



Organization Profile

2023

KOMAK DEVELOPMENT & AID ORGANIZATION

موسسه انكشافی و امداد رسائی كمك

(KDAO)

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1. Introduction:

KOMAK (KDAO) is an Afghan humanitarian relief and development non-governmental organization established in 2018 under registration number 4506 with Ministry of Economy Afghanistan with the objectives of providing relief and emergency services, and long-term sustainable development projects. KOMAK (KDAO) is working in many provinces throughout Afghanistan carrying out short and long-term projects in emergency relief, Health, WASH, Education, Protection, shelter, safe drinking water to the people of Afghanistan.

KOMAK (KDAO) means caretaker aimed at backing the weaker section of the society. We are committed to improve the educational, health, social and psycho-social, WASH, Shelter, Refugee, Returnee and IDPs support, Agricultures, Livelihoods, Helping orphans, community awareness, women and youth support, water and environmental sanitation, and other emergency and post emergency programs in Afghanistan.

Dedicated to tackling the root causes of poverty in the country, KOMAK (KDAO) is passionate about working beyond the provision of immediate relief, towards supporting communities over the long-term. In short, KOMAK (KDAO) plays the role of curing the weaker section of the community from their affected injuries. Having presence all over the country, we are able to distribute aid and provide services in an effective, efficient, transparent, and accountable manner and to make a lasting difference and impact to the communities we work with.

KOMAK (KDAO) is blessed with a large group of members, the members include medical professionals, Program and operation experts, and other professionals in the non-profit sector. KOMAK (KDAO) works under the effective management of the Board of Directors. There are 5 directors on the board and the BoD meets once every quarter and holds one annual meeting. The board reviews the activities and progress of the year, and it also plans the next year's activities. The annual activities of KOMAK (KDAO) starts on March 21st with the start of Hijri Shamsi Calendar.

It is headquartered in Kabul and is currently working in Kabul and other provinces for the last 5 years. KOMAK (KDAO) has developed its thematic expertise and the capacity of its staff in correspondence with the evolving needs of the country. KOMAK (KDAO) targets the most vulnerable in its interventions, including children, women, internally displaced persons (IDPs), and returnee refugees, as well as the most impoverished and marginalized families. These priorities have been chosen to contribute to our Goal of, "Improved survival and well-being of Afghan girls and boys, building the foundations for a better future for Afghan children and their communities."

2. Vision:

The KOMAK (KDAO) vision is to provide relief, rebuild communities and enable self-reliance. We are working towards tackling the root causes of poverty and create a better community for the people of Afghanistan. KOMAK (KDAO) believes that every Afghan has the right to health care, education, food, clean water, and the means to support themselves, their families, and their society. KOMAK (KDAO) strives to empower people for the long-term, rather than just providing immediate relief.

3. Mission:

KOMAK (KDAO)'s mission is to improve the well-being of vulnerable people by creating, providing, and promoting opportunities to improve their livelihoods. KOMAK (KDAO) facilitates social developments through provision of quality education, and to be at the frontline for the provision of Health care services, providing food security, emergency relief, and livelihood, through development and aid programs.

KOMAK (KDAO)'s will be providing ethical services for fund raising and fund distribution in an effective, efficient, transparent, and accountable manner irrespective of race, ethnicity, gender, religion, or political belief.

4. Goals:

To Develop a sustainable community for the people of Afghanistan based on mutual respect and support where every Afghan lives a life of dignity and respect.

5. Objectives:

Advocate people including women and children rights for health services, education, social protection, employment, and decision-making.

To establish a learning community in which there will be no room for discrimination and violence.

Create awareness about the modern teaching methods and improved courses among the teachers and management of existing educational institutions.

Provide care and empowerment center for widows, disable and orphans.

Provide Education Sponsorship Programs for orphan children.

Building health care centers with improved facilities especially for women and children.

Provide access to clean drinking water and build WASH facilities for water points in masjids and public places.

6. Values:

KOMAK (KDAO)'s core values are, Efficiency | Honesty | Accountability | Equity | Quality | Transparency | Integrity | Professionalism | Diversity | Inclusivity.

7. Geographical Coverage:

KOMAK (KDAO) is headquartered in Kabul and its operation covers the whole country. The organization currently employs more than 27 staff.

KOMAK (KDAO) contributes to Afghanistan's development and generate knowledge that can be used to fight poverty, provide access to education and health care, response to emergencies and provide livelihood opportunities to vulnerable Afghans in each and every village and district in Afghanistan.

8. Our Strategic Pillars:

The Strategic Pillars of KOMAK (KDAO) are:

EDUCATION	<ul style="list-style-type: none"> ▪ Literacy, post literacy and out of school education programs. ▪ Income generating programme to poor people through skills trainings. ▪ Learning materials development. ▪ Organizing training, seminars, workshops, meetings etc. ▪ Accelerated Learning Programs. ▪ Community Based Education programs. ▪ Adult Learning Programs. ▪ Professional Trainings. ▪ Orphan Education Sponsorship Programs. ▪ Youth education sponsorship programs.
HEALTH	<ul style="list-style-type: none"> ▪ Mother & Child Health services. ▪ Cataract removal surgeries. ▪ Medical Camp Managements. ▪ Water and Hygiene Sanitation – WASH.
EMERGENCY RELIEF AND PROTECTION	<ul style="list-style-type: none"> ▪ Emergency Protection of IDPs, Returnees, Refugees and other vulnerable groups and communities. ▪ Post-Emergency Protection of IDPs, Returnees, & host communities. ▪ Child protection concerns and assisting separated and unaccompanied children. ▪ Helping vulnerable on their specific needs. ▪ Protection of people with disabilities. ▪ Protection of people displaced by disaster. ▪ Potable Water Supplies.
FOOD SECURITY AND LIVELIHOOD	<ul style="list-style-type: none"> ▪ Community based Natural Resource Based Livelihood programs. ▪ Community based Non-natural Resource Based Livelihood programs.

AGRICULTURE	<ul style="list-style-type: none"> ▪ Food production and food processing programs. ▪ Economic strengthening opportunities. ▪ Community groups empowerments to plan, implement and monitor their own development programs and sustain their gains. ▪ Improve access to livelihood assets. ▪ Improve access to livelihood services. ▪ Income generation programs.
AGRICULTURE	<ul style="list-style-type: none"> ▪ Agriculture production. ▪ Farming schemes. ▪ Provision and support of poultry forming. ▪ Provision and support of animal husbandry programs. ▪ Livestock support.

9. Administrative Information:

9.1. Board of Directors

- 1) Dr. Abo Esmail Foshanji – BoD Director
- 2) Mohammad Tariq - Member
- 3) Ahmad Khalid Hakimi - Member
- 4) Mohammad Milad Mateen - Member
- 5) Khwaja Ab Samit Sediqi - Member

9.2. Executive Committee

- 1) Khwaja Ab Samit Sediqi - Executive Director
- 2) Mohammad Rafi Walizada – Deputy Director
- 3) Hafizullah Karimi – Finance & Admin Manager

9.3. Organization's Financial Institutions/Banks

- ❖ Afghan United Bank (AUB)

10. Organization Resources:

Our Staff

KOMAK (KDAO) has an equal opportunity policy, and the HR policy is non-discriminatory with respect to race, ethnicity, gender, religion, or political belief. We are committed to select the employees on their skills, experiences, and their level of education, when the selection criteria are set-up. Executive committee has the authority and at least one of them must participate in the selection session and the executive member on behalf of the committee with appropriate documents will approve the employment.

Staff capacity building

KOMAK (KDAO) believes that the progress made is directly proportional to its resources specially, people, so its development will directly come the way its resource people are. Since the staff is the most important resource the organization has, it has given a special consideration and in the plan staff is always provided capacity building trainings, workshops, seminars, and on-job trainings both in person and online every year.

Our financial management

Financial management practice is a very crucial objective for any organization to attain development programs of the organization. The financial activities of the organization are entirely based on the budget approved by the technical support team which is intended to run the activities. The accounting system of the Organization is based on the general accepted accounting principles GAAP.

All materials and services that the project needs will be budgeted, and it's the duty of the accountant to release the budget line items and to control invoices and other supported documents before respective section prepares the payment. Invoice, contract payroll, etc. should be attached to the payment voucher to back up and confirm the payment.

The authorized limit is one of the major components of internal control system of the organization and the authority limit in the KOMAK (KDAO) policy and authorization matrix is clearly defined. So as to enforce that policy, each relevant project have been given the defined authority to approve the limited amount. If the payment exceeds the limited amount no payment will be made without the approval of either one or two senior staff of the organization.

KOMAK (KDAO) has the policy of maintaining petty cash fund to cover small payments of the office requirements. The amount are located to use for petty cash fund is clearly defined in the policy and it should be released in reimbursement system the cashier is responsible for receiving holding and disbursing, the petty cash fund and to keep relevant accounting records.

KOMAK (KDAO)'s procurement policy also defines the different procurement procedures in order to meet the requirements of the organization as well as to facilitate the needs of the organization and maintain transparency and accountability.

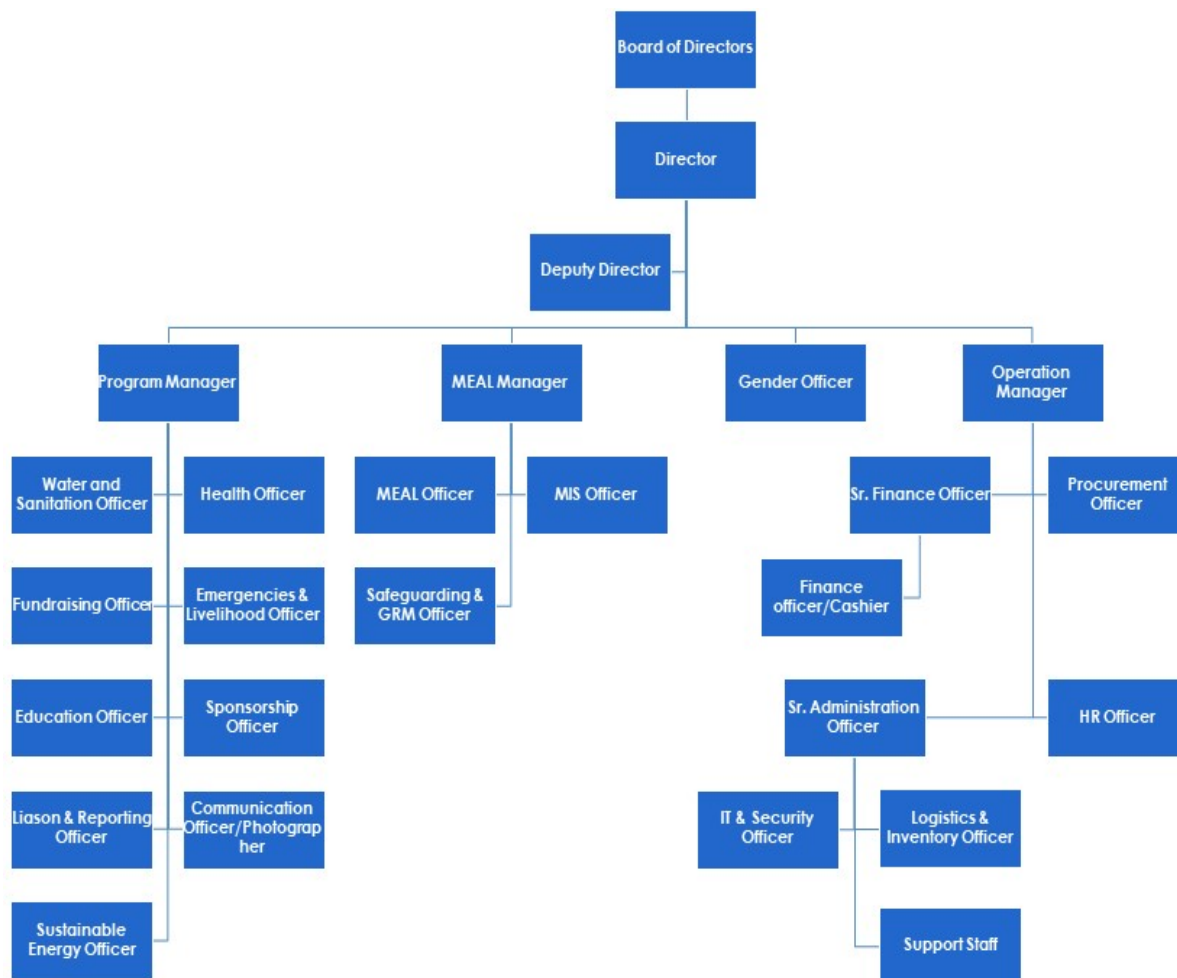
Our obligations

1. To safeguard the general interest of our members and the organization goal.
2. To strengthen the capabilities of the existing organization members, activities and to upgrade the methods and process of the better implementation.

3. To enhance working relations with existing network, funding partners, current donors, and other organizations.
4. To gain the trust of our donors and maintain a transparent and accountable working system.
5. To take part in the effort of social harmony and economic progress of the people of Afghanistan.
6. To collaborate with all its donors and members for achieving rapidly the vision and objectives of the organization.

11. Organization Structure:

To ensure the successful operation of the organization and transparency, KOMAK (KDAO) has developed an organizational structure, which ensures the flow of control and responsibilities. The organizational chart given below displays the hierarchy, though it is subject to the changes applicable and inevitable to the organization's success.



12. Past Performance:

S #	Project Name	Project Start & End Date	Project Location	Donor Agency Name	Donor Agency Contact Number	Donor Agency email Address	Value of Grant	Number of Beneficiaries	Directly Awarded or executed as JV
1	Livelihood – Sewing Machine training – for Women and Girls	17 th Jan 2021 to 16 th Mar 2021	Kabul	MHI	+93700673267	Fazal.khan@af.mhworldwide.org - Elhamkari mi012@gmail.com	641,250 AFN	60	Directly
2	Livelihood – Chicken Farming - for Women and Girls	15 th Aug 2020 to 14 th Oct 2020	Kabul	MHI	+93700673267	Fazal.khan@af.mhworldwide.org - Elhamkari mi012@gmail.com	833,625 AFN	80	Directly
3	Food Distribution	1 st Dec 2020 to 31 st Dec 2020	Kabul	MHI	+93700673267	Fazal.khan@af.mhworldwide.org - Elhamkari mi012@gmail.com	3,378,000 AFN	600	Directly

13. Organization Contact Details:

Organization Name	Komak Development & Aid Organization
Year of Registration	2018
Registration Number	4506
Registering Authority	Ministry of Economy Afghanistan
TIN #	9015791263
UNGM Number	968790
Quantum Supplier #	2046276
Contact Number	+93 785 26 26 26
Email	info@komak-aid.org
Website	www.komak-aid.org

14. License and TIN Details:

Islamic Emirate of Afghanistan
Ministry of Economy
Directorate of Non-Governmental Organizations



امارت اسلامی افغانستان
وزارت اقتصاد
ریاست انجام مؤسسات غیر دولتی

Certificate of Registration
جواز نامه
(KDAO)

Registration No: 4506
Date: 2018/10/7
Komak Development and Aid Organization
According to the decision No: 4506 dated 2018/10/7 of the Evaluation High Commission of NGO's, this organization is entitled to operate as an NGO in Afghanistan. The NGO shall respect and observance NGO's law and the rest of the enforced rules and regulations' Islamic Emirate of Afghanistan.

شماره ثبت: 4506
تاریخ: 1397/7/15
موسسه انکشافی و امداد رسانی کمک
بر اساس تصویب کمیسیون عالی ارزیابی مؤسسات غیر دولتی تحت فیصله شماره 4506 مورخ 1397/7/15، به مؤسسه مذکور اجازه فعالیت در افغانستان منظور گردید. مؤسسه مکلف است که در اجراءات خویش قانون مؤسسات غیر دولتی و سایر قوانین و مقررات نافذه امارت اسلامی افغانستان را رعایت نماید.



وزیر اقتصاد
Minister of Economy
الحاج قاری دین محمد حنیف

TIN # 9015791263