professional life of eight (08) years, she has served in well reputed organizations with full zeal and zest.

During the tenure, she experienced many dimensional and diversified fields i.e social mobilization, social education, environment, Gender awareness, advocacy programs, governance etc. She earned a devoted and reputed profile in the project area and the rural communities of District Thatta, Sujawal.

Ms. Sarwat Nadeem, is a seasoned trainer as well and has conducted training programs in the fields of community education system, community based alternate carrying goods despite usage of plastic bags, School Development plans, psychosocial wellbeing.

Ms.Sarwat Nadeem has full command in Community participation empowerment, motivation & mobilization with reference to rural communities, socio - economic surveys, both quantitative & qualitative, Developing Questionnaires instruments & forms.

6. Profile of Program Director F&A/ Treasurer

M. Shahid Siddiqui

Mr. Muhammad Shahid Siddiqui obtained degree of MBA (Finance) from KASB Institute of Technology, Karachi. Mr. Muhammad Shahid Siddiqui is acting as Program Director Finance & Administration.

Muhammad Shahid Siddiqui is a seasoned banker and has seven years of experience in banking sector. He has worked in Pakistan renowned financial institutions and played a key role in financial cycle management, fixed assets management, treasury and other financial liabilities management.

He has many rewards in his account. He joined ELI team and established a comprehensive financial management program for smooth functioning. He has full command on financial management and financial forecasting.



7. Profile of Program Manager Internal Audit/Legal Affairs

Mr. Siddique Ahmed Sheikh

Mr. Siddique Ahmed Sheikh is highly qualified and experienced incumbent of ELI. He is looking after the legal affairs and internal audit department of ELI. He is certified accountant and licensed Advocate of High Court.

Mr. Siddique Ahmed Sheikh has 40 years of experience in her both fields. He has worked in different financial Institutions/banks on senior rank. He has full command on internal audit controls and different kinds of legislative framework



8. Background Information of ELI

ELI is a civil society organization dedicated to alleviate poverty by empowering the poor by using different development practices, and helping them to bring positive changes in their lives by creating opportunities for the poor through participatory approach. Integration of environment & livelihood is the main pillar of ELI structure.

ELI starts its journey of interventions in 2015 in the district of Thatta, Sindh, Pakistan, and over the course of our evolution, we have been playing a role of recognizing and tackling the many different realities. We believe that there is no single cause of poverty; hence we attempt tackling poverty on multiple fronts.

ELI is a development initiative, spreading solutions born in Thatta, Sujawal, Sindh Province of Pakistan - a local/regional leader in creating opportunity for the poor. Started out as limited area of jurisdiction in remote villages of Thatta and Sujawal. Organizing the poor using communities' own human and material resources, ELI catalyses lasting change, creating an ecosystem in which the poor have the chance to seize control of their own lives. The operations are being carried out with a holistic development approach geared toward inclusion, using tools like microfinance, education, healthcare, legal services, community empowerment, social enterprises, governance, livelihood and ELI's natural resource management research.

9. Vision, Mission Statement & Philosophy of ELI

Vision

To create and live in a community which fosters harmony with each other, the larger community, and Nature.

Mission Statement

The mission of ELI is to actively be of service to others as an inspirational model of living and working together to create social change and community amongst ourselves and with the people from the vulnerable communities.

Philosophy

ELI focuses on enabling the poor communities to overcome their deficiencies and empowering them with necessary tools such as education, awareness, managing diversity and capacity building to make them prosper citizens of nation.

Moto

Micro Initiatives, Macro Impact



10. Goals and Objectives of ELI

- Eradication of hunger and poverty
- Protection of environment
- Promotion of primary education to ensure that all children receive primary education at district level
- Gender Equality
- Empowerment of women
- Promotion of Cultural and Heritage for peace and social harmony
- Improve the health of mothers
- Build a global partnership for those working in development

11. ELI's Values for excellence

1. Human dignity and Gender equity

- All women and men are equal. They have equal rights in the society and participate in the development activities equally.
- ELI will ensure participation of all poor people living in the working areas and provide special emphasis to the women participation as they considerably in backward position.
- All ELI staff shall have the equal opportunities for promotion based on their experience and qualification considering gender perspective.
- ELI Staff and management will ensure gender justice in all aspect of the organization.

2. Honesty, Integrity, Sincerity and Transparency

- All Projects/Programs personnel of ELI shall promote Honesty, Integrity, Sincerity and Transparency in all activities.
- Staff behavior and conduct must consider their value and remain honest, sincere and transparent.
- Staff and organization will never hide any information to the stakeholders.

3. Cost Consciousness and sound management of resources

- All Projects/Programs of ELI shall manage and use their resources cost effectively and in some cases cost recovery basis.
- Staff of ELI shall remain highly concerned on best use of resources.

4. Concern for Environment

- All Projects/Programs of ELI would be environmentally sound.
- ELI Office premises will be free from dangerous cigarette smoke.
- Garbage must be managed appropriately.



- Staff of ELI shall work in a threat free and congenial environment.

5. Quality services

- All Projects/Programs Services of ELI will be high quality.
- Staff of ELI shall be responsible for maintaining the quality of the program performance.

6. Capability and Accountability

- Beneficiaries of ELI shall possess the knowledge, understanding and capability to identify and resolve their problems. Staff of ELI shall facilitate process.
- ELI Management and Staff of ELI shall remain strict to their work

plan and demonstrate accountability to the organization.

7. Creativity and Innovation

- In all cases the creativity and innovation will be appreciated in the whole project or program cycle.
- Creativity and innovative work the staff would be rewarded.
- Innovative and creative work would be replicated.

8. Discipline

- All staff, beneficiaries and counterparts shall respect the organizational rules and regulations.
- Staff shall remain committed to the policy, procedures and system of the organization.
- Any violation of rules and regulations would be treated seriously and disciplinary actions would taken accordingly.



14. Existing projects/programs

Sr. No.	Project	Donor	Key Activities
1	Development of Noor Village, Gujju, Thatta	Pakistan Medical Association	Social Mobilization, capacity building, vocational trainings, microfinance, enterprise development, NRM, Physical Infrastructure.
2.	Construction of low cost housing units in the Districts of Thatta & Sujawal	Govt. of Sindh, Benazir Bhutto Housing Cell, CM Secretariat.	Social Mobilization, formation of Cos, Identification of genuine beneficiaries, trainings of masons, provide technical supervisions etd.

15. Budget of year:

- Budget: PKR 6.00 million(for the year 2015-2016)

16. Offices of ELI

Number of Offices:

- Head Office: 01
- Liaison Office: 01
- Field Offices: 01
- Total Offices: 03



17. Operational Areas of ELI

District	Union Council	No. of Villages
Thatta	8	25
Sujawal	4	15

18. Type of beneficiaries

- Landless and shelter less people
- Hard core/ultra poor
- Poor and marginal farmer
- Backward, Vulnerable men, women and children
- Persons with disability
- Indigenous people

19. Number of Beneficiaries

Male	Female	Adolescent	Children	Total
1000	1200	500	600	3300



20. Membership/ partnership and collaboration with other Organization/agencies ELI is the Members of the following networking forum, agencies:

1. Pakistan Medical Association, Karachi-Pakistan
2. Jaary Foods (Pvt) Ltd. Karachi - Pakistan
3. Shah Honey Bee Farm, Karachi - Pakistan
4. Human Resource Development Network (HRDN)
5. Microfinance Focus, Europe
6. Global Network for Disaster Network
7. Center for Global Development, Europe
8. Development Network, Newzealand
9. The NGO World, Pakistan
10. IRM Alumni Association, Pakistan
11. Center for Capacity Building, Pakistan
12. Gilgit Baltistan Volunteer Movement, Pakistan
13. Peoples Health Movement, Switzerland
14. Pakistan Center for Development Communication, Pakistan

21. Bank Accounts and Signatories

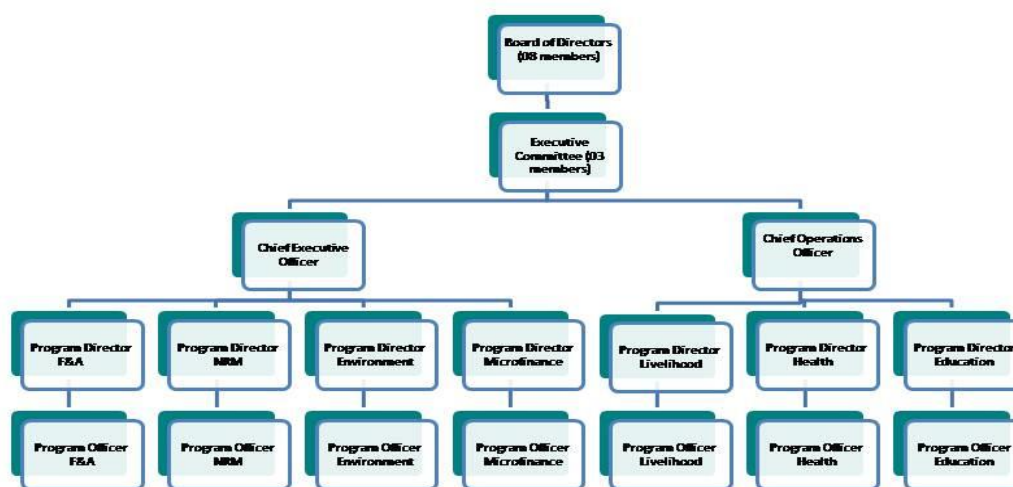
Name of Bank	Address	Signatories
Sindh Bank Ltd	P.I. A Society Branch	1. CEO 2. COO 3. PM-F&A



22. Management Structure with Leadership Pattern

General Body is the supreme authority of the ELI which is consisted with 08 members. General Body brings any amendment in the organizational structure. General body of the organization confirms the yearly organizational activities and accounts. General body elects the 03 members of Executive Committee e for two years period. The Executive Committee is responsible and accountable to General Body for its work and organizational management. The body is accountable for effective smooth functioning of the organizational activities. General Body also elects the Executive Director/Chief Executive Officer and he performs the management functions and guides the staff members as assigned by the Executive Committee. The Senior staff works under the direct supervision of the Chief Executive Officer. The project in charge and coordinators works under the supervision of Chief Operating Officer. Project Coordinators and in charge lead the projects in consultation of Chief Operating Officer and Chief Executive Officer. In Coordination meeting the Executive Director/CEO preside over the meeting and take all the important decisions in a participatory manner. The Coordinators/Project Directors, Section Heads reports to the Chief Executive Officer of ELI.

23. Organogram of ELI





24. Accountability

1. The Executive Committee is accountable to the General Body for its activities. As per constitution, ELI management is responsible to the Executive Committee for the effective management of the Organization and the program as well as for the proper utilization of funds provided by the different sources.
2. The EC members monitor the activities of Accounts Section for ensuring the good accounting. Before implementation of any project or plan it needs to be approved by Executive Committee.
3. ELI managements accountable to the District level Administration for its activities. ELI is participating in the coordination meeting organization by the local Administration and submitting reports on a regular basis.
4. ELI is also accountable to its beneficiaries for the activates and services and the money they saved and given to the organization's custody.

25. Organizational Transparency

- ELI is transparent to the donors and is providing all types of information considering the requirement.
- ELI is transparent to the participants .It is always very much open to the participants/beneficiaries especially about information.
- ELI is also transparent to the Counterpart and Partners.
- ELI never try to hide any information to the stakeholders it is working with.
- ELI is maintaining close touch with Government and providing all necessary information to the authorities at the District and National level.

26. Written Policy, procedure and Manual

Standard Operating Procedures exist in the organization such as Personnel Policy/service rule, gender policy, financial manual, strategic plan, Procurement Policy, program operational guideline.



27. ELI Governance

ELI board or Committee

1. General Body /Committee
2. Executive Committee body

Number Of General Body Members: 08

Following are the Members EC:

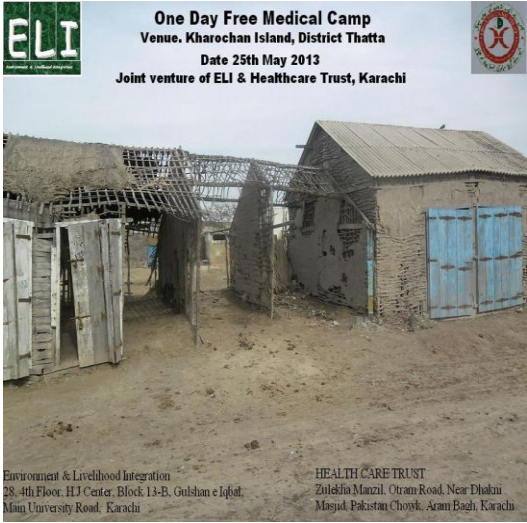
Name	Position	Sex	Profession	Educational Qualification	Duration
Mr. Nadeem Zia	President	Male	Development Professional	Master	02 years
Ms. Sarwat Nadeem	General Secretary	Female	Educationist	Bachelor	02 years
Mr. Shahid Siddiqui	Finance Secretary	Male	Banker	Master	02 years

28.ELI Thematic Areas

- Governance
- Health & Hygiene
- Water & Sanitation
- Primary Education
- Agriculture
- Build Environment
- Capacity Building
- Gender
- Human Rights
- Culture & Archeology
- Labor Education
- Consumer Rights
- Infrastructure Development
- Research
- Advocacy
- Microfinance



29. Picture Gallery





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