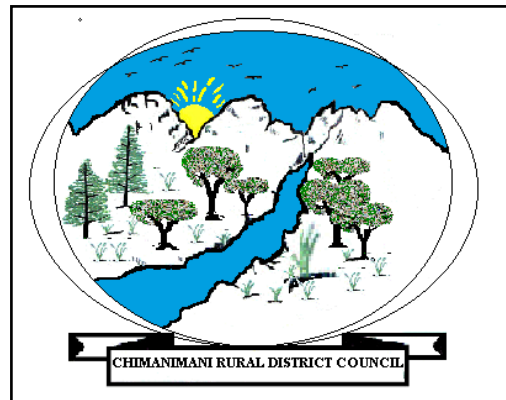


Chimanimani Rural District Council



NON-GOVERNMENTAL ORGANIZATION'S ENTRY, PROCEDURES AND EXIT POLICY

October 2009

CHIMANIMANI DISTRICT

Policy Number:	10
Approved by Council:	28 November 2000
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1.0. **NGO ENTRY AND EXIT POLICY**

Past experiences have shown that many noble development agendas of development partners have in some cases failed to reduce challenges by rural communities. While in some cases, only poverty has been perpetuated due to lack of accountability and unsustainable. In order to avoid some of these challenges, Chimanimani Rural District Council (CRDC) has drawn up a policy that seeks promote transparency, accountability and improved working relations among itself, development partners and the community.

This policy document also seeks to reinforce expectations of the local authority in community development initiatives as defined by the *Rural District Council Act No. 29:13, Section 74 subsections 1.*

The term Non-Governmental Organisation (NGO) is interchangeably used to mean any Developmental Partners that may include Community Based Organisations (CBO), Faith Based Organisations (FBO).

2.0. **POLICY PROCEDURES**

- To coordinate programs of Non-Governmental Organizations, Community Based Organizations and other development initiatives meant to benefit the district community.
- To ensure the equitable distribution of resources at district level for community benefit through the relevant sub-committee of council.
- To harmonize the activities of NGOs, CBOs and other service providers
- To monitor and evaluate the activities of NGOs and CBOs working in Chimanimani District (*Rural District Council Act: Chapter 29: 13, Section 74(1)(d)*)

3.0. **ENTRY PROCEDURES**

- Entry into the district shall be granted by the council after a full council resolution
- Entry may be through Central Government (DAs Office) initiation or initiation from grassroots level or NGOs or organizationally initiated but the procedure should comply with the above.
- Entrance into the district is recommended by the relevant council subcommittee before being granted permission to operate by full council.
- Each organization shall submit in writing, proposal of intention to the Chief Executive Officer.
- After receiving the permission to operate in the district, at ward level, the first port of call into the ward shall be the Councilor of the ward, who will in turn introduce the development partner to the traditional leadership of the village/ villages that the organization wants to work with and to other relevant development structures.

4.0. **OPERATION PROCEDURES**

In order to commence operations at any level, NGOs or Development Partners shall sign a *Memorandum of Understanding* (MOU) with the Local Authority. The MOU will clearly outline the following:



- Headquarters of the organization and profile
- Objectives of interventions
- Type/s of interventions
- Expected results
- Total budget allocated for the community/ beneficiaries during project implementation period.
- Termination modalities of the project/s
- Expectations and level of partnership with local authorities, line ministries and other development partners.
- Monitoring and evaluation mechanism
- Exit procedure (as an addendum)
- Appendage of signatures of principals and witness to the MOU

5.0. **REPORTING FORMAT**

Development partners must submit brief monthly reports on or before the 13th of every month and quarterly narrative reports on or before the 15th into the new quarter. These reports should be submitted to the Local Authority (Chimanimani RDC) and should include the following.

- Executive Summary
- Programme/Project goals
- Progress towards goals (including numbers per ward and villages)
- Challenges faced
- Lessons learnt
- Recommendations
- Financial report (only on the funds targeted towards the community/ beneficiary)
- Conclusion

6.0. **MONITORING AND EVALUATION**

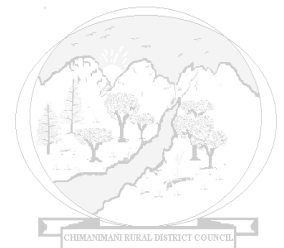
- NGOs activities shall be monitored and evaluated by the district monitoring team to ensure compliance.
- Reports submitted to the Local Authority shall also be used as part of the M & E tools and will be a precursor of the field visits.

7.0. **PROJECT EXIT PROCEDURE**

- Notification of program/project exit should be done 3 months prior to project/ programme winding up.
- An exit report should be produced and presented to council before the organization exits.
- End of project report must be submitted to the local authority.

8.0. **TERMINATION OF OPERATIONS**

The following are the bases for termination of an MOU before its expiration.



- Failure to report on project/ programme activities for a period of over 3 months
- Failure to adhere to obligations stipulated in the MOU (conducting projects and programme outside of the MOU without clearance). When this is realised, the partner will be informed in writing and its operation will be suspended to pave way for further investigations.

