



SAHAKARMI SAMAJ PROFILE 2023

ORGANIZAITONAL DETAILS

Name organization	Sahakarmi Samaj, http://www.sahakarmisamaj.org/
Primary contact person	
Full name	Ammar Bahadur Air
Title	Executive Director
Email Address	amarbdr.air@gmail.com, ed@sahakarmismaj.org
Phone Number	+977 9858040954
Mailing Address	
Address Line 1	Sahakarmi Samaj
Address Line 2	Central Office: KOhalpur
Village/Town/City	High School Chowk, Kohalpur
Municipality	Kohalpur Municipality
Province	Lumbini
Country	Nepal
3. Legal status and identity: Non-Governmental Organization (NGO)	
Establishment/Registration year	1997, July
DAO Surkhet, Registration number	109/2053/2054 (1997/1998)
SWC KTM. Affiliation number	6337/2054/2055 (1997/1998)
Permanent Account Number	301736833

ORGANIZATIONAL INTRODUCTION

Sahakarmi Samaj (SS) is a registered NGO dedicated to empowering disadvantaged and marginalized communities to become self-reliant since 1997.

Vision: the 'marginalized people of Nepal will secure justice and an enhanced quality of life as equal and active citizens in an inclusive, interdependent, well-governed and sustainable society'.

Mission: To ensure that there is sufficient capacity amongst disadvantaged and marginalized people, as well as amongst the organizations and institutions whose purpose is to serve them, to initiate and sustain inclusive processes of governance that are oriented towards the just distribution of rights, opportunities, and resources and optimal quality of life for all.

KEY HIGHLIGHTS

SS has been

- Working to empower marginalized people in Nepal for over 25 years.
- Playing a significant role in improving the lives and civic participation of 75,000 Nepali households to date
- Recognized in Nepal & internationally as the leading exponent of Facilitation for Empowerment and Social Transformation (FEST), a pioneering approach to community development that is process and people-led.
- Worked closely with communities and local government in Karnali Province (Surkhet, Kalikot, Salyan, Rukum West, Dailekh & Jajarkot), Lumbini Province (Dang, Banke, Kapilvastu, Rupandehi, Rukum East, & Bardiya) Sudurpashim Province (Kanchanpur, Kailali, and Bajura)
- Currently operating 10 projects
- A member of FIAN International, the International Association for Community Development (IACD), and NGO Federation Nepal & International Learning Partner with SHEP Ireland
- Strong working relationships with local and provincial governments and major donors (European Union, United Nations Development Programme, Development Fund Norway, Simavi Netherlands, FASTENAKTION Switzerland, International Alert, The Asia Foundation, SHEP/Irish Aid, Ireland).

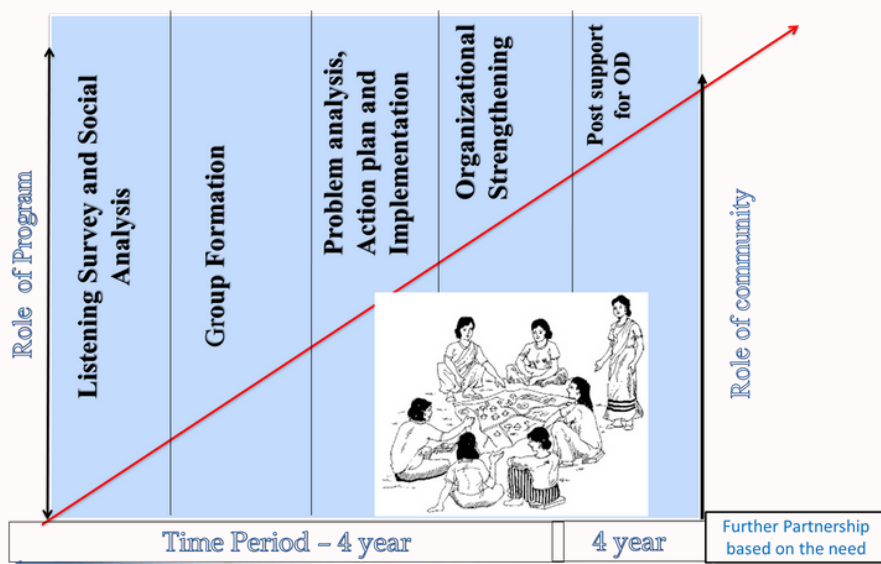
The FEST methodology is applied to all projects and enables community groups and institutions, as well as the local government, to work towards a more just and interdependent society through critically informed collaborative action. SS believes in collective action; thus, its actions are focused on providing benefits to the targeted communities by ensuring their participation in Community Groups (CG) and networking organizations (MCs & CBNOs) formed at the initiation of SS. These groups and networking organizations are the forums for enabling marginalized people to advance their interests by engaging in collective action to increase access to resources and to influence the local government planning processes so that they could identify better ways to access local resources for their own sustainability.

SS is recognized as the leading exponent of the Facilitation for Empowerment and Social Transformation (FEST) a process-led approach for community development in Nepal, which is applied to all of its projects. The approach was originally developed in the early 1900s while implementing a project in Surkhet. FEST is a pioneering community empowerment initiative that enables community groups, institutions, and the local government to work towards a more just and interdependent society through critically informed collaborative action.

The approach is aimed at helping disadvantaged and marginalized people to combat fatalism and to bring about sustainable, justice-oriented change through participatory analysis, planned collective actions, resource optimization and mobilization, and constructive engagement with government and non-governmental agencies.

The approach focuses on reducing external donor dependency and facilitating communities/CBNOs to optimize and mobilize local and external resources in order to achieve their goals and provide support for the capacity development of local government institutions to enhance their capacity for being more responsive and accountable toward marginalized citizens.

SS is fully compliant with state regulations and all relevant written statutes and organizational policies are in place and up to date. SS is currently a member of different national and international networks including FIAN International, International Association for Community Development (IACD), and NGO Federation Nepal. Sahakarmi Samaj was registered in the Surkhet district administration office (Registration no: 109/054) and affiliated with Social Welfare Council Kathmandu (Affiliation no: 6337/054) and permanent Account Number - PAN is 301736833.



3. ANNUAL EXPENDITURE

Year	Annual Expenditure (EURO)
2022	1,027,000
2021	545,000
2020	482,000
2019	581,000
2018	446,000
2017	168,000

ORGANIZATIONAL EXPERIENCES

Sahakarmi Samaj's expertise is, in particular, HRBA, Human Rights, Support for Democratization, Social Inclusion and Protection, People-led livelihood, climate resilience and agroecology, community organizing, Gender Equality, and Women's Empowerment and Public Administration Reform and Organisational Development of Public Institutions and Peace Building. Since 1997 Sahakarmi has reached over 500,000 people in Lumbini, Karnali, and Sudurpashim provinces through different projects. Currently, 45000 people are associated with its 1500 Community Development Groups (CDGs), 94 ward-level Main Committees (MCs), and 29 Community-based Networking Organisations (CBNOs), which are grass-root level community-based organizations actively promoting their rights.

Sahakarmi's work stands out because it engages at a grassroots level as well as at the local and provincial government levels. All our projects operate on the Facilitation for Empowerment and Social Transformation (FEST) method. This is a long-term community empowerment approach involving participatory methods and group work in 4 stages:

- Social Analysis & Listening Survey
- Group Formation
- Problem Definition, Action Planning & Implementation
- Organizational Development

This approach helps reduce external donor dependency and facilitates communities to optimize and mobilize local and external resources in order to achieve their goals. It also supports the development of local government institutions to enhance their capacity for being more responsive and accountable toward marginalized citizens.

Donors fund Sahakarmi's projects but the resources from Local Governments are mobilized to strengthen capacity and support the most marginalized and deprived left-out communities. Of the total resource mobilized by the organization in 2022, 30% resources come from the Local Government. Having resources from Local Government not only contributes to project execution but also ensures the long-term sustainability of the initiatives through local initiatives.

We have successfully delivered over thirty projects in 10 Western Nepal districts and achieved positive ratings from all our donors. Thanks to our successes our portfolio has increased in recent years. (See table)

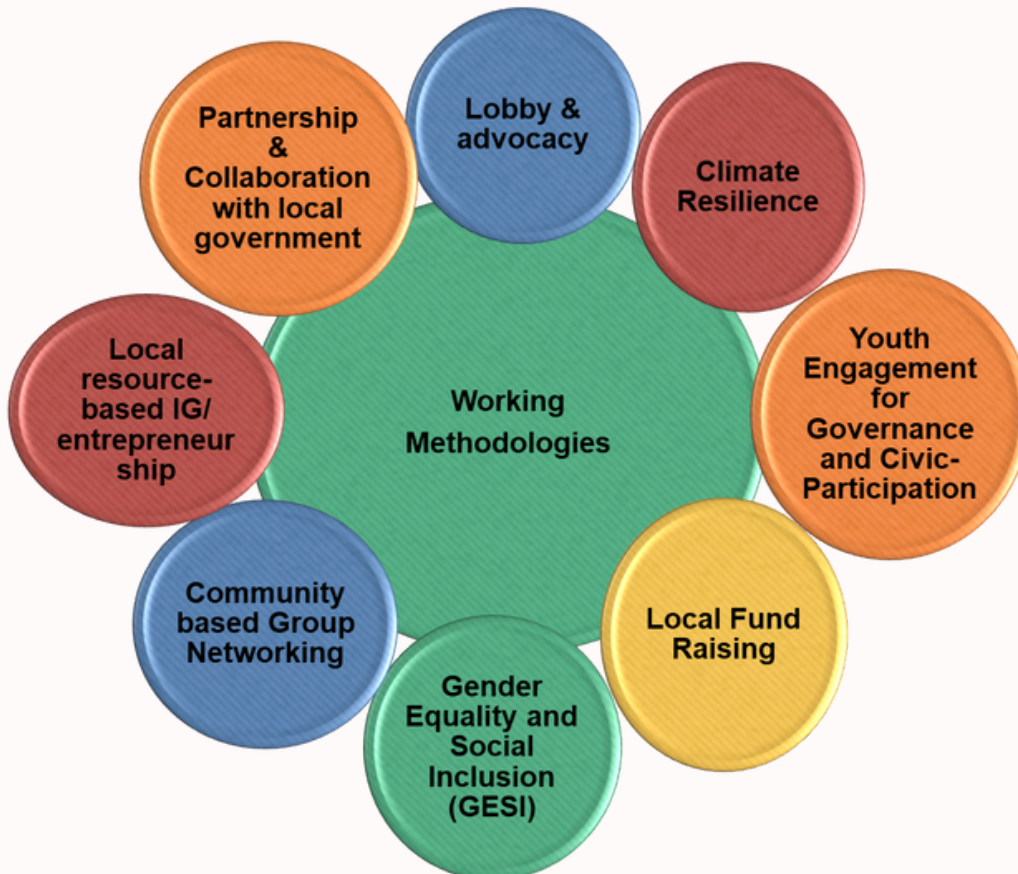
Sahakarmi's impact grows incrementally over time as empowerment filters through households and inclusive community governance structures and practices are consolidated. This knock-on effect is excellent value for money as remarked on by an independent evaluation report of the SHEP/Irish Aid-funded Southwestern Nepal Community Governance and Empowerment Programme -

"By the end of the normal 6-year cycle outputs (monetized value of actions undertaken) outpace inputs (from the program itself) by a ratio of 3:1. Considering that networks set up over 25 years ago are still operating, and could be said to be stronger than ever, the sustainability of this approach is evident, even if the locus of activity has shifted from the community groups to their networking organizations,"

SS'S THEMATIC AREAS OF INTERVENTION



SS'S WORKING METHODOLOGY



CURRENT PROJECT PORTFOLIO

Followings are the current projects being implemented by Sahakarmi Samaj

Community Organizing for Sustainable and Empowerment based livelihood Improvement program Phase 2 (COSELI 2)

Project Duration: 2021-2025

Funding Organization: The Development Fund Norway

Implementing partners/consortium:

- Paschim Jajarkot Bikas Samaj, Jajarkot
- Samaj Bikas Sanjal, Dang
- Sambriddha Samaj Samaj, Dang
- Bheri Samudayik Bikas Samaj, Jajarkot
- Tribeni Bikas Samaj, Banke
- Janashakti Bikas Samaj, Bardiya
- Nepal Gandharva Samaj, Banke

Project coverage:

- Bajura: Jagannath RM
- Banke: Kohalpur Municipality and Janaki RM
- Bardiya: Badhaiyatal RM and Gulariya RM
- Dang: Banglachuli RM and Dangisharan RM
- Jajarkot: Bheri Municipality, Chhedagad RM, and Shivalaya RM

Target beneficiaries: Poor, marginalized, climate-vulnerable women, and food insecure Dalits, women, and lead farmers.

Household coverage: 12,213

Project Outcomes:

- Improved food security and nutrition for rural households.
- Increased economic empowerment for rural households, especially women, youth, and marginalized groups.
- Improved government services and legal frameworks in line with rural communities' needs, rights, and priorities.
- Rural women and marginalized groups have increased influence and recognition within their households, grassroots organizations, and communities

Project Volume: 1.3 million Euro

SHAKTI (Empowering Civil Societies of Nepal) Program

Project duration: 1st November 2022 - 31st December 2025

Funding Organization:

- Irish AID
- SHEP, Ireland
- Jagannath RM
- Gaumul RM

Implementing partners/consortium:

- Samabesi Bikas Samaj, Kailali
- Kanchanpur Samudayik Bikas Kendra, Kanchanpur

Project coverage:

- Gaumul RM & Jagannath RM Bajura
- Gauriganga Municipality Kailali
- Beldandi RM Kanchanpur

Target beneficiaries: Marginalized Community people, Women. Youths, Dalit, Janjati, PWD

Household coverage: 3600

Project objectives:

- Objective 1 .1 Build capacity of 4 CBNOS and 138 CDGs to organize, be socially inclusive, engage with Government, and claim legal rights and entitlements
- Objective 1 .2 Enhance food security and climate resilience & engage youth in Agroecology and green entrepreneurship
- Objective 2.1 Revised policies, procedures, and working practices of 4 Palikas (1 Rural Municipality and 3 Municipalities) in line with rural communities' needs, rights, and priorities related to GESI, Youth, Climate Resilience, and Food Security

Project Volume: 410k Euro

Enabling Truth, Memory, and Justice

Project duration: January 2022 to December 2024

Funding Organization: International Alert

Project coverage:

- Surkhet (Chingad RM, Chaukune RM, and Birendranagar Municipality)
- Rukum west (Musikot Municipality, Triveni RM)
- Rukum East (Bhume RM)

Target beneficiaries: Conflict victims and their families.

Project Objectives:

- To strengthen the capacity of local government and local civil society to sensitively document, archive, and preserve victim's stories for truth, justice, reconciliation, and memorialization, especially victims from marginalized caste and ethnoreligious groups, women, youth, sexual and gender minorities, and people with disabilities.
- To strengthen locally-led advocacy and education initiatives to enhance local, provincial, and federal government accountability on reparation, and memorialization efforts and to promote learning from past conflict and encourage non-recurrence in the future.
- To empower conflict victims, survivors, and their families, especially those who have been marginalized based on caste or ethnoreligious background, gender, age, sexual orientation, or disability, to effectively participate in safe TJ processes to reflect their individual and collective needs.

Project Volume: 224k Euro

Strengthening Community Engagement at Local Level through mobilization and Empowerment of Toile Lane Organizations (TLOs) to Improve Local Governance

Project duration: 2023 (Pilot) to 2027 (Expected)

Funding Organization: The Asia Foundation, Australian Aid

Project coverage:

- Birendranagar Municipality of Surkhet
- Tikapur Municipality of Kailali

Target beneficiaries: Marginalized community, underserved, PWDs, and disadvantaged groups, deprived of the WASH facilities.

Household coverage: 59,307

Objectives:

- To enhance awareness and capacity of "TLOs" and their network, especially marginalized members, and their engagement with local government to secure citizen rights, and inclusion with woman leadership to government services and resources.
- To strengthen local governance processes for inclusive annual planning and budgeting process, increased transparency and accountability, and service delivery including health facilities.
- To strengthen resource mobilization mechanisms and enterprise development of members of TLO.

Project Volume: 125k Euro

Community-led Agroecological Practice for Food Sovereignty (CAPFS)

Project duration: January 2022 to December 2024

Funding Organization: FASTENAKTION, Switzerland

Project coverage:

- Junichande Rural Municipality (wards no. 7, 8, & 9)

Target beneficiaries: Community leaders, small farmers, and women and disadvantaged groups.

Household coverage: 600

Project Impact:

An increased standard of living for marginalized people resulting from ensuring food security through agroecology practices, enhanced capacity to access available resources, and strengthening community governance through viable and inclusive community-level groups that will have their own operational process, resources, and accountable structures.

- Objective 1: By the end of 2024, 600 HHs (285 Dalit HHs; 175 Janajati HHs; 140 Chhetri HHs) are effectively empowered to strengthen sustainable livelihood through agroecology
- Objective 2: By the end of 2024, 600 HHs (285 Dalit HHs; 175 Janajati HHs; 140 Chhetri HHs) will enhance their food and agriculture situation through the promotion of kitchen gardens, fruits, and fodder and other agroecology initiatives.
- Objective 3: By the end of 2024, 24 CDG, and 1 CBNO will advocate influencing the Junichande RM and Karnali Province to establish legal frameworks, and strategies to initiate services on agroecology.

Project Volume: 150k Euro

Water Justice Fund (WJF)

Project duration: October 2022 to December 2023

Funding Organization: Simavi, Netherlands

Implementing partners/consortium:

- Samabesi Bikas Samaj, Kailali
- Samaj Bikas Sanjal, Dang

Project coverage:

- Banglachuli Rural Municipality of Dang
- Gauriganga Municipality of Kailali.

Target beneficiaries: Marginalized Women and adolescent girls of last mile deprived of the WASH facilities.

Household coverage: 576

Project Objectives:

The objective of the program revolves around key features of the climate justice framework (i.e., increase the capacity of communities to respond to climate crises); gender equality objectives (by amplifying the voice and agency of women and girls), and adopting a shift-the-power approach. The Water Justice Fund intends to provide customized grants designed around the fund's unique climate financing model and assess its feasibility during its pilot phase of 2023. The fund's climate financing model based on localization offers climate adaptation grants related to water, the last mile women and girls. The grants start with women and girls identifying climate vulnerability related to water that she seeks to redress and follows her decision and leadership in producing ways to support that. The grant seeks to support and strengthen women and girls' agency and leadership in responding to and adapting to climate change adversities.

Project Volume: 38k Euro/ year (pilot phase)

Capacity development of Community Groups/Tole Bikaas Committee and Community governance strengthening Program

Project duration: June 2019 to July 2024

Funding Organization:

- Bheri Municipality of Jajarkot district,
- Jagannath Municipality, Budinanda Municipality, Badimalika Municipality, and Gaumul Rural Municipality of Bajura district.

Project coverage:

- Bheri Municipality
- Jagannath Municipality
- Budinanda Municipality
- Badimalika Municipality
- Gaumul RM

Target beneficiaries: Marginalized and Rural Households

Household coverage: 80% of households of the total household coverage of the mentioned palikas.

Project objectives:

- To support the existing mechanism of local government for effective mobilization, implementation, and management of local government for Community Groups/ Tole Bikaas through strengthening their organizational, management, and mobilization capacity.
- To create an enabling environment for those mechanisms to have access to resources by developing coordination and collaboration with various organizations.

Project Volume: 30k Euro

Livelihood Initiatives for Vulnerable & Excluded

Project duration: January 2023 to December 2023 (Pilot Project)

Funding Organization: FEMI, Netherlands

Implementing partners/consortium:

Sambriddha Samaj, Dang

Project coverage:

- Dangisharan Rural Municipality

Target beneficiaries: Poor, marginalized, food insecure Dalits, women, and lead farmers.

Household coverage: 1400

Project Goal:

By the end of 2025, 1400 (1290 female and 110 male) marginalized households will have enhanced livelihood and food security of marginalized and socially-excluded communities through improved farm practices and animal husbandry.

Project goal (FEMI): to strengthen the COSELI project in year 1 by

- Expanding the community groups with 19 extra (already existing 51 + 19 extra = 70 in total)
- Strengthen the team with capacity building and hiring an extra Community Educator and Agricultural technician

Project Volume: 15k Euro

SAHAJ PROJECT Integrated Program for Strengthening Security and Justice

Project duration: July 2023 to December 2023

Funding Organization: International Alert, IJPSJ/UK AID

Project coverage:

- 2 palika of Karnali Province
- 4 palikas of Lumbini Province

Target beneficiaries: Women and Marginalized individuals

Project objectives:

- To strengthen Community-Police Partnership (CPP)
- To improve access to security and justice for women and marginalized individuals

Project Volume: 19.5k Euro

Facilitating the Implementation of the activities under the Accountability Project

Project duration: 20th April 2023 to 20th Oct 2023

Funding Organization: UNDP

Project coverage:

- 4 districts and 10 municipalities

Target beneficiaries: Marginalized households

Household coverage: 2000 direct households

Project objectives:

To enhance the communication/ feedback loop between the citizens and the government, and raise awareness

Project Volume: 13k Euro

PROJECT IMPLEMENTED BY SS OVER THE LAST FIVE YEARS (2018-2022)

SN	Name of the project	Objective	Targets	Duration	Total Value (EURO)	Funding partner
1	Community Organizing for Sustainable and Empowerment-based Livelihood Improvement Program Phase 2 (COSELI 2)	To Empower the marginalized communities to increase the livelihood skills and make aware of local governance system.	Marginalized communities and Local CBNOs	1st January 2016 to 31 December 2020	1.3 million	<ul style="list-style-type: none"> Development Fund Norway
2	Community Organizing for Sustainable and Empowerment-based Livelihood Improvement Program Phase 1 (COSELI)	To empower the marginalized communities to increase the livelihood skills and make aware of local governance system.	Marginalized communities and Local CBNOs	1st January 2021 to 31 December 2025	850k	<ul style="list-style-type: none"> Development Fund Norway
3	Enhancing Citizens' Participation in Sub-National Good Governance (Local and Provincial Level) in the Context of the New Federal System in Nepal	<ul style="list-style-type: none"> To enhance participatory and cooperative relationships between citizens and local governments, by strengthening public governance, accountability, and transparency. 	<ul style="list-style-type: none"> Rights holders from grass root organizations with focus on women, youth and children, marginalised groups and minorities. CSOs Government institutions 	January 2019 to December 2022	1.1 million	<ul style="list-style-type: none"> European Union
4	Joint Response of ACT Alliance Nepal to the Second wave of COVID19	<ul style="list-style-type: none"> To assist the most vulnerable communities and frontline health service providers in the targeted areas in surviving the second wave of COVID19 pandemic and thriving through the pandemic's short- and longer-term impacts on their lives and livelihoods (Survive & Thrive) 	<ul style="list-style-type: none"> COVID vulnerable people. Health institutions Schools 	June 2021- 31 May 2022	79k	<ul style="list-style-type: none"> ELCA, DKH, World Renew, ACT Co, Diakonie Katastrophenhilfe
5	SHAKTI (Empowering Civil Societies of Nepal) Program	To contribute to an empowered civil society by mobilizing marginalized people in three rural districts of Nepal	Marginalized communities and local CBNOs	End Date - 31 May 2022	410k	<ul style="list-style-type: none"> SHEP Irish AID Jagannath RM Gaumul RM

SN	Name of the project	Objective	Targets	Duration	Total Value (EURO)	Funding partner
6	Strengthening Community Engagement at Local Level through Mobilization and Empowerment of Tole Lane Organizations (TLOs) to Improve Local Governance	To strengthen the engagement and participation of citizens in local governance processes by enhancing accountable local democratic practices	Women and marginalized group	15 Sep 2022 to 14 Sep 2023	125k	<ul style="list-style-type: none"> Australian Aid The Asia Foundation
7	Enabling Truth, Memory, and Justice	To strengthening local and national level accountability in inclusive processes of truth-seeking, restorative justice, reconciliation, and memorialization for increased public legitimacy	Victims from marginalized caste and ethnoreligious groups, women, youth, sexual and gender minorities, and people with disabilities	1 Nov 2022 to 31 August 2025	224k	<ul style="list-style-type: none"> United States Department of State Bureau of Democracy, Human Rights and Labor (DRL), International Alert
8	Community-led Agroecological Practice for Food Sovereignty (CAPFS)	To increase the standard of living for marginalized people by ensuring food security through agroecology practices	Viable and inclusive community level groups	July 2022 to December 2024	150k	<ul style="list-style-type: none"> FASTENATION
9	Water Justice Fund (WJF) Program	To promote self-sustainability to empower the backward and marginalized communities and make them self-reliant and interdependent.	Marginalized and climate vulnerable women and girls	1st October 2022- 31st December 2023	38k/year (pilot)	<ul style="list-style-type: none"> SIMAVI, Netherlands
10	Livelihood Initiatives for Vulnerable & Excluded	To strengthen sustainable livelihood through agriculture and animal husbandry	Marginalized, climate vulnerable and food insecure communities	1st January 2023 - 31st December 2023	15k	<ul style="list-style-type: none"> FEMI, Netherlands
11	SAHAJ PROJECT Integrated Program for Strengthening Security and Justice	To strengthen Community-Police Partnership (CPP) To improve access to security and justice for women and marginalized individuals.	Women and marginalized individuals	1st July 2023- 31st December 2023	19.5k	<ul style="list-style-type: none"> International Alert IJPSSJ/UK AID

SN	Name of the project	Objective	Targets	Duration	Total Value (EURO)	Funding partner
12	Capacity development of Community Groups/Tole Bikaas Committee and Community governance strengthening Program	To support the existing mechanism of local government for effective mobilization, implementation and management of local government for Community Groups/ Tole Bikaas through strengthening their organizational, management and mobilization capacity.	Tol Bikaas Committees formed under Bheri Municipality,Jajarkot And Jagannaath Municipality,bajura	June, 2019 to June 2022	30k	<ul style="list-style-type: none"> Bheri Municipality, Jajarkot district of Karnali Province. Jagannaath Municipality, Bajura district of Sudurpaschim Province
14	WASH Sustainable Development Goal Project Nepal Phase 1	To Increase demand for and use of sustainable inclusive WASH Services.	Ward level, RM Level, Municipal Level, WASH Coordination Committees.	March 2018 to May 2020	20k	<ul style="list-style-type: none"> Lumanti Support Group for Shelter
15	WASH Sustainable Development Goal Project Nepal Phase 2	To Increase demand for and use of sustainable inclusive WASH Services.	Ward level, RM Level, Municipal Level, WASH Coordination Committees.	March 2020 to May 2022	170k	<ul style="list-style-type: none"> SIMAVI, NETHERLANDS
16	The Social and Health Education Project	To enhance food security and climate resilience and mobilise youth in agroecology and as green entrepreneurs	Poor and marginalized citizens	1 Oct 2022 to 30 November 2025	15k	<ul style="list-style-type: none"> SHEP Irish Aid
17	Facilitating the Implementation of the activities under Accountability Project	To enhance the communication/ feedback loop between the citizens and the government, rise awareness	Marginalized people	20 April 2023 to 20 Oct 2023	13k	<ul style="list-style-type: none"> UNDP
18	Implementation of Change the Game Academy(CtGA) in Nepal	To improve the capacity of local NGOs, CBOs on local fund raising and mobilizing support	Local NGOs, CBOs	November 2018 to June 2020	12.5k	<ul style="list-style-type: none"> Wild Ganzen, Netherland
19	Nepal Community Empowerment for strengthening local Governance project (NCESLGP)	To increase awareness, capacity, and engagement with local government of grassroots members, to claim their rights to government services and resources and to make the government procedures practices socially inclusive and accountable to marginalised individuals	Local CBOs and marginalized communities	July 2018 - December 2021	270K	<ul style="list-style-type: none"> SHEP/ IA

ORGANIZATIONAL OVERSIGHT AND SAFEGUARDING POLICIES

The internal organizational decision-making process of Sahakarmi Samaj: Sahakarmi's General Assembly is made up of 65 members drawn from experienced staff and individuals who are familiar with the work approach and values. It meets annually and elects the Executive Committee every two years. The Executive Committee is the board that, in conjunction with the Executive Director, makes policies and procedures, and decisions about the program. The Management Committee is made up of senior staff and is overseen by the Executive Director it supervises staff and the day-to-day workings of Sahakarmi at an operational level. It takes the executive level decisions as well as being responsible for human resource management and development, coordination, and liaison with different stakeholders. The Executive Director is the link between all the layers of organizational structure within Sahakarmi Samaj. SS has clear policies and procedures that define the role of the General Assembly, Executive Committee, and Management Committees.

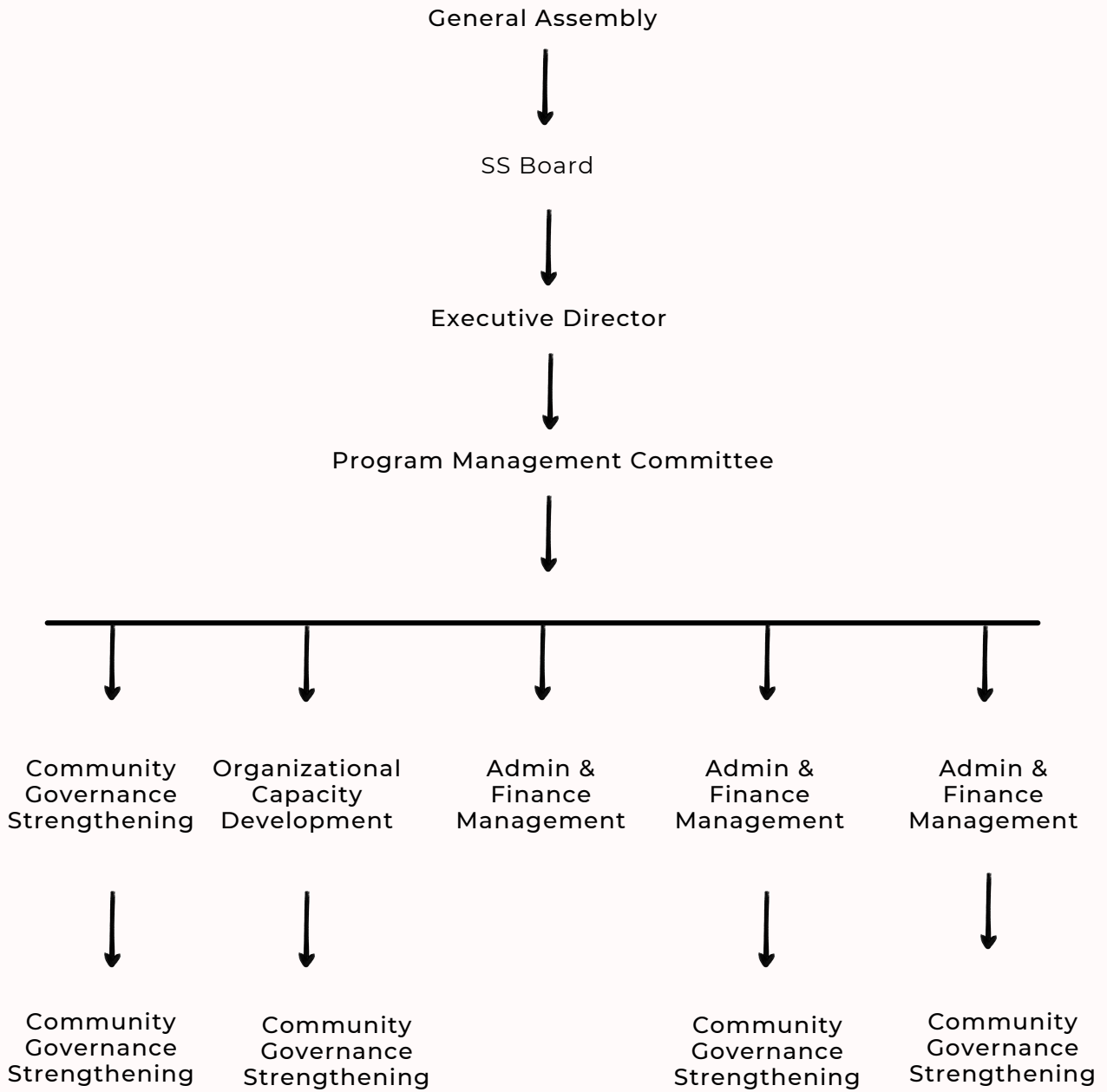
Statute and Policies: Sahakarmi Samaj has a written statute and a series of policies to make its governance more effective, efficient, and accountable to its own constituency, as well as to adhere to state regulations. The following policies and procedures are in place and regularly reviewed:

- Personnel and administrative policy
- Financial operational guideline
- Procurement operational guideline
- Cost sharing policy
- Organizational governance (conflict of interest) policy
- Gender Equality and Social inclusion policy
- Child Safeguard policy
- Anti-corruption policy
- Code of conduct
- Procurement guideline
- Safeguarding against Sexual harassment
- Guideline on preventing and combating the abuse of power.
- Time-sheet guideline
- Cost-sharing guideline

Financial and Accounting System: Sahakarmi Samaj uses double-entry bookkeeping and FAMAS accounting software. It maintains accurate, transparent accounting and record-keeping procedures and produces monthly financial reports for its different programs. An inventory of all income is maintained regularly and prepared annually prior to the financial audit. All accounting records of the organization are maintained at the head office. There are two types of bank accounts, one for the income and costs of the organization itself and one for the program. Each account requires the signature of both the Chairperson and Treasurer. When money comes into the programme account it immediately gets transferred to the relevant project account. The signatories of the projects' accounts are Executive Director (compulsory), Senior Organizational Development Coordinator, and Admin and Finance Manager. The projects have to maintain their accounts according to Sahakarmi's Financial Policy. Sahakarmi Samaj maintains a separate fund The Sahakarmi Institutional Development Fund (SIDF), which is for incomes raised outside of the main program such as from the hire of its Training Centre, Consultancy fees, individual donations for specific purposes and the sale of its publications. This fund is used for the organizational development and sustainability of SS as well as for staff welfare. The Executive and Management Committees of Sahakarmi Samaj are ultimately responsible for all financial management and internal control.

Financial Compliance: SS is fully compliant with all financial procedures and responsibilities. Annual audits have been maintained since its establishment. The annual audit is prepared according to the Nepali fiscal year - July 17th to July 16th - and a consolidated audit report is produced with separate audit reports for each program. The consolidated audit report is submitted to the relevant government authorities, partner organizations, and other stakeholders. In addition, an internal audit is also conducted. All compliances like tax clearance, organizational renewal, tax payment, government standards and provisions included in the policies meet government requirements.

MANAGEMENT STRUCTURE



BOARD MEMBERS

SN	Name	Position	Address	Contact No.	Email address
1	Tul Bahadur Sahakari	Chairperson	Birendranagar -1 Surkhet	9858052289	
2	Mitthu Kumari KC	Vice-Chairperson	Birendranagar -3, Surkhet	9868121555	mitthukarki5@gmail.com
3	Dipakraj Bhandari	General Secretary	Kohalpur Municipality-11, Banke	9858031345	dipakraj.bhandari@gmail.com
4	Rama Kumari Poudel	Secretary	Gulariya Bardiya	9848020636	
5	Bakhat KC	Treasurer	Kohalpur Municipality-11, Banke	9858028698	bakhatkc25@gmail.com
6	Cyanu KC	Member	Kohalpur Municipality-8, Banke	9868923434	gyanukc958@gmail.com
7	Tika Rokaya	Member	Birendranagar Municipality-8, Surkhet	9848020376	tika.rokaya22@gmail.com
8	Thir Bahadur Sunar	Member	Lekbesi Municipality-1, Surkhet	9815510392	
9	Renu Bhattraï	Member	Dailekh	9844896908	

KEY STAFF DETAILS

Name	Designation	Qualification	Experience and expertise
Ammar Bahadur Air	Executive Director	M.A	Mr. Air is a founder member of Sahakarmi Samaj. He joined the organization as a 'Program Development Coordinator' in 1997 and has served in different capacities. He has been working as an Executive Director since 2017. He is one of the pioneers of the Facilitation for Empowerment and Social Transformation (FEST) approach to organize and empower the poor and marginalized people of different areas of Nepal. He holds a Master's degree in Community Development from Future Generation University in Virginia America and Sociology from Tribhuvan University Nepal, whereas he completed Diploma in global leadership from Coady International Institute, Francis Xavier University, Canada in 2014.
Rajaram Gupta	Senior Organizational Capacity Development Coordinator	M.A., B.B.A. and L.L.B.	Mr Gupta has been serving at the Sahakarmi Samaj as a senior official since 1998. He joined the organisation as a community educator and served in different capacities including Senior Organisational Capacity Development Coordinator. Mr. Gupta has expertise in the field of organisation capacity development: Human Resource Development & Organisational Management. He holds Master's degree in Social Science. He is very good trainer, who has delivered more than 200 trainings to different local, national and international organisations and has even published various articles related with organisational capacity development.
Hema Budathoki	Admin and Finance Manager	MBA	Mrs. Budhathoki joined the organization as Admin and Finance Assistant in 2010. She has been working as an Admin and Finance Manager since 2021. She holds a Master's degree in Business Administration from TU Nepal. She is the head of the Admin and Finance Section and has 14 years of experience in the management of overall Admin and Finance-related services. She has expertise in Admin and Human Resource Management.
Suraj Rai	Finance and Compliance Officer	M.B.A.	Mr. Suraj joined the organization as Finance and Compliance Officer in 2019. He is responsible for all the procurements and compliances of the organization and the different projects run by the organization. He has 12 years of experience in accounting and expertise in grant and procurement management.

Name	Designation	Qualification	Experience and expertise
Bandana Devekota	Finance Officer	M.B.A.	Mrs. Bandana joined the organization as Junior Finance Officer since 2019. She is responsible for assisting the Admin and Finance Manager and documentation of the cash bills and vouchers.
Champha Singh Bhandari	Program Coordinator	M.A.	Mr. Champha S. Bhandari joined the organization in 2005 and has been working as the Program Coordinator. He holds a double Master's degree in Political Science and Sociology. He has expertise in Policy analysis, using Social Accountability Tools, Story writings, trainings and capacity building.
Sarita Shah	GESI Expert	M.P.H.	Ms. Shah joined the organization in 2022 and has been working as the Gender Equality and Social Inclusion (GESI) focal person. She holds a Master's degree in Public Health (MPH). She has over 6 years of experience in the Public Health and Gender Equality Sector. She capacitates all the staff from different projects on GESI issues. She also has years of experience designing and implementing GESI interventions in the overall projects the organization implements. She has good experience of working with the governing body in WASH and climate change sectors and a proven record of diverse community outreach through effective communication strategies.
Hari Upadhyay	Program Coordinator	M.S.W., M.Sc. in Yoga Science	Mr. Hari Upadhyaya joined the organization in 2019 and has been working as the Program Coordinator. He holds a Master's degree in Social Work and a Master's of Science in Yoga Therapy. He completed the Professional Fellows Program on Governance and Society in 2018, an exchange fellowship program organized by US State Department and World Learning. He has done two similar national fellowship programs in Nepal: Nepal Emerging Leaders Program 2019 by Leadership Academy and University of San Diego, USA, and the Youth Leadership Development Program (2019-20) by Lead International. He has expertise in accountability mechanisms, GESI, local-level planning processes, using governance tools, civic engagement, E-governance tools, Citizen engagement approaches for sub-national good governance, Yoga for community empowerment and healthy lifestyle practices, etc.

Name	Designation	Qualification	Experience and expertise
Netra Narayan Regmi	Organizational Development Officer	B.A	Mr. Netra Narayan Regmi joined the organization in 1998 and has been working as the Organizational Capacity Development Officer for Sahakarmi Samaj. He oversees the functioning of Community Based Network Organizations developed/partnered as an autonomous entity by Sahakarmi Samaj and helps in their capacity building. He has expertise in using social accountability tools, GESI, Social mobilization, and Capacity building of CSOs.
Punaram Panthi	Organizational Development Officer	B.A.	Mr. Punaram Panthi joined the organization in 1998 and has been working as the Program Coordinator. He is an expert on Local Organization Capacity Building, Social Mobilization, using Social Accountability Tools, and GESI.
Ghanshyam Acharya	Organizational Development Officer	B.A	Mr. Ghanshyam Acharya has been working as the Organizational Development Officer. He is an expert on Local Organization Capacity Building, Social Mobilization, using Social Accountability Tools, and GESI.
Raksha Khadka	Monitoring, Evaluation and Learning Coordinator	B.Sc.Ag., M.A. Community Development	Raksha Khadka joined the organization in May 2022. She has been working as a Monitoring, Evaluation, and Learning Coordinator for Sahakarmi Samaj. She holds a Bachelor of Science degree in Agriculture from Tribhuvan University, Nepal. She is an expert in program development, program design, participatory tools, and techniques development, Agroecology, Climate Adapted Villages, etc. She has engaged herself in the need assessment of vulnerable communities, designing project activities for the projects vested in women empowerment and empowerment of marginalized communities. Moreover, she has been involved in on-farm and off-farm monitoring visits, presented reports, and provided evaluation findings for the projects.
Aakash Tiwari	Program Coordinator	M.Sc.Ag.	Mr. Aakash Tiwari joined the organization in July 2022. He is currently working as a Program Coordinator for Sahakarmi Samaj. He is an expert in Community-led Agroecology, Climate Adapted Village, etc.

Name	Designation	Qualification	Experience and expertise
Nabina Giri	Program Coordinator	MSW	<p>Ms. Nabina Giri joined Sahakarmi Samaj as a Program Coordinator in the Strengthening Access to Justice Program (SAJP). She has 13 years of experience in knowledge management, learning, data collection, and communication. She is a skilled facilitator and has managed large groups of people of diverse backgrounds on various occasions. She has worked in multi-cultural work environments of non-government sector and UN agencies. She holds a Master's degree in Social Work and has good knowledge of data management and documentation, documentation management. Communication, coordination, and team building. She holds good knowledge of national and international treaties and laws. She advocated in the provincial government for the right of persons with disabilities. She gained experience in collecting and processing data for reporting and support in information management and province profile presentation, assisting in the provincial focal agency WFP, and coordinating with UN agencies, government, and non-governmental organizations while she was incumbent as Province Information Management Officer (PIMO) in the United Nations Resident Coordinator's Office (UNRCO). She too has experience working with People with Disabilities (PwD) while she was at the National Federation of the Disabled-Nepal (NFDN).</p>
Bianca Shahi	Program Coordinator	B.Sc.Nursing	<p>Ms. Bianca Shahi joined the organization in 2023 and has been working as the Program Coordinator. She holds a Bachelor of Science degree in Nursing from TU Nepal. She has more than five years of experience in women's empowerment and the inclusion of marginalized people for access to services by the government.</p>
Sujata Gharti Magar	Agroecology Officer	B.Sc.Ag.	<p>Ms. Sujata joined the organization in January 2023. She is currently working as an Agroecology Officer for Sahakarmi Samaj. She has expertise in Climate Adapted Village, Agroecology, Climate Smart Agriculture, etc. She holds Bachelor of Science degree in Agriculture.</p>

Organizational Strategic Guides and Mentors of Sahakarmi Samaj:

- **Dr, Paul Doherty (Ireland):** Paul is one of the facilitators to establish Sahakarmi Samaj. He has worked in a participatory development approach as an Executive Director of OXFAM for 10 years in Nepal. In Ireland, he has worked in different capacities with various organizations in a leadership role. He supports Sahakarmi Samaj in facilitation, and its strategic planning and guides the Facilitation for Empowerment and Social Transformation (FEST) approach.
- **Dr. Amina Singh** is affiliated with Kathmandu University and is an educationalist. She supports Sahakarmi Samaj in Monitoring, Evaluation, and Learning in the program implementation. She is interested in research on Community Engagement, Sustainable Communities, and has experience in learning sharing in the academic field.
- **Roger Hodgson (UK):** Roger worked with PLAN International, HELVETAS, and Save the Children for the last 30 years as a program development and fundraising expert in Nepal and is currently serving as a freelancer volunteer. He supports Sahakarmi Samaj to guide the strategic plan, organizational development, leadership development, management, and fundraising.
- **Scott Smith (America):** Scott assisted in establishing Sahakarmi Samaj. He also supports Sahakarmi Samaj in its strategic planning, leadership development, and organizational management. He is a participatory development expert. He worked for 30 years in India, Nepal, and Bangladesh. He visits Sahakarmi once a year and facilitates capacity development workshops for staff and board members.

ORGANIZATIONAL GEOGRAPHIC COVERAGE

The coverage areas of SS within the last five years are as below.

Karnali Province

- Surkeht - 3 Rural Municipality and 2 Municipality
- Kalikot -1 Rural Municipality and 2 Municipality
- Salyan -2 Rural Municipalities and 3 Municipality
- Jajarkot -2 Rural Municipalities and 2 Municipality
- Rukum West – 1 Rural Municipality, 1 Municipality
- Dailekh- 1 Municipality

Lumbini Province

- Dang - 3 Rural Municipality, 2 Municipality, and 1 Metropolitan city
- Banke - 3 Rural Municipality and 3 Municipality
- Bardiya - 2 Rural Municipality and 3 Municipality
- Rukum East – 1 Rural Municipality
- Rupandehi- 2 Municipality
- Kapilvastu- 2 Municipality

Sudurpashim

- Kanchanpur- 1 Rural Municipality, 4 Municipality
- Kailali - 1 Rural Municipality and 1 Municipality
- Bajura - 2 Rural Municipality, 1 Municipality

SS has the plan to extend its program to at least 4 additional districts under its new strategic plan (2023- 2028)

Name: Ammar Bahadur Air,
Title of Signatory: Executive Director