

FACTS & FIGURE OF TAKHLEEQ FOUNDATION

| | | | | |
|---|---------------------|----------------------|--------------------|--------|
| 1. Full Legal/Registered Name : TAKHLEEQ FOUNDATION | | | | |
| 2. Acronym (where applicable): Takhleeq Foundation | | | | |
| 3. Organizations' Mission/Vision Statement: | | | | |
| VISION: Just Society with democratic values & human rights for peace, justice and prosperity. | | | | |
| MISSION: Working for the upliftment of communities by reducing gender disparity, promoting peace, prosperity with basic facilities and social justice through interactive discourse for civil society. | | | | |
| 4. Year of Establishment: 1999 | | | | |
| 5. Registration: | | | | |
| Number | KAR No.0661 of 1999 | Date of Registration | 14.11.1999 | |
| 6. Registered under Act/Law: Act XXI of 1860 | | | | |
| 7. Place of registration: Karachi, Sindh (Sindh & Baluchistan) | | | | |
| 8. Member of Other Networks / Organizations (If any) | | | | |
| Name of Network/Organization | | | Date of Membership | |
| South Asian Network for Gender Activist & Trainer | | | 2001 | |
| South Asian Network for Food Ecology & Culture | | | 2003 | |
| Pakistan Social Forum | | | 2004 | |
| NATPOW | | | 2002 | |
| HRDN | | | 2002 | |
| Joint Action Committee | | | 2000 | |
| Network for Electoral Participation (NEP) | | | 2007 | |
| 9. Official Address (National Office): | | | | |
| House # L, Street # 3, Block II Shahra-e-Quaideen, Karachi Ph # 0092-21- 34302455 & 0092-21-3424885 Fax 0092-21 Email takhleeqfoundationkarachi@gmail.com & myaqub_tf@yahoo.com Website www.takhleeqfoundation.org | | | | |
| 10. No of Field/Area Offices (including Head Office) | | | | |
| Karachi | Ghotki | SHahdadkot | Tandoadham | Thatta |
| House # L, Street # 3, Block II Shahra-e-Quaideen, Karachi Ph # 0092-21-34302455 & 0092-21-3424885 Fax 0092-21 | | | | |

| 11. No. & Names of Districts and Estimated Population covered by the NGO | | | | | |
|--|--------|---------------------------|---------------------------|--------------|--------------|
| Coverage | Punjab | Sindh | NWFP | Balochistan | Total |
| Names & total no. of Districts | | Total = 23 Covered = 9 | Total = 26 Covered = 2 | | |
| Estimated Population Covered | | 50000 | | 25000 | 75000 |

12. President/Chairman of the Organization
 Abdul Raheed Siddique (President) 2008-2010
 03212898572
 House # L, Street # 3, Block II, Shakra-e-Quaideen, Karachi
 Ph # 0092-21- 34302455 & 0092-21-3424885
takhleegfoundationkarachi@gmail.com

13. Chief Executive Officer/Managing Director
 Mohammed Yaqub Executive Director 1999-2010
 03332110863
 House # L, Street # 3, Block II Shakra-e-Quaideen, Karachi
 Ph # 0092-21- 34302455 & 0092-21-3424885
myaqub_tf@yahoo.com

14. Contact Person
 Mohammed Yaqub Executive Director 03332110863
 House # L, Street # 3, Block II Shakra-e-Quaideen, Karachi
 Ph # 0092-21- 34302455 & 0092-21-3424885
myaqub_tf@yahoo.com

15. Interventions of the Organization in last five years

| Interventions | Areas | |
|--|-------|-------|
| | Urban | Rural |
| a) Democratization | X | X |
| b) Gender | X | X |
| c) Women Empowerment (political & economic) | X | X |
| d) Environment | | |
| e) Human Rights | X | X |
| f) Community mobilization | X | X |
| g) Social service (education, health, etc) | X | X |
| h) Research | X | X |
| i) Rights promotion and/ or monitoring | X | X |
| j) Awareness raising & information education & communication / behavior change | X | X |
| k) Education | X | X |
| l) Health | X | X |
| m) Water & Sanitation | | X |
| n) Infrastructure | | |
| o) Livelihood | | X |
| p) Training | X | X |
| q) Emergency/Relief | | X |
| r) Election Awareness | X | X |

16. List of the Current Executive Council of Takhleeq Foundation

| Name | Profession | Qualification | Sex | | Age | Position in the organization | Years on the board |
|-----------------------------|-----------------------|---------------|-----|---|-----|------------------------------|--------------------|
| | | | F | M | | | |
| Mr. Rasheed Siddique | Business & Loins Club | MBA | | X | 40 | President | 4 yrs |
| Ms. Uroos us Sher | Women Activist | MA | X | | 30 | Gen. Secretary | 1yr |
| Mr. Muhammad Asfaq | Social worker | MBA | | X | 35 | Fin. Secretary | 9 yrs |
| Dr. Jabbar Khattak | Editor Awami Awaaz | MBBS | | X | 48 | Member | 9 yrs |
| Mr. Mustafa Ujjan | Engineer | BE | | X | 42 | Member | 9 yrs |
| Mr. Jami Chandio | Writer, Intellectual | MS | | X | 38 | Member | 3 yrs |
| Ms. Sheen Farrukh | Journalist & Writer | MA | X | | 45 | Member | 1 yrs |
| Ms. Aisha Rahim | Social Activist | MA | X | | 35 | Member | 9yrs |
| Mr. Muhammad Yaqub | Development Worker | M Sc. | | X | 38 | Member | 9yrs |

17. Experience with current/past projects

| | Project Name | Location & Population coverage | Cost of the Project | Donor | Thematic Sector covered Health/Gender/Water/Sanitation/Education/Livelihood/ Psychosocial |
|-----|---|---|---------------------|---|--|
| 1. | Mother and Child health Care through Public Private Partnership | Sanghar & Ghotki | 7480000 | US AID | MCH & Reproductive health |
| 2. | Organized the Unorganized for Social Justice | Karachi, Thatta & Hyderabad | 1,19,59,118 | EU-ISCOS Jan-2006-2008 | Workers Rights |
| 3. | Peace Social Harmony with Ulema's | 6 district of Sindh 2 district of Baluchistan | 42450000 | Heinrich Boll Foundation January 2000 December 2008 | Peace, Democracy and Human Rights |
| 4. | Political Reconstruction by Political Education with Afghan Refugees | Karachi & Quetta | 15,92,000 | Heinrich Boll Foundation 05 April-00 -31Mar- 02 | Democracy and Political Rights |
| 5. | Farmers Training & Sustainable agriculture Program | Mirpurkhas Sanghar & Hyderabad Nawab Shah | 16,57,000 | SAP-PK (April 2000 -Dec 2002) | Farmers Rights, Training & Development |
| 6. | Democratic Human Rights Program | Karachi | 3,83,000 | SAP PK. April 02-Mar 03 | Democratic Human Rights |
| 7. | Small Farmers Training & Capacity Building Program | Thatta Ghotki, Sukkur N. Feroz Hyderabad | 126,75,048 | CIDA & IDRF Canada. April 2002-March 07 | Farmers Rights, Training & Development |
| 8. | Media Communication | Karachi | 3,03,236 | IDRF Canada. | Media Unit development |
| 9. | Gender Sensitization with Journalists in Sindh | Hyderabad, Khairpur, Sanghar, Larkana | 4,32,000 | Action Aid.Oct1999-April 2000. | Gender Sensitization |
| 10. | Awareness & Advocacy for Women Political Participation | Dadu, Mithi Ghotki, Mialir Hyderabad, Thatta, Sanghar, Jacobabad | 2725000 | UNDP | Election Awareness 2002 |
| 11. | Awareness & Advocacy for Women Political Participation | Karachi Umerkot | 2621000 | UNDP | Election Awareness 2002 |
| 12. | Advocacy & Communication for Acceleration of Girls Primary Education (Radio Program) | Hyderabad & Khairpur | 2,32,0,120 | UNICEF | Education |
| 13. | Reducing Gender Disparity & increase Girl Child Enrollment | Jacobabad | 5,98,550 | Sindh Education Foundation & UNICEF | Education |
| 14. | Reducing Gender Disparity & increase Girl Child Enrollment | Thatta | 10285000 | UNICEF | Girl Child Education |
| 15. | Community Self Reliance – Environmental Sanitation | Jacobabad | 8,37,700 | UNICEF | Health and Hygiene |

| | | | | | |
|-----|---|---|---|--------------------|--|
| 16. | Financial Management Manual Development for CBO's | Karachi | 235000 | ICOMP | Financial Training |
| 17. | Capacity Building of women Community workers | N.Feroz, Jacobabad, Thatta, Hyderabad, Mirpurkhas | 3621000 | CIDA – PAGE | Training & capacity building for women's empowerment |
| 18. | Emergency & Relief in Flood affected areas in Sindh | Shahdadkot | 2261000 2076500 211900 196000 303000 984797 2545714 | Care International | Relief |
| 19. | Livelihood support | Shahdadko | 3517000 | Care International | Livelihood support |
| 20. | Women & Child Protection | Shahdadkot | | UNICEF | Women and child protection issue |
| 21. | Poverty reduction through integrated development approaches | Ghotki | 970000 120000 245000 | Care International | Education & health |
| 22. | Women's empowerment | Ghotki | 653900 | Care International | Women's empowerment |
| 23. | | | | | |

| Project Title | Duration (in months) | Amount in Rs. | Date of Award | Results/Remarks |
|---|----------------------------------|---|---------------|-------------------------------------|
| Emergency & Relief in Flood affected areas in Sindh | 3 Months | 2261000 2076500 211900 196000 303000 984797 2545714 | Nov 2007 | Completed the projects successfully |
| Poverty reduction through integrated development approaches | 4 Months 6 Months 6 Months | 970000 120000 245000 | March 2007 | Completed the projects successfully |
| Women's empowerment | 3 months | 653900 | March 2008 | Completed the projects successfully |
| Livelihood & poverty reduction in flood affected areas | 4 Months | 3517000 | Oct 2008 | Completed the projects successfully |

Which of the following policies does your organization have?

| | Yes | No |
|---|----------|----------|
| a) Does your organization have recruitment policy / procedures? | x | |
| • Insurance Policy | | x |
| • Medical Coverage for staff | | x |
| • Provident Fund (registered with Government) | | x |

Appointment letters

| Category | Issue formal appointment/contract letter containing terms of appointment | Prepare detailed job description and responsibilities |
|---|--|---|
| Full time staff | Yes | Yes |
| Part time staff | Yes | Yes |
| Contract staff | Yes | Yes |
| Consultants/advisors | Yes | Yes |
| Daily wage employees | | |
| Volunteers | Yes | Yes |
| b) Purchase and procurement policy/procedures | | x |
| a) Disposal and sale of assets policy | | In process |
| b) Logistics & Stores Policy & Procedures | | x |

| | | |
|--|----------|--|
| c) Finance Manual | x | |
| f) Annual Audit Does your organizations accounts audited on regularly basis? Please mention the name of Auditor (last year): <u>Name of the Auditor firm/Company:</u> Takhleeq Foundation operates on project basis and audited their accounts on project basis. HBF & CIDA hold their external audit also. The audit firm of Takhleeq Foundation is Mansoor Siraj, Saleem & Co. Karachi | Yes | |

18. Resources

Average Annual Income (over the past three years, mentioning where applicable for each year the names of the main financial contributors and the proportions of annual income contributed by them)

| Years | Total Income | Name of the Major Contributors | Amount Contributed by the Organization other than donor contribution |
|-------|--------------|--------------------------------|--|
| 2007 | 18035000 | HBF, IDRF ISCOS, CIP | |
| 2006 | 12512300 | HBF, IDRF, ISCOS | |
| 2005 | 13062400 | HBF, IDRF, ISCOS, CIDA | |

Largest Donors

| | |
|---------------------------|--|
| Name | Heinrich Boll Foundation |
| Address | 76 B, Nisar Road, Lahore Cantt, Lahore Pakistan |
| Type | International |
| Phone number | 0092-42-6668640 6666322 |
| E-mail | lahoreoffice@hbfasia.org |
| Duration/year(s) of grant | 8 Years |
| Amount | 4,24,50,000 |
| Purpose of grant | Project support for peace & harmony |

Donor 2

| | |
|---------------------------|---|
| Name | International Development & Relief Foundation IDRF |
| Address | 1063 McNicoll Avenue Toronto, Ontario, M1W3W6, CANADA |
| Type | International |
| Phone | (416) 4970686 |
| E-mail | dkaranjia@idrf.ca www.idrf.ca |
| Duration/year(s) of grant | 2002-2007 & 2008 |
| Amount | 1,30,78,325 |
| Purpose of grant | Project support for small farmers training and capacity building program |

the number of full-time staff by category (e.g. number of project managers, accountants, etc)
Full-time

| Category | Male | Female | Total |
|---|------|--------|-------|
| 1. Chief Executive | 1 | | 1 |
| 2. Consultants/Advisors | 1 | | 1 |
| 3. Director Generals/ Directors/Managers | 4 | 1 | 5 |
| 4. Program/Field Officers | 6 | 1 | 7 |
| 5. Trainers/Human Rights experts | 2 | 1 | 3 |
| 6. Media/production Experts | | | |
| 7. Gender Specialists | 1 | 1 | 2 |
| 8. IT Specialists | | | |
| 9. Finance Managers | 1 | | 1 |
| 10. Accountant | 2 | 1 | 3 |
| 11. Support Staff | 9 | 1 | |
| 12. | | | |
| Total | | | |
| Annual (average) Salary Paid to Staff (Pak Rs.) | | | |

Detail of Equipment

| Sr. No | Particular of Items/Equipment | Qty | Remarks |
|--------|-------------------------------|-----|-------------|
| 1 | Toyota HIACE Van | 1 | Recondition |
| 2 | Toyota Prado | 1 | |
| 3 | Suzuki Bolan | 2 | |
| 4 | Motorbike | 3 | |
| 5 | Laptop | 2 | |
| 6 | Desktop | 10 | |
| 7 | Fax Machine | 2 | |
| 8 | Printers | 5 | |
| 9 | Scanner | 1 | |
| 10 | Video Camera | 5 | |
| 11 | Digital Cameras | 8 | |
| 12 | Photo Copiers | 1 | |
| | | | |

Other relevant resources

| Sr. No | Particular of Items/Buildings/Facilities | Qty | Remarks |
|--------|--|-----|---------|
| | | | |
| | | | |
| | | | |