

Organisational Profile

In order to assess your organisation's capacity and strengths kindly provide the following information. Please note that all questions relate to the overall organisation and not only to your submitted project proposal. This information is for the financing partner's use only and will be treated as strictly confidential.

1. Basic Data on the Project Holder

Full name and acronym (abbreviation)	Community Development Support Service (CDSS)
Physical address	Torit/Chukudum
Postal address	P. O. Box 21 Torit, Eastern Equatoria State
Telephone	+211912293856/+211955518335
Fax	N/A
E-mail	peterlujana@gmail.com or plujana@yahoo.com
Website	N/A
Contact person (including cell phone no.)	Peter Lujana Alexander
Any branch offices/ subsidiaries (regional, local)	Chukudum, Budi County, Eastern Equatoria State

2. Organisational Details (of Project Holder)

In addition to providing the following information, please attach a copy of the current constitution, by-laws, mission statement and certificate of registration.

2.1

Describe briefly the origin and development of the organisation:

CDSS is a nongovernmental organization whose goal is to promote sustainable agriculture for food security as well as Peace and conflict mitigation. It was formed in 1995, by seven (7) members from different denominations in Chukudum Eastern Equatoria, Southern Sudan. At that time the organization was known as Christian Development Services (CDS). In 1996, CDSS was registered by the then SRRA, the humanitarian wing of the SPLA/M which oversaw the development of the nongovernmental organizations in the then SPLA controlled areas.

In 1997, CDSS received the first donation of non food items and vegetable seeds from NPA and NCA. The items helped CDSS to establish the compound in Chukudum and start operations in Nagishot our main agricultural area. In 2000, CDSS was registered by the Kenyan Government to enable it liaise with the international organizations working in Kenya and Sudan and for legal and Banking operation in Kenya. Later the organization's name changed from Christian Development Services(CDS) to the current name Community Development Support Services (CDSS).

In 2000, CDSS received funding (US Dollars 18,000) from CIDA through OXFAM Quebec for the implementation of vegetable seeds production and propagation of fruit trees. The funding was only for one year. CDSS also received school materials from UNICEF/OLS to distribute to the schools in BUDI County in 2002-2004 CDSS had informal partnership with ADRA since 1997 and it was finally formalized in 2004 when CDSS was given a contract to implement Nutrition project in Nagishot. Today CDSS has partnership with DanChurch Aid in food security and livelihoods project in Budi County drawing funds from the Danish public and DANIDA including other back donors. CARITAS Switzerland was also CDSS partner building staff capacity and funding a pilot project to enable staff learn by participation and implementation.

The organization has a functional board of directors, 7 in number who are drawn from different walks of life and with varied backgrounds, skills and exposure. The board is responsible for development of the organizations policies, guidelines and plans. The Executive Director heads the senior management team and is therefore, responsible for the day-to-day management of the organization assisted by the Programme Coordinator, (PC) with help from other members of staff. The executive director is the direct link between the board and the staff.

Over the years, CDSS has been working to enhance the capacity of the communities in Budi County mainly in the areas of Food security and Livelihoods, and Peace Building and Conflict Mitigation. In Torit CDSS piloted vocational skills training for the young population.

2.2

Year of establishment/registration:

1996/2000, 2001, 2012

2.3

Legal status and type of organisation (church/church department, NGO, cooperative, other):

Local NGO with strong Christian values

2.4

Institutional relationship with churches:

Non denominational

2.5

Number of members of the organisation (in case your organisation is a membership organisation):

Male	N/A
Female	N/A
Total	N/A

2.6

Number of Board members and/or trustees (please attach a list including names, date of election/appointment, duration of term and background):

Male	5
Female	2
Total	7

2.7

Senior managers:

Names of senior managers	Date / duration of appointments	Male/Female
1. Peter Lujana	15.5.2008 Executive Director	Male
2. Tabuleh Noah Silvester	1 .5.2014 Program Coordinator	Male
3. Julius Mugo Murugami	1.5.2010 Finance Officer	Male
4. Peter Abeikori	15.5.2008 Project Manager	Male
5. Acen Mary Magdalene	1.7.2012 HR/Admin	Female
5. Voya James	1.3.2014 M&E Officer	Male
6. Jane Ndungu	15.5.2008 Procurement Officer	Female
7. Jamal Lo-sebit	1.3.2010 Project Manager	Male

2.8

Name and position of legal representative of the organization:

Name	Position
1. Victor Nagiro	Board Chairman
2. Peter Lujana	Board Secretary
3. Chief Jervasio Amotun	Board Director
4. Magdalene Akongo	Board Director
5. Agnese Natyang	Board Director
6. Pastor Nector Nyabanga	Board Director
7. John Okello	Board Director

3. Main Areas of Work

3.1

What is the organisation's mission?

To champion socio-economic transformation of marginalized and vulnerable people of Eastern Equatoria State through building community resilience in partnership with other stakeholders.

3.2

What are the strategic objectives (main goals)?

1. To diversify sources of funding;
2. Enhance accountability to all stakeholders concerning programme results and efficiency.
3. Develop and implement flexible and accountable systems , procedures adaptable to the changing environment
4. Mainstream community managed disaster risk reduction and conflict sensitivity including gender, and advocacy in all projects.

3.3

Do you have a strategic network and/or alliances with other organisations (churches, community-based organisations, NGOs, government bodies)?

- **For church-based project holders:** Describe briefly whether and what kinds of local, national and/or international ecumenical cooperation relationships are in existence.

- **For NGOs/community based organisations/networks:** Outline the organisation's relationships to local, national and/or international church and ecumenical institutions.

Observer Status in ACT Alliance, Member of Partner Group representing DCA 20 partners in DCA Board and General Council in Denmark

3.4

What are the most important achievements of the organisation so far?

Trained 1050 farmers, 70 model farmers, established 35 FFS, 7 IGA Women Groups growing and selling vegetables, distributed 70 MT tons of seeds and tools in 2011 alone, feed 10,000 famine stricken people in Budi County in 2011 through support of WFP/ ACT Alliance. Established a demo farm in Nagishot etc.; laid a foundation for a vocational training workshop in CDSS property in Torit; established a new compound with an office building and guest house in Chukudum. Distributed farming tools, vegetable & crop seeds to 2130 farmers in 2012 and 2013 with an estimated crop yield valued at 1,440,000 South Sudanese pounds (equivalent of US\$380,000). CDSS trained 70 role model farmers in 2013, organized, equipped and established 10 VS&L and IGA groups and 7 peace committees in 7 sub districts of Budi County.

3.5

Who are the organisation's main beneficiaries?

Didinga & Buya Communities with specific focus on farmers-men & women, youth (girls & boys) all in equal numbers

3.6

Which are the organisation's main areas of work?

- Sustainable agriculture for food security.
- Improved household incomes.
- Increased local capacity to create awareness, knowledge and skills on development and cross-cutting issues e.g. HIV/AIDS, Gender, grass root peace building, livelihoods etc.

3.7

Which is/are the organisation's main geographical area(s)/region(s) of work?

Budi County and Torit in Eastern Equatoria State

(Please attach a map of the country and if possible a map of the region/province and mark the respective regions/areas.)

4. Policies of the Organisation:

4.1

What is the organisation's policy for gender equality issues (regarding the promotion of female staff **and** the organisation's activities and results)?

Policy: "The rights-based approach ensures that our strategies are based on the rights and interests of the poorest, marginalized and vulnerable groups. Women are still under-represented in the CDSS. In order to challenge traditional gender roles and inequality, CDSS will increase women participation in leadership and decision-making process. Furthermore, CDSS's programme approach will be guided by the PANEL principles (of participation, accountability, non-discrimination and equality, empowerment and link to human rights)".

4.2

Does your organisation pursue a concept of HIV/Aids-Mainstreaming? If yes, to what degree is this concept implemented? Do you have a workplace-policy on HIV/Aids? Do you conduct regular staff training on HIV/Aids?

Policies on HIV/ADS is yet to be developed but CDSS in collaboration with UNICEF runs youth programme on prevention of HIV/AIDs in Budi County.

4.3

Does the organisation have guidelines on how to deal with domestic violence and violence against women?

CDSS handles domestic violence under peace and conflict resolution. Currently the organization is supports 25 victims of domestic violence every year under DCA funded Protection for Children on the Run project for three years starting from 2012.

4.4

What is the organisation's policy concerning environmental issues? How do you ensure that your organisation is acting in an environmentally friendly manner (conditions for procurement, energy saving standards, etc.)? In case environment is a key area of intervention, please specify the issues you are working on.

BY responsible stewardship of natural resources and environment we mean: "That the God given resources and environment is managed with respect and care, so that greed is not allowed to destroy it. This assumes a balanced exploitation of the world's resources, globally as well as locally." CDSS believes that each society must care for and manage the natural resources and the environment. We humans are only stewards of God on earth; "Silver and gold belongs to God." (Ps. 24:1; Deut. 8:18). Our organization shall promote balanced exploitation of the natural resources and responsible care of the environment in South Sudan. Corrective measures will be promoted to develop, conserve and protect the environment and its natural resources.

4.5

Describe briefly whether and in which way the staff and the target group/beneficiaries are usually involved in the organisation's decision-making.

1. Initial assessment – decisions are based on demonstrated understanding of situation
2. Participation – affected people actively participate in assessment, design, implementation and evaluation of the programme
3. Board Meetings
4. Monthly staff meetings

5. Management Structure and Decision Making:

5.1

Do you have any written procedures (manual etc) for managing the organisation and its decision making?

YES

NO

5.2

Please describe the following:

- What is the role (scope of decision-making authority) of the General Assembly?

N/A

- What is the role (scope of decision-making authority) of the Board?

Policy making:

Establish and or approve the broadest and most strategic policies

Ensure the policy is being developed and implemented

Review policy periodically

- How often does the Board meet?

Twice yearly

- What is the role (scope of decision-making authority) of the General Secretary/Senior Management Team?

Implements Board policies: The Chief Executive Officer, Mr. Peter Lujana, shall be the head of CDS. He shall be responsible for the day to-day running of the organisation and Keeping up-to date, the records of the organization's affairs.

- How often does the Senior Management Team meet?

Administrative Committee (ADCOM) meets every two weeks

5.3

Please describe strengths and challenges of your organisation as perceived by the organisation itself.

- Strong management team
- Low staff turnover
- Committed staff
- Strong leadership
- Diversity
- Good track record with partners
- Strong asset base.

Challenges:

- Insufficient resources.
- Lack of staff benefits
- Weak reporting system
- Understaffing
- Lack of programme sustainability.

5.4

What are the means adopted by the organisation to avoid any conflict of interest within the organisation?

Staff Manual has been developed to include a section on Conflict of Interest and a Statement signed by individual staff declaring compliance.

5.5

Social accountability: What tools/mechanisms are practised by the organisation to ensure transparency and accountability to its stakeholders?

CDSS is committed to HAP standards and principles and have rolled out on Complaints Response Mechanism with establishment of Complaints Handling (CHS) policy. CDSS finances are audited annually.

6. Personnel:

In addition to providing the following information, please attach an organigram (organisational chart) of the organisation and a staff list (names and functions), including their work experience, educational background, status and duration of employment.

Administrative staff	Male	Female	Total
Number of full-time staff	6	2	8
Number of part-time staff	1	0	1
Number of other staff*	3	3	6
Total number of administrative staff	10	5	15

* Such as volunteers, independent contractors, interns, expatriates. Please specify.

Programme/Project staff (operational)	Male	Female	Total
Number of full-time staff	12	3	15
Number of part-time staff	0	0	0
Number of other staff*	0	0	0
Total number of programme/project staff	12	3	15

* Such as volunteers, independent contractors, interns, expatriates. Please specify.

Contractual Status of staff	Male	Female	Total
Number of permanent staff	18	5	23
Number of temporary staff	4	3	7
Total number of staff	22	8	30

Are there any vacancies?

YES

NO

If yes, which positions?

No

Remuneration (average per month per position)	Male	Female
Management staff	1250	1250
Professional (technical) staff	1500	1500
Support staff	150	150
Total remuneration	2900	2900

6.1

Are the salaries comparable to similar organisations in your country?

YES

NO

Please specify:

No. CDSS salaries are lower and dependant on projects funding

6.2

Do the board members and / or trustees receive any allowances?

YES

NO

If Yes, please provide more details:

The Board are voluntary members. They only receive some allowance on sessions which are held twice a year

6.3

Are there obligatory regulations for tax deductions, social benefits or similar to be observed?

10% tax on monthly income from individual staff, 8% contribution to Provident Fund and 17% contribution from employer toward staff provident fund.

6.4

In case female staff is underrepresented in the upper third of top positions, what are the actions taken by the organisation's human resource management?

Policy: "In order to challenge traditional gender roles and inequality, CDSS will increase women participation in leadership and decision-making process".

6.5

Qualification of staff

- Are positions filled according to the organisation's tasks?

YES

NO

- Is staff adequately trained for their positions?

YES

NO

Please specify:

Not all are fully trained as some continue their education through in-service training depending on financial support

- Does the organisation have a human resources development strategy in place?

YES

NO

Please specify for:

Management staff:

Two are studying through correspondence and take up their leave time to go for exams and in class tutorials

Professional staff:

3 are doing their in service training in Finance, Community Development and Sustainable Agriculture & Extension Service Delivery

Support staff:

1 is doing warehouse management course

6.6

Does the organisation have specific staff responsible for the implementation of the environmental policy?

YES

NO

If yes, please specify:

CDSS Program Coordinator has BSc in Agriculture and an MSc in Conservation and Resource Management. He with the food security and livelihood staffs are responsible to implement policies on the environment.

7. Finances (Income and Assets):

In addition to providing the following information, please attach the organisation's finance manual (outlining the regulations for financial management) and the last institutional audit / overall annual accounts.

7.1

Total annual budget:

Current year	US\$685,650
Last year	US\$967,650
Two years ago	US\$956,650

7.2

Sources of last year's income:

	Source	Amount/currency
External (international sources)	DANIDA DCA EED	USD390,650 USD494,000 USD83,000
Non-governmental (national sources)	Nil	N/A
Government sources	Nil	N/A
Income generated from own activities/assets (please specify)	CDSS Farm/Guest House	USD 5,000
Total:		USD 967,650

7.3

Please list the major fixed assets of your organisation (e.g. buildings, land and endowments) and their value.

Buildings (Staff residence)
Guest House
Land (35 acres)
3 Vehicles (Land Cruiser)
Two Rub halls
Generator
5 Motorcycles

7.4

With which (national and international) aid agencies and financing organisations has the organisation been cooperating in the past five years?

DCA/DANIDA, FAO, WFP, ACT Alliance, Caritas, State Ministry of Agriculture Cooperatives and Rural Development

7.5

How often is an inventory done?

Quarterly

7.6

What is the period of your financial year?

Starts in January each year

7.7

Name(s) of person(s) who is/are authorised to request for transfer of funds:

Peter Lujana Alexander
Julius Mugo Murugami

8. Accounting System:

8.1

Number and qualifications of staff working in the financial accounting section:

Julius Mugo Murugami CPA & B. Commerce
Agustine Lokodo Morris, CPA II, Diploma in Accounting

8.2

Does the organisation prepare annual accounts, balance sheets, income- and expenditure statements or similar?

YES

NO

If yes, which one?

Income & Expenditure
Balance Sheet

8.3

Key date of latest annual account:

April/May 2014

8.4

Is your accounting computerised?

YES

NO

If Yes, please name the software used:

Quick Books/Sage Pastel Evolution

8.5

If funds are supposed to be passed on to branch offices, please describe the procedure:

The Bank is directed to transfer an amount required through a check to a bank of the branch office

9. Planning – Monitoring – Evaluation (PME):

9.1

Please describe the following:

- How do you plan your work (frequency, methodology)?

CDSS has an M&E person who plans his monitoring visits quarterly

- In what way do you **monitor** your work?

CDSS has M&E Frame used to collect data through field visits and monthly reports

- How do you monitor outcome and impact?

Field visits, observation and asking beneficiaries

- How is your work **evaluated**?

Both internally and externally

9.2

Date of last internal/external evaluation:

April 2014 and the report is not out yet

(Please attach the last evaluation report.)

9.3

Does the organisation make use of external expertise to accompany its work?

YES

NO

Please specify:

CDSS uses Consultancy Services where ever necessary: The last evaluator was an external expetise, one Consultant from Ethiopia is coming from 17th - 22nd June 2014 to train CDSS staff on Community Managed Disaster Risk Reduction (CMDRR)

9.4

At the project level, how do you assure equal participation of different target groups (e.g. according to age, gender, ethnic group) in the PME process?

CDSS is committed to the RBA (Right based approach) & PANEL principles of Participation, Accountability, Non discrimination, Empowerment and Linking to Human Rights

Chukudum, 03/06/2014

Peter Lujana Alexander

.....

Place, date

.....

Signature(s) by authorised representative(s)

Checklist for requested additional documents:

- Constitution, mission statement, by-laws, etc. of the organisation
- Certificate of registration (confirmation)
- List of members / board members and/or trustees names, designation, date of election/appointment, duration of term and background

- Map of the country and/or region/province showing areas of work
- Organisational Chart
- List of staff (names and functions), including their work experience, educational background, status and duration of employment
- Finance manual if any
- Last institutional audit / overall annual accounts
- Last evaluation report

Please feel free to add more documents if relevant.